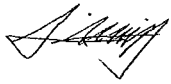
 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [02] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: DAILY ROUTINES</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

The YMCA aims to provide daily routines that meet the needs of individual children in relation to each child's social, physical, intellectual, creative and emotional development.

As the centre is the child's time for play and leisure this will be reflected in the daily routines.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Hours of Operation Policy
- 3.3. Participation and Access Policy
- 3.4. Written Program Policy

## 4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations


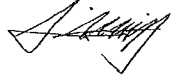
- 5.1. National Standards
- 5.2. Q&A principles

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

## PROCEDURES

- A daily routine will be discussed and organised by the staff.
- The routine will reflect the centre's philosophy of care.
- The routine will be structured around regular events of the day such as arrival,

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departure, school drop off and collection, morning and afternoon tea, and lunch during vacation care time.

- The routine will provide a mixture of structured and unstructured activities.
- The routine will take into consideration all children's needs in relation to their emotional, social, physical, creative and developmental areas.
- The routine will be adapted to meet the varying and changing needs of the children in relation to before school, after school, vacation care and seasonal conditions.
- Developing each child's own creative leisure skills will also be a consideration when planning the daily routine.
- The daily routine will be recorded and displayed where staff, parents and children can clearly view it.
- The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the centre.

#### 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

I endorse the Daily Routines Policy.

Name: *Maryann Rupnik*  
*Childrens Services Program Manager*

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
*Group Manager*

Signature: 

Date: 7 December 2009



# DAILY CLEANING CHECKLIST

DAILY

DAILY CHECK LIST TERM

week : 1

Date:

center:

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	

week : 2

Date:

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Wash & sanitise all chairs					
Vacuum & sweep floor					

Checklist weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	
Wash rubbish bins	
Replace Sponges	
Sanitise toys	

week : 3

Date:

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist Weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	

week : 4

Date:

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist Weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	
Wash rubbish bins	
Replace Sponges	
Sanitise toys	

**MONTHLY CHECKLIST****WEEK : 5****Date:**

Checklist	Sign
Wash / sanitise toys (before if necessary)	
Check freezer / clean out	
Replace sponges (before if necessary)	
Fire drill	
Check hazards - fill out reports if needed	
Replace Vacuum cleaner bags (before if necessary)	

**week : 5****Date:**

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					
Checklist Weekly	<b>Sign</b>				
Wipe out fridge/microwave					
Check used by dates on food in fridge/cupboard					
Wash tea towels and hand towels					
Clean / tidy parents sign in out desk					
Bleach bread boards					

**week : 6****Date:**

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					
Checklist Weekly	<b>Sign</b>				
Wipe out fridge/microwave					
Check used by dates on food in fridge/cupboard					
Wash tea towels and hand towels					
Clean / tidy parents sign in out desk					
Bleach bread boards					
Wash rubbish bins					
Replace Sponges					

Sanitise toys	
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**week : 7****Date:**

<b>CHECKLIST Daily</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

<b>Checklist Weekly</b>	<b>Sign</b>
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	

**week : 8****Date:**

<b>CHECKLIST Daily</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

<b>Checklist Weekly</b>	<b>Sign</b>
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	
Wash rubbish bins	
Replace Sponges	
Sanitise toys	

week : 9

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist Weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	

MONTHLY CHECKLIST

WEEK : 5

Date:

Checklist	Sign
Wash / sanitise toys (before if necessary)	
check freezer / clean out	
Replace sponges (before if necessary)	
Fire drill	
Check hazards - fill out reports if needed	
Replace Vacuum cleaner bags (before if necessary)	
Wash rubbish bins	
Replace Sponges	
Sanitise toys	

week : 10

Date:

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist Weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	

Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	

week : 11

Date

CHECKLIST Daily	MON	TUES	WED	THURS	FRI
General spot tidying of room					
Clean tables/benches					
Check money/payments book					
Check communication & incident book					
Update receipts					
Clean/wipe down sink					
Walls near food preparation & cooking					
Door handles/hand basin/sinks/taps					
Wipe over bins					
Vacuum & sweep floor					

Checklist Weekly	Sign
Wipe out fridge/microwave	
Check used by dates on food in fridge/cupboard	
Wash tea towels and hand towels	
Clean / tidy parents sign in out desk	
Bleach bread boards	