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***Cleanliness & Readiness for Babies***

***One of the pillars in Next Level Kids is a clean, safe environment for children to learn and explore.***

As kids ministry team members, we are all responsible for making sure the classroom is properly cleaned and the necessary supplies are in order for each service. The Coach should encourage the entire team to complete the following:

***Before Services:***

* Wash your hands.
* Spray all tables, counters, door handles, crash bars and high touch areas with HDQ spray and let it sit on the surface for 10 minutes. Wipe down all surfaces after 10 minutes with paper towels.
* Arrange clean floor mats on the floor and place socks or blue shoe covers out.
* If socks/shoe covers worn outside of classroom, they MUST be replaced with clean ones.
* Put clean sheets on the cribs, wipe down the bars and frame with disinfectant and place a dot sticker on the clean sheets to let others know that the crib is clean. The sheets need to be changed and the whole frame disinfected after each use.
* Make sure appropriate Service (1st or 2nd) Clean toy bin is in classroom.
* Be sure all the toys, games and videos are arranged in an organized and attractive manner in the appropriate places. Be sure all parts to all toys are together.

***Between Services:***

* Wash your hands.
* Clear everything off any and all surfaces and wipe them down with disinfecting wipes.
* Disinfect and put away all supplies (Allow 10 minutes for wiped areas to dry before use)
* Wipe all knobs, handles, light switches, exersaucers, swings, bouncy seats, chairs used, play surfaces and hard surfaces with disinfecting wipes.
* Take bin of used toys out of classroom and replace with Clean toy bin for 2nd Service.
* Vacuum/sweep floors as needed
* **Wipe down floor mats**. (No shoes or bare feet on the mats! Only socks or blue shoe covers.)
* Wash your hands.

***After the Last Service:***

* Wash your hands.
* Wipe all knobs, toys, exersaucers, swings, bouncy seats, chairs used, play surfaces and hard surfaces with disinfecting wipes.
* Remove sheets from the crib and place in the hamper.
* Wash all toys that were chewed on, with warm water and dish soap. Dry before putting away.
* Throw out any sippy cups that were used from the church supplies, if the family didn’t take them home.
* Wipe down changing pad with Lysol wipes.
* Vacuum/sweep floors.
* Be sure all the toys, games, and videos are arranged in an organized and attractive manner in the appropriate places. Be sure all parts to all toys are together.
* Clear everything off any and all surfaces and wipe them down with disinfecting wipes.
* Put away all supplies
* Wipe down floor mats.
* Place used socks in the hamper.
* Pick up floor mat tiles and put away under/above the sink.
* Tie up the trash bags and place new liners in all cans. As you are leaving the room, place the trash bags in the hallway just outside your door (if there are no remaining families).

***Hand Washing/Hand Sanitizer***

Every staff member/team member must wash and/or use hand sanitizer prior to entering a classroom.

When to wash your hands:

* Before handling food or bottles
* After using the restroom
* After changing *each* child’s diaper
* After wiping a child’s nose
* After coming in contact with any bodily fluids