



Foundation Station Hygiene Policies and Procedures

Church is a hugging, kissing, hand-shaking kind of place! So it's easy to see how following hygiene policies and procedures is a benefit to everyone. It is also a tremendous step in showing parents that we value their child's well-being and the environment they are taught in each week. Please follow these policies and procedures each time you are in a classroom...remember, they are only effective if every person is willing to adhere to them!

Washing Hands-When?

- *after changing a diaper and removing disposable gloves
- *after assisting a child with toileting
- *after wiping a child's nose or mouth
- *before feeding a baby or serving snacks
- *before and after attending to a cut or other injury
- *after handling pets or other animals/creatures

Washing Hands-How?

- *use mild antibacterial soap and warm water
- *scrub hands vigorously for 10-15 seconds
- *wash all surfaces, including backs of hands, between fingers and under fingernails
- *rinse well
- *dry with paper towel

Helping Preschoolers Develop Good Hygiene Habits

- *provide antibacterial soap and paper towels to use after toileting
- *for twos who are wearing diapers, encourage hand washing after diapering
- *encourage hand washing after inside and outside activities, before snacks, and before food-tasting experiences
- *guide preschoolers to wash hands after blowing nose or sneezing

Changing a Diaper

- *change babies in crib or on changing mat
- *change ones and twos on changing mat
- *put on disposable gloves
- *place waxed paper on top of clean diaper and slide both under child
- *roll soiled/wet diaper and baby wipes into waxed paper
- *fasten clean diaper securely
- *place waxed paper and diaper in the palm of one hand. With other hand, pull disposable glove over diaper. Place glove with diaper in gloved hand. Pull other glove over other end of diaper. (this process seals diaper in disposable gloves)

*wipe changing mat with bleach solution or change crib sheet if it has been soiled.

Disinfectant Bleach Solution Recipe

*mix ¼ cup of bleach with 1 gallon water (or 1 tablespoon of bleach to 1 quart of water)
*prepare fresh solution daily. Solution is non-toxic if accidentally ingested, however, since solution is mildly corrosive, caution should be exercised when handling it and children should never handle it.

Basic Cleaning Supplies

*Each room should always have a spray bottle of bleach solution (see above), antibacterial soap, paper towels, and a container of antibacterial or Clorox cleaning wipes, and a box of tissue. Please see Welcome Desk Staff if any of these items are missing so we can replace them immediately.

Cleaning a Crib

*remove the crib sheet and all teaching materials/toys
*clean frame and rails with soapy warm water, spray with solution and wipe with clean rinse water
*clean all sides of mattress by spraying with solution and wiping with rinse cloth
*wipe rails dry with paper towels
*let mattress air dry

Cleaning Contaminated Surfaces

*use disposable gloves when cleaning contaminated surfaces
*clean surfaces/toys when spills from urine, feces, blood, saliva, nasal discharge occur and when injury occurs.
*wipe surfaces/toys with bleach solution
*rinse with clear water and allow to air dry
*wash hands immediately after disposing of gloves

Cleaning Teaching Materials/Furnishings

*before session make sure you have a fresh spray bottle of disinfectant solution
*spray toys and other teaching items used during the session with solution and rinse with warm water
*set aside toys and teaching items on a towel or in a dish drainer to air dry
*for twos through kindergartners, wash teaching materials according to frequency of use in room
*regularly wash homeliving dress-up clothes, tablecloths and other cloth items. Wipe homeliving table and surfaces with solution after each session
*wipe down all tables with solution after each session

Cleaning Walls and Floors

*clean door and door knobs regularly with bleach solution
*clean walls and floors as needed...use milder bleach solution on walls.