

COSTUMES MAINTENANCE

AVAILABILITY REQUIREMENT: Costumes should be inspected monthly and repairs made immediately. Access to sewing machine is helpful. 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. Organize the dress-up containers on the first Friday of each month. Also on your co-op or set-up day check the bins and take the opportunity to do organizing then. Make sure that each costume, cape, shoe, etc. is in its proper container.
3. Wash/laundry the costumes in the dress-up containers on the first Friday of each month. 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. 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.
4. 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.
5. Create a **Costume/Accessories Wish List** document. At the beginning of the year within the first month of school create this document and meet with the teachers. Ask the teachers what costumes and/or accessories are on their wish list. Then you can watch after Halloween sales, pre-Christmas sales, etc. to purchase items on this list. The first \$40 are incurred as part of your position, keep receipts and see the note below.
6. Make new smocks (vinyl/cloth) as requested by the Teachers.
7. 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: 03/MJV