|  |  |  |  |
| --- | --- | --- | --- |
| **Morning** | **Lunch time/AM Wed** | **After lunch/PM Wed** | **After nursery** |
| **Before children arrive at nursery**  1. Check nursery diary, hand over book and plan.  2.Risk assess inside and outside  3.Put milk away after it is cleaned  4.Check fridge and freezer temperature  5.Start dish washer  6.Place register ready for staff.  7. Check both activity boards and amend.  8. Write up notice board put outside  9.Chairs out, clean tables and units with D-10  10. Computers cleaned on and ready  11.Sort all areas such as arts and crafts, construction, library, role-play  12. Empty drying rack  13. Sort cloak room  14 Start getting large equipment ready for outside play, clean large equipment with D-10 or covid Guard  Send messages to parent/carer by Seesaw  **Once children in**  15.Sort water and paint if required  16. make toast/fruit as required, decant water as required. Put away crockery when finished  17. make playdough if allowed following latest guidance  18. risk assess outdoors with children  19. Keep on top of the cleaning and follow procedures in place | **Before children are collected on Wed**  1. Sweep floor  2. Decant water and clean area D-10  3. write up any paperwork; hand over book, individual child information  4. Send information on Seesaw if required  5. Up-date information board  6.Check toilets and cloakroom, clean  7. Tidy with children inside and out  **After children go for lunch or go home; staff left**  1.Wash up paint lids and brushes and easel ready for next session  2. Clean, sort and tidy all areas following cleaning procedure  3.Clean toilets  4.Change bins  **After children are collected on Wed**  1.New register.  2.Deep clean room including chairs and all hard surfaces. Following cleaning procedure  3.New resources out for 2nd group  4.Update notice board put outside  5.Make sure cleaning schedule is written  6.Sort outside with new cleaned resources  7.Discuss relevant issues with staff  8. Start cleaning group 1’s resources record | **Wed/ Once new children in**  1. Sort water and paint  2. Make toast/fruit as required and serve to individuals and decant water when needed to individuals. Tidy away crockery.  3 Risk assess outside with children  4. make playdough if allowed following latest guidance  **Continued session M/T/TH/F**  Keep on top of the cleaning and follow procedures in place  Record claening | **After children are collected**  1.Sort outside, clean equipment including large equipment following procedure and lock up  2. All Equipment cleaned after each bubble; follow procedure  3.Computers switched off and cleaned  4. turn off dish washer and clean  5.Write up any paperwork; hand over book, individual child books, cleaning schedules on Teams.  6. Nappy bucket emptied and cleaned  7. Clean of all hard surfaces; chairs table, door handles, doors, switches, phone  **Last day of week/Wed AM**   * New register * Snack organised and put on Seesaw * Look out resources for each group * Inform Senior/Lead as resources get low and need ordering. * Clean recycling buckets |
| **Daily Lead/Senior**   * Discuss any issues before the beginning of each day and relay to all staff. * Check handover book, any concerns or information that needs to be shared inform all staff | **Daily All**   * Add events to Seesaw connecting to CfE * Spills cleaned asap * Clean mop bucket regularly * Continued cleaning of all hard surfaces; chairs table, computers, door handles, doors, switches, phone | **Weekly All**   * Snack board changed/Seesaw * New story of the week,Seesaw with connection to CfE etc * Recycling by staff * Check food dates in cupboard, fridge, freezer, clean areas * Wash towels as required * Clean toothbrush boxes * Wash outdoor sand and kitchen toys after each bubble | **Monthly/fortnightly All**   * First aid bags sorted * Test food temperature probes and record |