



Leader Check-

List

- Are you wearing your volunteer name badge?
- Have you looked over your lesson prior to children arriving?
- Do all the children in your room have a name badge sticker?
- Has everyone been changed or had the opportunity to use the bathroom before pick up?
- Upon pick-up, make sure to ask each parent for their claim ticket sticker before releasing their child. Only release a child to an ADULT with the claim ticket.
- Did you write a postcard to 1-2 children in your class?

room Check-List

- Put claim ticket paper in weekly lesson folder
- Clean up all parts of lesson/game/crafts
- Return all toys and classroom supplies to designated containers and shelves
- Wipe down tables/counters/diaper changing pad as needed
- Bundle up trash and place outside classroom door
- Take any lost and found items to Kid Check In area
- Turn off lights

Thank you for serving in Kid