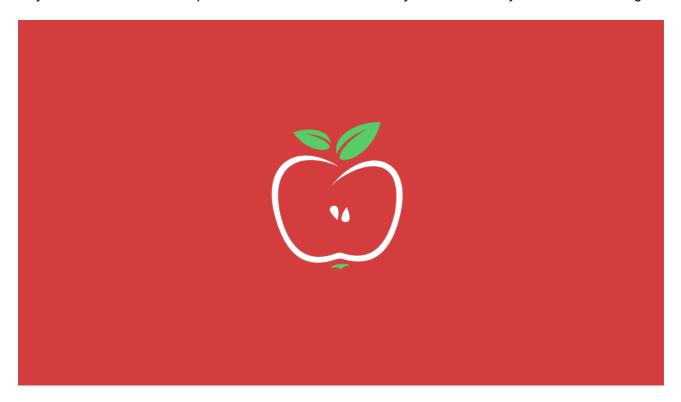
## **Closing Checklist for Preschool Classroom**

Please follow these procedures daily when closing your preschool classroom daily to ensure that your classroom is in compliance with the health and safety rules defined by child care licensing.



Turn off light and all technology
All children's personal belongings should be in cubbies
All toys, materials, equipment returned to assigned areas
All shelves tidy (be sure items are put back in appropriate bins)
House Area furniture (book area/dramatic play) are in proper places
Floor free of toys, paper, debris, etc.
All items from other classrooms returned
All teacher materials & supplies stored in classroom closet/cabinets
Highchairs, tables, counters & sink cleaned
Sweep & mop floor
Vacuum carpets & door mats
Empty trash & wash wastebasket & lid as needed
All windows closed & locked
In the infant classroom, wash the inside & outside of the microwave
In the infant classroom, wash the inside & outside of the refrigerator
In the infant & toddler classrooms, all dishes washed

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