



## Daily Checklist

National Regulations 77, 103, 105, 143B, 168 & 178

Week Ending \_\_\_\_/\_\_\_\_/\_\_\_\_

Educator: \_\_\_\_\_

	M	T	W	TH	F	SA	SU
<b>Supervision</b> –Ensure the children are in your care at all times!							
<b>Power Points, Gas outlets, Hot Taps</b> – All Child Proof; electrical leads are inaccessible & secure							
<b>Children’s Belongings</b> – Check children’s bags for medication, plastic bags & sunscreen							
<b>Toys and equipment</b> – Not broken, worn or otherwise inappropriate							
<b>No slip or Trip Hazards</b> - Cords, rags, wet floor, mats							
<b>No Strangulation Hazards</b> – Curtain/Blinds cords inaccessible							
<b>Doors/Exits</b> – Secured open or closed, locked & inaccessible							
<b>Toilet</b> – No cleaners or sprays; kept clean; toilet paper							
<b>Matches and lighters</b> – Inaccessible							
<b>Play Areas</b> – Cleaned and mopped for toddlers and babies playing on the floor, ventilated and well lit; age appropriate equipment							
<b>Sleeping Areas</b> – Well ventilated; clean & separate appropriate bed & bedding for each child							
<b>Temperature Control</b> – Areas adequately and safely heated or cooled							
<b>Nappy Change Area</b> – Clean and well stocked with wipes, gloves, paper towel; bin has tight lid and foot pedal and emptied daily							
<b>Kitchen</b> – Cupboards/drawers child proof; knives & alcohol inaccessible; food handling gloves available							
<b>Food Preparation Area</b> – Clean area and not used for hand washing							
<b>Fridge Temperature:</b> 3°C; Thermometer visible & working							
<b>Bathroom</b> – Medicine, razor, small objects, sharps, cleaning products, are all inaccessible to children; hand washing step; paper towel, soap							
<b>Medication and First Aid Kit</b> – Current& kept out of reach of children							
<b>Fire Extinguisher and fire blanket</b> – Out of reach but accessible when needed in a case of emergency; smoke alarms operational; fire exits are accessible & free from clutter							
<b>Drinking Water</b> – Accessible for the children at all times							
<b>Fences and Gates</b> – Secured and in good repair; correct height							
<b>Shed/Garage</b> – all potential hazards are inaccessible to children (garden/building tools and chemicals)							
<b>Outside Play Equipment</b> – Check for insects; in good condition and repair; no sharp edges; on flat surface; secured; safe fall range; free from stagnant water							
<b>Pets</b> – Secured area away from the children; Pet litter, pet toys pet food and water bowls kept out of reach of children							
<b>Animal Waste</b> – Check yard and sandpit; remove faeces							
<b>Sun Screen and Hats</b> – Available for children							
<b>Sandpit</b> – Covered when not in used; raked daily							
<b>Phone</b> – Kept charged & easily accessible							
<b>Prescribed Information</b> - On display at entry; up-to-date; each fire exit has emergency contact numbers & evacuation plans on display							
<b>Compliance Folder</b> – At entry & easily accessible; relevant documents are up-to-date							
<b>Educational Curriculum/Program &amp; Child Profiles</b> – Easily accessible; up-to-date							
<b>Excursion Folder</b> –Easily accessible; up-to-date; emergency contacts and medical information current; Emailed to Coordination Unit							



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