



# Nursery Checklist



Date	
9:00 Team Lead	
10:45 Team Lead	

Open the Nursery	Check In - New Guests
<ul style="list-style-type: none"><li>• Do a safety check of the rooms</li><li>• Restock any items as needed</li><li>• Put clean sheets on cribs</li><li>• Log in to computers for check in<ul style="list-style-type: none"><li>◦ Computer username: LEFCkids@lefcmail.com</li><li>◦ Computer pw: Wot89580</li></ul></li><li>• Open Breeze for check in<ul style="list-style-type: none"><li>◦ Breeze username: Checkin</li><li>◦ Breeze pw: CheckXXXX (use current year)</li></ul></li><li>• Open today's nursery event in Breeze</li></ul>	<ul style="list-style-type: none"><li>• Open the Check In tab</li><li>• Enter child's name and check box to check child in</li><li>• Double check cell phone info; remind parent to have phone on vibrate.</li><li>• FOR NEW GUESTS:<ul style="list-style-type: none"><li>◦ Have family fill out info card</li><li>◦ To check in, click on + tab in upper right corner; enter child's name and cell phone. (Be sure child is not already in system)</li><li>◦ Add to Visitor Tag for new guests</li></ul></li></ul>

(More on back)



# Nursery Checklist

## Supplies to Replenish

- All Purpose Cleaner
- Baby Wipes
- Clorox Wipes
- Liquid Soap
- Hand Sanitizer
- Snacks
- Diapers \_\_\_ S \_\_\_ M \_\_\_ L
- Ziploc bags
- Kleenex
- Gloves \_\_\_ rubber \_\_\_ latex
- Hand lotion
- Masks
- Other \_\_\_\_\_

## Close the Nursery

- Return all toys/furniture to shelves
- Strip sheets off cribs
- Bag trash & put outside Room 4
- Vacuum up any visible crumbs
- Close Breeze and restart computers
- Check crib rooms & nursing rooms
  - lights off
  - empty trash
- Summer: close playhouse
- Summer: set playground pieces to the side for lawn mowing

Notes for LK  
Director

Questions, concerns, suggestions. Needs of  
the Nursery.