

Mascot Public School Preschool

Cleaning Procedure

Mascot Public School Preschool operates in accordance with the following guidelines:

[Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 and the Preschool Handbook](#)

[The Education and Care Services National Regulations: Regulations 89, 136, 168\(2\)\(a\)](#)

Rationale:

The aim of environmental cleaning is to reduce germs that survive on surfaces in the education and care service. Washing toys, equipment and furniture effectively is important in reducing the spread of infection and disease.

Procedure:

1. All toys, clothing and puzzles are to be cleaned weekly or more often, if required. All toys should be washed with detergent and water and can be dried by sunlight, weather dependant.
2. Books should be inspected for visible dirt. They can be cleaned by wiping with a moist cloth with detergent on it, and allowed to dry. Keep damp or wet books out of use until they are dry.” – Staying Healthy Guide, 5th Edition.
3. Any items that are dirty, have been put into a child's mouth, coughed or sneezed on, or if used by a child who is unwell, should be removed immediately, cleaned and/or placed in craft sink to be cleaned.
4. Tables and chairs are to be wiped over with specified red cloths or paper towels and detergent with water from the spray bottle each morning and in between activities.
5. Bathroom & toilet should be cleaned at least once per day and more often if they are visibly dirty.
6. Carpets and mats should be vacuumed daily and steam cleaned at least every 6 months. Spot clean carpets and mats and if they are visibly dirty in a small area.” – Staying Healthy Guide 5th Edition. This is conducted by contracted cleaners.
7. Contracted cleaners vacuum and mop the preschool classrooms each afternoon and do a more extensive clean during school holidays.
8. Play dough is to be replaced weekly or more often if required. Children should wash hands before and after playing with play dough.
9. Educators are to complete the daily and weekly environment & cleaning checklist.
10. Each week the sandpit is salted and raked. At the beginning of term 1 and 3 the sand is replaced as needed and reviewed annually, ensuring that the appropriate level of sand is maintained throughout the year.
11. When cleaning up bodily fluids from carpeted areas, contact the front office who will organise for a contract cleaner to clean the area effectively. If not on carpeted areas, follow the directions below, from the Staying Healthy Guide, 5th Edition.

Sources:

All Mascot Public School Preschool procedures are based on information provided in the following documents;

- The Preschool Handbook
- National Quality Standard
- DoE Policies and procedures
- Staying Healthy Guide, 5th Edition

Review:

Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Preschool's Procedures must be reviewed and updated every 12 months.

Appendix 1

Preschool Resources Cleaning Regime

<u>When</u>	<u>What</u>	<u>How</u>	<u>Who</u>
Daily	<ul style="list-style-type: none">- Paint brushes, paint pots, glue brushes, glue pots if emptied, craft resources,- Easels- Lunch tables and chairs- Resources placed in children's mouths or handled by sick students- Carpets- Children's Bathroom (during the day, as needed)- Sensory toys- Bin lids- Food trolley- Sandpit and beach area raked	<p>Detergent & water</p> <p>Vacuum Mop Disinfectant</p> <p>Detergent and water</p>	<p>Staff</p> <p>Staff Staff Staff</p> <p>Contract Cleaner Staff/Contract Cleaner</p> <p>Staff Staff Staff Staff</p>
Daily	<ul style="list-style-type: none">-Toilets- Hand basins- Floors- Outdoor Equipment - checked for spiders, cobwebs, wasps nests etc- Bins Emptied	<p>Antibacterial wipes</p> <p>Disinfectant</p>	<p>Staff & contract cleaners</p> <p>Staff Contract cleaners</p>
Weekly	<ul style="list-style-type: none">-Outdoor area- Home corner furniture and resources- Toys - Puzzles- Paint smocks- Fridge (Children's lunches)- Dress up clothing/cushions/sheets- Play dough- Sandpit salted and raked	<p>Sweep, disinfect, hose</p> <p>Detergent & water</p> <p>Disinfectant/ Wipes</p> <p>Washed in machine</p> <p>Water & detergent</p> <p>New batch</p>	<p>Staff</p>

Monthly	Garbage bins (inside & lids)	Disinfectant Antibacterial wipes (lids)	<u>Staff</u>
Per Term	-Fridge - Rafters - Carpet	Detergent	Staff Cleaning Contractor
Per Semester	Staff kitchen cupboards and refrigerator - Sand (refill at beginning of Term 1 & Term 3) - Sheds – sort & audit resources	Detergent	Staff General Assistant Staff
Annual	-All toys - Furniture (table, chairs, shelving) - Carpets (steam cleaned) - Pest control - Gutters	Detergent/disinfectant	Staff Contract Cleaners Contract Pest Control Contractors/GA

Reviewed: , 21/6/21, 16/6/22