

## OPENING SHIFT (7:30 AM – 4:30 PM)

- Refill disinfectant/bleach solution bottles if needed (for tables and bathrooms).
- Fill children's water bottles for the day.
- Put away clean dishes from the dishwasher.
- Wash and put away breakfast dishes.
- Get three clean kitchen cloths (use one for the kitchen and two for general cleaning).
- Read the communication book and check the day's schedule.
- By 11:30 AM, come inside to:
  - Warm up lunches
  - Mop nap/rest area floor
  - Lay out cots/beds
- After eating lunch, sit with the children and read stories to help transition to nap time.
- Put children to sleep and record nap times.
- During nap time:
  - Clean bathrooms (children's and staff)
  - Set up quiet activities for non-nappers and supervise them
- In the afternoon, take children outside while the closing shift begins cleaning tasks.

## CLOSING SHIFT (9:00 AM – 6:00 PM)

- Actively engage with children during free play.
- Set up afternoon snack while children are at circle/group time.
- After snack, read stories with children while waiting for everyone to finish.
- At lunch time (~11:45 AM):
  - Help line up children for bathroom/diaper routine
  - Eat lunch with the children, promoting conversation and manners
- While children are settling for a nap:
  - Clean tables and sweep/mop floors
- During PM snack, assist with clean-up as children are eating.
- After snack:
  - While the opening shift staff takes the children outside, finish cleaning tasks inside.
  - Then join children outside.
- Come inside at **5:00 PM** and complete end-of-day duties:
  - Ensure room is clean and reset for the next day
  - Empty and clean water bottles
  - Vacuum carpets (including entrance)
  - Take out garbage
  - Start laundry if needed (including dress-up clothes weekly)
  - Lock the facility