

*Please ensure all applicable tasks are completed each day.*

FOR OPENING SHIFTS

- Check phone messages and write any messages into daily journal
- Sign your initials in the daily journal and read any information within that day's communications
- Check if any laundry needs to be started
- Get snack carts ready (if applicable)
- Open blinds in classroom
- Put chairs around the table
- Check Storypark for any messages and have tablet ready for your program
- Collect Walkie Talkies for your group
- Check that your cleaning supplies are in room/on cart ready for the day
- Check that you have attendance and binder/clipboard/knapsack with all paperwork needed
- Ensure you have any medications for children in your group that you need (e.g. epi pen, fanny pack)

FOR THE END OF THE DAY

- Unplug and turn off electronics and walkie talkies and store in a secure spot
- Stack chairs in room if applicable
- Close windows and blinds
- Ensure centre/school doors are locked when you leave
- Check that fridge and freezer doors are shut firmly
- Check dryer for laundry and fold dry items and put away
- Check playgrounds and outdoor spaces have all equipment put away and sheds are locked
- Ensure that any absences, illness/accident reports, visitors, fire drills, emergency procedures, or communications from your group have been added to the daily journal for that day
- Check that kitchen duties are done (e.g. food put away, dishes done, etc.)
- Medications if you have any for your group are safely stored away for the evening
- Transfer photos from tablet to google drive

Last Revision Approved:	January 13, 2022
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