

Preschool Room Clean Up Procedures

FOOD

- Seal and return all unused food and beverage items:
 - *Cookies and crackers to Preschool Office.
 - *Apple Juice (labeled with date) in refrigerator.
- Dispose of any leftover food from room.

SUPPLIES

- Return supplies to cabinets (containers are in alphabetical order).
- Return borrowed items from Preschool Office or other rooms.
- Return Childhood Security forms to appropriate place.

ROOM ORDER

- Clear off sink counters.
- Wipe tables clean.
- Remove items from doorways and hallways (sign-up tables, children's work left behind, etc.)
- Pick up toys and store them.

EQUIPMENT

- Return TV'S, VCR'S to hallway closets.
- Put chairs under tables.
- Do not stack chairs!! (Safety precaution.)