



## COSTUMES MAINTENANCE

**AVAILABILITY REQUIREMENT:** Costumes should be inspected monthly and repairs made immediately. Access to sewing machine is helpful. This position is best filled by a 3's person because of the work that needs to be done for the Monthly Clean (usually the first Friday of every month). Items to be taken home must be picked up at 11:30am on the day of the Monthly Clean and returned by 9:00am the next school day.

1. Inspect the dress up clothes once per month and make any needed repairs. Repair aprons and smocks when necessary. Keep puppets and cloth dolls in good condition.
2. Wash/laundry the costumes in the dress-up containers on the first Friday of each month. Use your discretion about skipping washings for costumes that are too delicate or aged to withstand frequent washings. Keep dress up hats as clean as possible.
3. When picking up costumes and dress-up clothes for cleaning, approach teachers and ask if they have specific instructions or priorities for washing/repair of clothes.
4. Organize the dress-up containers on the first Friday of each month. Make sure that each costume, cape, shoe, etc. is in its proper container.
5. On the day of the Monthly Clean, take the dress-up shoes home and spray with Lysol disinfecting spray. Let them **air dry** for at least 24 hours before packing them back up.
6. Contribute one new costume to the dress up collection by December, if needed. Consult with Teachers about the choice of the costume. It should be a significant outfit (not just an apron or hat). The Seamstress incurs the cost of purchasing or making this costume.
7. Make new smocks (vinyl/cloth) as requested by the Teachers.
8. Please do not throw away any costume or other item, no matter how tattered, without consulting with the Teachers.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.

Revisions: 02/2015 MLDG