

BEFORE AND AFTER HOUR CHECKLIST FOR CHILD CARE PROVIDERS

DATE : _____

✓	DESCRIPTION OF ACTIVITY OR CHORE	DURATION	✓	DESCRIPTION OF ACTIVITY OR CHORE	DURATION
	Making out a grocery list			Unloading groceries	
	Cooking, preparing meals			Cleaning up just before children arrive and after children leave	
	Laundry (washing, drying, folding, putting away)			Loading dishwasher (emptying dishwasher)	
	Online research, webinars, visiting child care forums, and this blog!			Cleaning toys, rotating toys, putting away and organizing toys	
	Record keeping, entering data into Minute Menu software, working on taxes			Baby/child proofing home	
	Parent meetings Name: Time: Subject			Office work, filing, writing emails to parents, photo copying, writing newsletters, creating and updating your website/blog	
	Cleaning finger prints off sliding glass doors/windows			Writing contracts and policies	

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	Talking to parents on the phone Name: Time: Subject:			Building a business website: Adding or changing content Writing Post Web theme work, photography, etc.	
	Communicating with parents via email or social media sites like Facebook, Twitter, etc.			Promoting business on Craigslist and other online classified ad websites	
	Food Program paperwork			Conducting activities for local family child care association in home	
	Reading magazines to find recipes			Workspace organizing	
	Collecting items around the home for craft projects			Planning and preparing children's activities (lesson plans, home decorations)	
	Decorating playroom for themes and special days			Putting together a daycare scrapbook or photo album	