

PERIODICAL CHILDCARE CHECKLIST



DAILY GENERAL CHECKLIST

- Attend to children's basic needs like feeding them, preparing meals, changing diapers, and supervising playtime activities.
- Make sure kids are signed in and out either electronically on the Kinder app or manually on attendance sheets.

DAILY CLEANING CHECKLIST

- Disinfect Door and cabinet handles
- Sanitize cloth toys and dress-up clothes before and after each use
- Sanitize Pacifiers daily
- Sanitize hats and helmets after each use
- Sanitize Infant and toddler toys
- Disinfect Garbage cans daily
- Sanitize floors daily
- Disinfect Bathrooms daily
- Sanitize tables and high chair trays after each use
- Sanitize highchairs daily
- Disinfect mops daily

WEEKLY GENERAL CHECKLIST

- Look for training opportunities (usually sent through email)
- Plan upcoming week for your childcare
- Make a new food menu

WEEKLY CLEANING CHECKLIST

- Sanitize dress up clothes and cloth toys
- Laundry
- Sanitize refrigerator/freezer

MONTHLY GENERAL CHECKLIST

- Conduct a fire drill and log it-make sure the document is hung on the wall
- Lookout for open grants
- Make sure you are updated with your trainings through merit and the student portal
- Thoroughly plan out learning and playtime materials for the upcoming month
- Contact your coach for any specific help or questions if needed

EVERY 3 MONTHS

- Conduct an Earthquake drill and log it on the fire drill document (bottom section)
- Conduct a lockdown drill and log it on the fire drill document (bottom section)

YEARLY CHECKLIST

- Get prepared for yearly inspection.
- Get in touch with your licenser for the yearly inspection.