

ST. JOSEPH ACADEMY
(SJA)

Department:	Facilities
Number:	500.6
Effective Date:	January 12, 2009
Review Date:	February 24, 2024
Revised Date:	February 29, 2024
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I. Purpose of Policy:

This procedure outlines the Child Development Center of St. Joseph's cleaning and sanitation expectations for the facility.

Objective:

In order to reduce and minimize the spread of disease and germs, Center staff must keep the environment clean and follow a schedule.

Definitions:

Clean: Washing an item in hot soapy water.
Sanitize/Disinfect: Using a bleach water solution to kill bacteria and other germs.
The formula for the solution is ¼ teaspoon bleach to 1 quart of water.
Bleach water solutions need to be changed daily.

II. Procedures:

- A. The spreadsheet following this procedure lists equipment and other materials that need to be cleaned and or sanitized, as well as, the frequency of the cleaning. Staff need to post this document where it is visible for those to initial and others to view. When you complete a task on this checklist, you need to mark your initials in the appropriate box.
- B. Completed Sanitation Forms should be given to the immediate supervisor to be kept on file. Teaching staff should have a file in your classroom with blank Sanitation Forms so you are prepared to post new forms each week. A master copy of this form will be kept in the file cabinet in the Teacher Preparation Room.

Manual Three-Step Dish Washing Procedure

- 1) Scrape food from dish into garbage receptacle (if necessary).
- 2) Rinse dish with hot water.
- 3) Wash dish in hot soapy water.
- 4) Rinse dish in water.
- 5) Soak dishes in bleach water solution for two minutes.
- 6) Let the dish air dry.

The same process is to be used when washing toys. Toys may not be washed in the sink used for hand washing (toileting or diapering). This includes sitting a bucket in that sink or using water

Classroom Environment

We take pride in our learning environment. Our learning environment is a tool that we use daily to help us implement our curriculum. As a Center striving for excellence, it is important that we have learning environments that represent excellence. As children grow older, we expect that they learn to assume their part of the learning community by being responsible for the care and upkeep of the classrooms. Teachers should be arranging the room so that toys and shelves are labeled, and learning centers are labeled so that children know where things go.

Cleaning, sanitation and disinfecting Procedures

1. Facility is cleaned, sanitized and /or disinfected daily or more as needed based on the area.
2. Bathrooms are cleaned and disinfected daily upon obvious contaminations.
3. Floors and surfaces are cleaned and sanitized daily and upon obvious contamination.
4. All area rugs and carpeted areas are vacuumed daily.
5. All area rugs and carpeted areas are steam cleaned at least twice a year and more often as needed.
6. Individual bedding is laundered weekly or more often as needed.
7. Dress –up clothes and stuffed toys are laundered weekly and more often as needed.
8. Trash is removed daily or more often as needed.
9. Paper, cardboard, glass, aluminum, and plastic bottles are recycled as service is available.

Approved by: Tabia Owens
President/CEO

Date 3/1/24



Child Development Center of St. Joseph Cleaning and Sanitation Frequency Table

Classroom: _____

Week of: _____

AREA	CLEAN	SANITIZE	Frequency	Initials			
				M	T	W	F
<i>Classrooms/child care/food areas (classroom staff)</i>							
Countertops/tables	X	X	Daily and when soiled				
Food preparation and service surfaces	X	X	Before and after contact with food /activity; between preparation of raw and cooked foods				
Door and cabinet handles	X	X	Daily and when soiled				
Doorknobs (inside rooms)	X	X	Daily				
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	X	X	After each child's use; or disposable, one-time use utensils or toys.				
Toys	X		Weekly and when soiled, or immediately when mouthed.				
Dress-up clothes not worn on the head	X		Weekly				
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	X		Weekly and when visibly soiled (used only by one child)				
Blankets, sleeping bags and cubbies	X		Weekly or when soiled (state licensing)				
Hats	X		After each child's use (or use disposable hats that only one child wears)				
Cribs and mattresses	X		Weekly or before use by a different child, and or when soiled.				
Small rugs	X		Shake outdoors or vacuum daily. Launder weekly.				
Shelves and toy baskets	X		Clean weekly				
Cubby Units	X		Clean weekly				
Garbage receptacles	X	X	Weekly for classrooms that do not change diapers. Daily for Infant, Toddler, and Two's (Inside and Out).				
Classroom walls	X		Monthly or immediately when soiled.				
Refrigerators & Freezer	X	X	Weekly for the refrigerator and the freezer should be cleaned at least monthly.				
Clean inside windows and window ceils			Quarterly unless you tape things or paint them. If you are decorating the windows, they should be cleaned monthly.				

<i>Toilet and diapering areas (classroom staff)</i>							
Changing tables	X	X	After each child's use				
Classroom toilet seats	X	X	Immediately when soiled.				
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	X	X	IMMEDIATELY				

Classrooms/child care/food area (custodians) Custodians always use a disinfectant cleaner.

Floors	X	X	Daily and when soiled				
Carpets and large area rugs	X		Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every three months in other areas and when soiled.				
Mops and cleaning rags	X	X	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.				
<i>Toilet and diapering areas (custodians) Custodians always use a disinfectant cleaner.</i>							
Handwashing sinks, faucets, surrounding counters	X	X	3 times throughout the day and at closing.				
Soap dispensers	X	X	Daily and when soiled				
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	X	X	3 times throughout the day and at closing.				
Toilet bowls	X	X	Daily				

Adapted From: *Healthy Young Children. A Manual for Programs*, NAEYC, 2002.

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