

Physical Environment Safety Guidelines and Cleaning Procedures

Fire Extinguishers

There is a fire extinguisher located in the kitchen. There is a posted procedure on how to use it. All staff are aware and understand the procedure.

Appliances

All appliances are in good repair and are checked regularly to ensure they are safe ie: cords are in good condition, not frayed, appliance is working properly etc.. Appliances that are not working properly will be replaced immediately.

Cleaning and Sanitizing Agents

All cleaning and sanitizing agents are kept in the kitchen on a high shelf above the sink. A complete list of the Agents (type, concentration used, what it is used for is located on the wall above the sink in the kitchen as well as in our "Cleaning and Maintenance Log". Cleansers and deodorizing sprays in the form of aerosols are not used in the Center while children are present (after hours).

Pesticides/Herbicides

If pesticides are required, they are only used when the children are not present (on the weekend) and when children arrive back at the center, they are kept away from that area for as long as the Local Health Authority recommends. Chemical herbicides are not used at the center. Weeds are either physically removed or we use organic herbicides that are safe for children (vinegar, water, soap solution) and for the environment also.

Art and Craft Supplies

All art and craft supplies used in the Center are non-toxic and safe for children to use. Only supplies that are labeled NON-TOXIC will be used. Materials/recycled materials used for Arts and Crafts:

- Cardboard (cereal boxes that are clean)
- Egg cartons (avoid using cartons with visible dirt on them)
- Face paints – only products designed for use on the body can be used for this.
- Leaves and other natural materials from outside – visually inspect all materials for insects and larvae.
- Scissors – We use child-safe scissors that can cut paper, cardboard and other art materials. When using scissors, children are closely supervised.
- Paper towel rolls – only paper towel rolls are acceptable as bathroom tissue rolls are considered unsanitary.
- Liquid tempera paints
- Oil pastels crayons, and dustless chalks
- Water based paints, markers and glue.
- Paper mache are made from newspapers and white glue or paste.

Play Dough

Play dough, whether “home-made” or store bought, is a fun activity. However, precautions need to be taken to ensure the activity is safe.

- Play dough **will not be used during a diarrhea or vomiting outbreak in the center.**
- Children should wash their hands before and after handling play dough.
- Toys used in conjunction with play dough should be cleaned and disinfected after the play activity.
- Home-made play dough must contain salt or other preservatives (borax or other plant extracts) to prevent the growth of bacteria. It must be stored in a sealed container or zipper style bag and placed in the refrigerator after use. Play dough should be discarded after one week.

Indoor Play Spaces

A checklist is kept for each playroom to ensure that a routine daily maintenance and safety inspection has been completed to ensure potential hazards are addressed immediately.

Sand Tables: Only sterilized play sand is used in the sand tables. It is recommended that children wash their hands before and after playing in the sand tables. A broom and dust pan is kept near each of the tables so spills can be cleaned up immediately to avoid falls and injury (spilled sand is discarded). Indoor play sand is discarded and replaced every two years.

Water Tables: To ensure the play table water is safe, the table is filled with water in the morning and drained again at noon. The table is filled again for afternoon (if scheduled) play. At the end of the day, the table is drained again and both the table and the water toys are disinfected. Water tables will not be used during diarrhea and vomiting outbreaks. It is recommended that children wash their hands before and after using the tables.

Toys – Safety and Cleaning: We consider toys that are smooth, non-absorbent and easily cleanable to be the safest, especially those used by diapered children. All toys are to be examined before and after use for safe construction, small parts, breaks and cleanliness. Children are asked **not** to bring toys from home for health and safety reasons. Toy cleaning and disinfecting procedures are as follows:

- Stuffed toys are laundered at least once a week
- Toys (other than cloth or stuffed toys) are cleaned and disinfected using either a diluted household chlorine bleach solution (60ml per litre of water) or Lemon Quat (quaternary disinfectant – 16ml per litre of water). Toys are cleaned/disinfected when soiled, daily if used by diapered children and weekly if used by non-diapered children. Toys that have been “mouthed/chewed on are removed immediately and placed into a container with disinfectant solution.

The Center's outdoor playground was built in accordance to Edmonton Parks and Rec. CSA Guidelines in 1985. The playground is maintained annually and inspected on a regular basis by our health inspector Ken Fujioka, who on a number of occasions has done measurements of the structures, railings, sand depth etc.

The outdoor play area, the building, toys and equipment are inspected on a daily basis by staff (checklists are used) and is kept free of toxic plants (checklists used).

The outdoor sandbox has a tightly fitting cover, which is kept on when the box is not in use. Children are supervised closely while using the sandbox to ensure as much as possible that they do not put their hands in their mouth while playing in the sand.

During the summer, the children's wading pools are drained and stored up-ended when not in use.

Personal Items

Each child has his/her own personal grooming items (face cloths, toothbrushes, bed linens, and bottles/sippy cups). Each of these items are labeled with the child's name and stored separate to reduce cross contamination of germs or contagious conditions.