

Toddlers

Opening Checklist

1. Boil kettle
2. Turn on Aircon/heating (if needed)
3. Set up garden; 3 mats; with baskets/equip as per plan & Fill Large frog play tray
4. Take Chairs of all tables
5. Set out rugs
6. Remove any cleaning materials or equipment from rooms
7. Check there are no plastic bags anywhere
8. Pour water into jugs and re-boil kettles
9. Write on White board today's staff and activities
10. Set out inside play spaces, rugs and tables, starting with T1
11. Empty dishwasher and make up water bottles/cups and put on table
12. Make up a tray of bottles for milk, and leave on kitchen top on tray
13. Empty washing machine and put away items
14. Leave an IKEA bag of Towels, floor cloths and cleaning cloths at the front gate for collection from pre-school
15. Hang clean towels in the hand washing zone, both kitchen areas, staff toilet and T2 changing area
16. Replace changing table mat covers
17. Run another wash if there is anything in the basket
18. Put clean bin liners in all bins

Closing Checklist

1. Turn the red round swing upside down
2. Bring inside any washing hanging in or around the garden
3. Empty anything in the large frog play tray
4. All toys/equipment away
5. Leave carpets/rugs out for vacuuming
6. Remove covers for changing tables and put them in the wash
7. Put washing machine on
8. Run or empty dishwasher/s
9. Ensure all surfaces are clear of toys and equipment
10. Ensure all toys/equipment are back in the correct places
11. Check the gutter of leaves for toys and equipment (outside)
12. Check all drawers are facing the correct way
13. Turn off Aircon/heaters

General Points | Toddlers

1. At 3:45 – clear away the outside space, put out sock boxes and lost/found clothes AND children's work boxes
2. Any disposable changing mats that have any traces of poo on – throw away!
3. Write children's names on EVERYTHING – every time you take something from a parent – re-write the name!
4. Empty and run washing machine throughout the day if needed
5. Do not leave chairs on the tables at any time when gan is operational
6. Keep brooms and mops tucked away OUT of the play spaces
7. ZONE, ZONE and REZONE (Are the books the right way up!?, Are drawers facing the right way)
8. Empty out any of your OWN staff food from the fridge each Thursday
9. Watch out for 'dumping grounds' – do not let clutter build up
10. Send Whatsapp feedback to the cleaner/cook if needed
11. Try to organise the puzzels whenever you can
12. Dog baskets – 1 in the two main playrooms, amd 1 in the role play rooms – do not remove them, apart from sleeptime
13. When people are in for interviews – Stand back and let them shine... BUT give LOTS of CLEAR directions, tell them EXACTLY what to do
14. Keep everything in baskets when they are out, don't pull out the plastic trays
15. Use the round wicker spots to HIGHLIGHT things
16. Build the train track for the children or with the children. Its too hard for the toddlers to do themselves
17. WATCH OUT – there are TWO train track sets – keep them separate
18. Give used plastic bottled to Pre-school they will make nice shakers for the children
19. Get over to pre-school once in a while and borrow things we don't have at toddlers – but do give it back at the end of the day (Parachute, Large Empty rolls, fabric)
20. Collect interesting things from nature when you're out and about! Large shells, pine cones...
21. Bring in cool things that could be used in the gan that you find in the street
22. Spend 1st hour in the morning with the children sorting and organising the drawers, making sure everything is properly stocked
23. Special Books – This box should contain ONLY their made boox – don't dump!
24. Sock Boxes – They are in each room – use them! [Put them out a]
25. Tissue and Wipe Boxes/Baskets: 1 in each room, and 1 outside. Empty used tissues to the bin immediately
26. Use the Wood book case by the front door for things that you play with outside

Toddlers Day Plan | T1

- 7:30 – 8:15 - **Coming In Activities;** [staff with the children and setting up]
- 8:00 – 9:00 - **Morning Sleepers go to sleep**
- 8:10 – 8:50 - **Adult Led Activity 1**
- 8:50 – 9:00 - **Circle Time**
- 9:00 – 9:30 - **Snack time** [Vegetables, Tahina Bread] English counting songs/rhymes
- 9:45 – 10:45 **Adult Led Activity 2**
- 10:45 -11:15 **Nappy Changing**
- 11:25 – 12:10 **Lunch** [Staff prepare beds and make bottles]
- 12:00 – 14:00 **Children Sleep**
- 1:45 – 2:15 - **Change nappies as children wake**
- 1:45 – 3:00 - **Adult Led Activity 3**
- 3:00 – 3:30 - **Snack Time** [Fruit and rice cake, Hebrew counting songs/rhymes]
- 3:30 – 3:50 - **Gross Motor Skills Outside**
- 3:45 – 3:50- **Clear up Outside Space**
- 3:50 – 4:10 - **Story time in 2 groups** [Role play room and main room]
- 4:10 – 4:30 - **All ch. to Role Play room, stories, songs, small world play**

Toddlers Day Plan | T2

- 7:30 – 8:00 - **Free Play / With T1 if numbers are low**
- 8:00 – 9:00 - **Sleep!**
- 9:10 – 9:40 - **Snack time** [Vegetables, Tahina Bread]
- 9:45 – 10:15 **Outside time**
- 10:20 -10:30 **Circle Time**
- 10:30 -11:00 **Adult Led Activity 1**
- 11:00 -11:30 **Nappy Changing**
- 11:35 – 12:15 **Lunch** [Staff prepare beds and make bottles]
- 12:15- 14:00 **Children Sleep**
- 1:45 – 2:15 - **Change nappies as children wake**
- 1:45 – 2:20 - **Outside time**
- 2:30 – 3:00 **Adult Let Activity 2**
- 3:00 – 3:30 - **Snack Time**
- 3:40 – 4:00 - **Music and Songs**
- 4:10 – 4:30 - **Story time in 2 groups** [on each carpet]

Toddlers | Cleaning Checklist

Daily

Outside

- ✓ Vacuum rugs,
- ✓ Put all outside rugs back inside
- ✓ Spray and Wipe Large Green Frog play tray, White box tops and wooden table

Inside

Spray and wipe:

- ✓ All tables and chairs
 - ✓ Tops of all furniture
 - ✓ Front of fridges and dishwashers
 - ✓ All 6 sinks
 - ✓ Both changing mats – under the cushion
- ✓ Wash all floors daily. Pick up rugs and clean underneath rugs on Sunday, Tuesday, Thursdays
- ✓ Vacuum all rugs daily

Weekly

Sunday

- ✓ All shelves – take everything off, and clean the shelves
- ✓ Move all furniture in T1 main-room and wash underneath

Monday

- ✓ Wash the staff toilet
- ✓ Move all furniture in T1 role play room and wash underneath
- ✓ Clean inside of the cupboards

Tuesday

- ✓ Move all furniture in T2 main-room and wash underneath
- ✓ Clean inside the dish-washers and the soap dispenser of the washing machine

Wednesday

- ✓ Move all furniture in T2 sleep-room and wash underneath
- ✓ Wash the staff toilet

Thursday

- ✓ Wash the insides of each fridge
- ✓ Spray and Wipe the front of all cupboards

NOTE: Do not leave brooms, buckets, cleaning fluids or the in gan area. Red trolley must be returned to Pre-school