



Little Feet Childcare Centre Limited

"we care for your child"

Cleaning and Maintenance Policy and Procedures

Rationale

Little Feet Childcare Centre aims to provide a safe and hygienic environment for all children staff, parents, and whanau at all times.

Procedures:

- All staff are responsible to ensure that rubbish, inside and outside of the centre is collected in the mornings and as required.
- Staff will mop and disinfect children and staff toilets twice daily and as required.
- Hand basins will be cleaned and disinfected thoroughly, and rubbish bags will be renewed as required.
- The nappy changing policy and procedure is displayed in the nappy change room which will be followed by all staff.
- Nappy bins will be changed at midday and again in the afternoon and as required.
- Indoor rubbish bins will be washed once a week.
- Food tables will be cleaned and sanitised before and after each meal with disinfectant. Chairs will be cleaned as required.
- All high chairs will be cleaned before and after every meal.
- Vinyl floors will be mopped with disinfectant after the midday meal and as required.
- At the end of the day, art tables will be cleaned, floors swept/vacuumed to ensure that it is free from all debris.
- Professional cleaners will be hired to clean and disinfect carpets annually.
- Staff will maintain compliance with food safety and cleaning procedure.
- Centre toys will be washed weekly in both under two and over two areas, or as necessary due to any illness in the centre.
- Soft absorbent toys will be machine washed and completely dried before use.
- Wooden and plastic toys will be dipped in container with disinfectant, rinsed and dried thoroughly, once a week and as required.
- Block units, shelving, etc will be wiped over with a cleaning cloth, using hot water and disinfectant weekly.
- Centre linen will be machine washed once a week and as required.

- All children's beddings provided by the parents will be sent home every Friday to be washed.
- Centre bedcovers will be washed once a week or as required. Bedcovers will also be sprayed and wiped after every use.
- Baby cots and children's sleeping beds will be cleaned and sanitised weekly, or as necessary due to any accidents by the children.
- Dress up clothes will be machine washed once a fortnight and as required.
- Sandpit toys will be cleaned and washed regularly and the sandpit will be raked daily.
- All cleaning agents will be stored and kept out of reach of children at all times.
- All cleaning agents will have a clear label of its content.
- Kitchen floor, benches, cupboards, microwave and fridge must be kept clean at all times and wiped with disinfectant as required.
- Food trolley will be cleaned daily and as required.