

Heroes Room Checklist

During Service

- ☐ Adding details to dry erase board
- ☐ Labeling all things that come into the room with child
- ☐ Diaper change (make sure all toddlers have dry diapers)

End of Service

- ☐ Distribute parent cue
- ☐ Radio registration when all kids have been picked up

After Service

- ☐ Clean off dry erase board
- ☐ Check on diffuser
- ☐ Clean toys
- ☐ Wipe down changing table
- ☐ Wipe down tables
- ☐ Make sure activity table is organized
- ☐ Garbage check - let someone know if it's getting full
- ☐ Prepare snacks for next service
- ☐ Prepare activity for next service
- ☐ Huddle with servant leaders before dismissing (3min)
- ☐ Complete service notes