

## 3's AM Class Duty Day Checklist:

8:35 am	Outside	<ul style="list-style-type: none"> <li>➤ Unlock shed, key behind shed</li> <li>➤ Carabineers on gate latches</li> <li>➤ Scan yard, initial on clipboard</li> <li>➤ Cone off "wheel free" play area</li> <li>➤ Pull out toys, set up hand-wash picnic table</li> <li>➤ Uncover sandbox</li> </ul>	
8:45 am	Inside	<ul style="list-style-type: none"> <li>➤ Clean bathrooms, bleach &amp; gloves in the caddy in far right cabinet</li> <li>➤ Set out soap/towel tubs in the bathroom</li> <li>➤ Wash 3 snack tables</li> </ul>	
9:00 am	Outside Play on DUTY	Monitor climber & green space area	
9:30 - 9:40 am	Cleanup/Transition Inside	Tidy up outside area. Transition inside, help in cubby area.	
9:40 - 9:55 am	Gathering & Music	Pull out placemats. Fill water jug.	
9:55 - 10 am	Wash Hands	Children lineup, squirt hands with soap, sing special ABC song, rinse 2 at a time.	
10:00 - 10:15 am	Snack	Enjoy snack	
10:15 - 11:05 am	Free play	Clean up and wash tables, wash placemats- allow to dry before stacking. File art work. Monitor children in free play.	
11:00 - 11:10 am	Clean up	Wash paintbrushes and bin. Wipe down easel and cover.	
11:10 - 11:15 am	Clean up	Help children clean up and put away toys, large blocks and dramatic play.	
11:15 - 11:20 am	Quiet Reading	Join for quiet reading time.	
11:20 - 11:35 am	Circle Time	Wash water jugs in warm, soapy water then dry and put away. Start sweeping. Put away dry placemats.	
11:35 - 11:40 am	Transition Outside	Assist in cubby area to transition children outside. <i>Duty parent is last out.</i> Help monitor yard until a parent can relieve you.	
11:40 - 12:00 pm	<p>Outside Play</p> <p>Complete end-of-day clean up</p>	<ul style="list-style-type: none"> <li>➤ Sweep floors and vacuum</li> <li>➤ Dirty laundry in bin</li> <li>➤ Take out garbage, recycling, compost, water bucket. Wash out buckets if need be.</li> <li>➤ Tubs restocked and put away (see pictures for placement)</li> </ul>	