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***Cleanliness & Readiness for Two’s***

***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.
* Lay out the rug if needed.
* 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.
* Make sure appropriate Service (1st or 2nd) Clean toy bin is in classroom.
* Make sure appropriate “Sanitized” and “Used” supply bins are out and stocked appropriately.
* Double check curriculum activity supplies
* 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.
* Spray rugs with disinfecting spray.
* Throw out any sippy cups that were used from the church supplies.
* Put away all snack supplies.
* 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.
* Clear everything off any and all surfaces and wipe them down with disinfecting wipes.  (Allow 10 minutes for wiped areas to dry before use)
* Put all used supplies (crayons, glue sticks, markers, etc) in the “Used” bin.
* Make sure “Sanitized” supply bins are stocked appropriately for next service.
* Take bin of used toys out of classroom and replace with Clean toy bin for 2nd Service.
* Vacuum/sweep floors as needed.
* Wash your hands.

***After the Last Service* :**

* Wash your hands.
* Throw out any sippy cups that were used from the church supplies.
* Wipe all knobs, toys, play surfaces and hard surfaces with disinfecting wipes. Allow 10 min to dry before putting away.
* Wash all toys that were chewed on with warm water and dish soap. Allow 10 min to dry before putting away.
* Vacuum/sweep floors.
* 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.
* 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 all used supplies (crayons, glue sticks, markers, etc) in the “Used” bin.
* Put away all supplies.
* Assign someone to sanitized all “Used” supplies in Take 2. Spray all supplies, let sit for 10 minutes, then dry before putting away.
* Roll up the carpet and prop against the wall in a corner.
* 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).
* Wash your hands.

***Hand Washing/Hand Sanitizer***

Every staff member/volunteer 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 assisting a child in the restroom
* After wiping a child’s nose
* After coming in contact with any bodily fluids