Please add the date to the top of the column and initial on the task that you have completed
Month_____

Name																			
Date																			
Opening Task																			
Turn OFF sign light																			
Turn on Ipad/ register/waiver app																			
Straighten lobby area																			
Unlock register																			
Turn on lights																			
Put sanitized toys away																			
Turn on music																			
Check "daily" board																			
Put out a new sign in sheet																			
Check play lounge/ bathrooms for safety, cleanliness and that they are stocked (paper towels, garbage bags, toilet paper)																			

Please add the date to the top of the column and initial on the task that you have completed
Month_____

Name												
Date												
Closing												
Organize toys												
Turn on sign light												
Count/Close register												
lock register												
lock file cabinets												
Turn off music												
Turn off lights												
Complete bathroom, daily & nightly check list												
Time Sheet												
check birthday request/playdate request/emails (management)												
return emails (management)												
Check messages												
Return calls												