



The **Do's** & **Do Nots** of Classroom Organization & Maintenance



DO

- Keep class/closet or cupboard organized.



DO NOT

- Allow class/closets to become cluttered and unorganized.



DO

- Return & organize EVERYTHING at the close of the day
- All classrooms are expected to be clean and organized and prepped for the next day



DO NOT

- Materials should not be stored on top of shelves, cabinets, Area furniture, etc.
 - This looks disorganized and unappealing to enrolled and prospective families
 - It is a safety hazard as items could fall and injure children.
- Items should be mounted securely or placed on the floor when not in use to reduce hazard of falling onto children



DO

- Keep shelves neat and organized so children are able to easily locate materials in the classroom.
- Sort containers daily, returning all pieces to the appropriate box or storage container.
- Attach an identifying label to aid in the clean-up process.
- Request storage containers to maintain an organized classroom as needed



DO NOT

- Store materials in damaged boxes or containers.
- Store **ANYTHING** on top of play items. Things can fall and injure a child



DO

- Place books with the book covers visible for the children to make their selection.
- Place books throughout the classroom, found in each of the learning areas



DO NOT

- Allow bookshelf to become unorganized.
- Lay books on their side or where the cover or spine is not visible



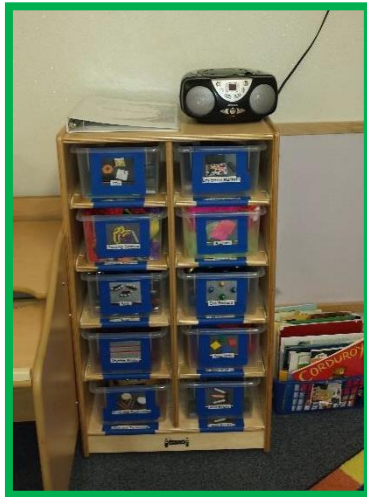
DO

- Reattach and replace signs and labels immediately as needed.
- Use materials that will not leave an adhesive residue (painter's tape, re-usable classroom tacky, etc.)



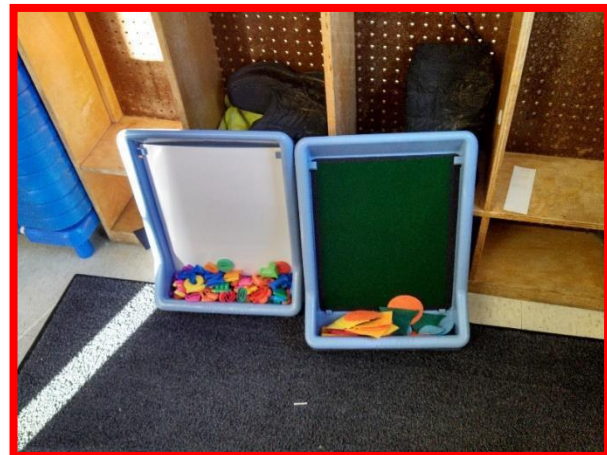
DO NOT

- Allow signs, labels, or postings to fall off the walls/doors and become lost.
- Use materials that leave adhesive residue (duct tape, glue, etc)



DO

- Store them in containers to allow easy clean-up of the floors daily.
- Re-assemble neat storage areas during Clean-Up Time.



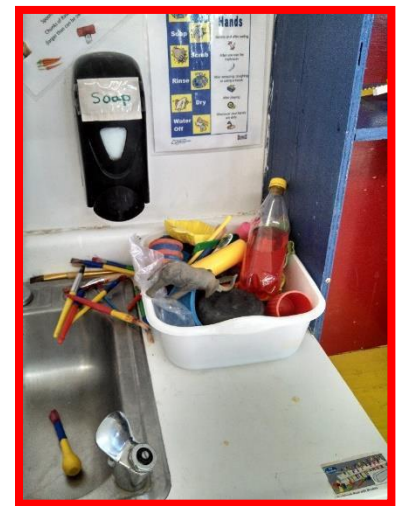
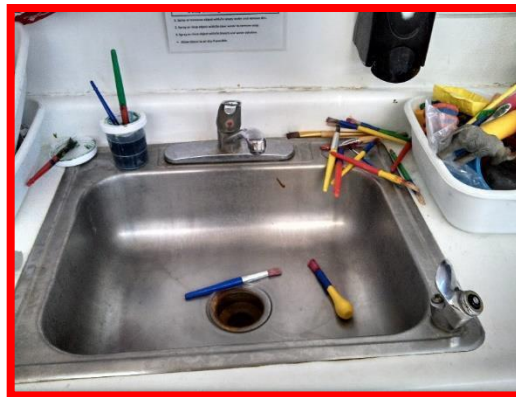
DO NOT

- Store supplies on the classroom floors.
- Leave games and activity centers unassembled.



DO

- Make sure sink area & drain are clean, clear of debris and organized at ALL times
- Return art supplies to their appropriate storage container after use
- Store toothbrushes in the toothbrush holder.
 - Safety latches secured on the doors are intended for this use.
- Clean as needed throughout the day using 3-Step Sanitation Process
 - Must be cleaned during Nap Time
 - Must be cleaned at end of day



DO NOT

- Leave art supplies in the sink area.
- Leave any items blocking the drain (blocking the drain can lead to plumbing issues later)
- Leave storage containers in sink area
- Allow area to become cluttered or disorganized.



DO

- ❖ Maintain organized cubbies for the children.
- ❖ Replace labels and wash cubbies monthly.
- ❖ Keep an organized Art Area.
- ❖ Keep shelves organized and labeled.
- ❖ Keep areas neat and tidy.
- ❖ Make sure everything is put back in its place during Clean-Up Time and at the end of the day
- ❖ Use appropriate storage containers for materials (not too big or too small)
- ❖ Store extra supplies in cabinets or closets

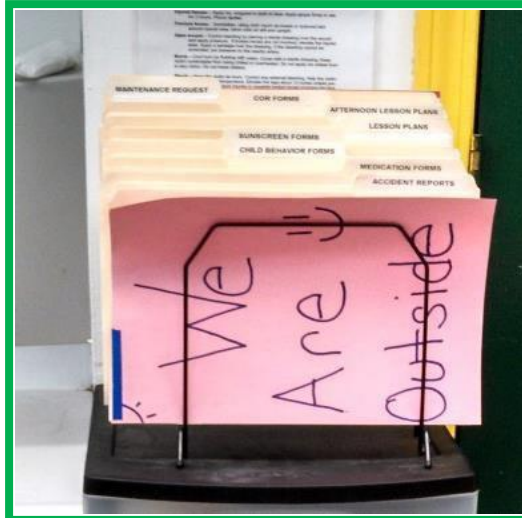




DO NOT

- ❖ Leave supplies out on the floor or in the wrong areas
- ❖ Store items on top of cubbies.
- ❖ Allow clutter to accumulate in the classroom or center common areas.
- ❖ Allow labels on storage or cubbies to become tattered
- ❖ Allow materials to be stored in an unorganized manner.





Example of approved filing system

DO

- Keep forms & documents organized in file folders
- Filing allows documents to be found easily

DO NOT

- Crush, crumple, fold papers
- Place papers in the wrong files or outside of files