

**4's AM Class Duty Day Checklist:**

<b>8:50 am</b>	<b>Outside</b>	<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>	
<b>9:00 am</b>	<b>Inside</b>	<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>	
<b>9:15 am</b>	<b>Outside Play on DUTY</b>	Monitor climber and green space area.	
<b>9:15 - 9:45 am</b>	<b>Cleanup/Transition Inside</b>	Tidy up outside area. Transition inside, help in cubby area.	
<b>9:50 - 10:00 am</b>	<b>Gathering/Show 'n' Tell</b>	Pull out placemats. Fill water jug.	
<b>10:00 - 10:05 am</b>	<b>Hand Washing</b>	Children lineup, squirt hands with soap, sing special ABC song, rinse 2 at a time.	
<b>10:05 - 10:20 am</b>	<b>Snack time</b>	Enjoy snack.	
<b>10:20 - 11:30 am</b>	<b>Free play</b>	Clean up and wash tables, wash placemats- allow to dry before stacking. File art work. Monitor children in free play.	
<b>11:30 - 11:35 am</b>	<b>Clean up</b>	Wash paintbrushes and bin. Wipe down easel and cover.	
<b>11:30 - 11:35 am</b>	<b>Clean up</b>	Help children clean up and put away toys, large blocks and dramatic play.	
<b>11:35 - 11:40 am</b>	<b>Quiet Reading</b>	Join for quiet reading time.	
<b>11:40 - 12:00 pm</b>	<b>Circle Time</b>	Re-wash tables, put jugs out for lunch, pull out placemats	
<b>12:00 - 12:05 pm</b>	<b>Hand Washing</b>	Hand washing: Lineup, squirt hands with soap, sing special ABC song, rinse 2 at a time.	
<b>12:05 - 12:30 pm</b>	<b>Lunch Time</b>	Assist children and enjoy LUNCH	
<b>12:30 - 12:45 pm</b>	<b>Afternoon Gathering</b>	Wash water jugs in warm, soapy water then dry and put away. Start sweeping. Put away dry placemats.	
<b>12:45 - 12:50 pm</b>	<b>Inside/Outside</b>	Assist in cubby area to transition children outside. Duty parent is last out. Help monitor yard until a parent can relieve you.	
<b>12:50 - 1:15 pm</b>	<b>Outside Play</b>  <b>Complete end-of-day clean up</b>	<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>	