

## Service Check List

### Set-Up

- Put your name badge on.
- Plug in baby-wipes warmer.
- Fill in top of Sign-In sheet / registration form.
- Make sure there are enough labels, pagers, or I.D. cards.
- Be sure you have all supplies needed for class.
- Put sheets on beds if it applies to your age group
- Start music CD or tape and/or check sound system.
- Do you have a walkie-talkie in your room?
- All toys in good condition – none broken.
- Check to make sure you have snack and juice if required.
- Check to make sure you have cups and napkins.
- Tissue box.
- Trashcan with liner.

### During Service

- Change diapers as needed if applies to your age group.
- Disinfect changing table after each diaper change.
- Wash hands after each diaper change.
- Always buckle babies into swings, beds, etc.
- Put a fresh bed sheet on for each child.
- As time allows, spend some time teaching, singing to and ministering to each child.
- If babies or preschoolers become restless towards the end of service try singing some songs, blowing bubbles, playing a game, or telling a story with actions to it.

### Closing

- Vacuum and empty trash.
- Unplug or turn off all electronic equipment.
- Leave room neat; counters, cubbies clean.
- Label any “forgotten” articles with child’s name and parents name.
- Hand in completed Sign-In sheet and or registration binder to the appropriate place or person.
- Place all supplies and snacks in the appropriate areas. Return juice to the kitchen or refrigerator.