

WEEK OF _____ to _____

Children	Monday		Tuesday		Wednesday		Thursday		Friday		TOTAL days Pd
	In	Out	In	Out	In	Out	In	Out	In	Out	

LEGEND- Child Absent-ABS, Child Sick -SICK, Child Vacation -VAC, Days that are NOT paid write XX or - -. **Send to Billie Jo every Friday afternoon!**

Area		Frequency	Mon	Tues	Wed	Thurs	Fri	<u>Notable Situations/Communications:</u>	
Floors	Sweep <i>(around baseboards as well)</i>	Daily							
	Vacuum Mats/Carpet	Daily							
	Mop	2x/Week							
Bathroom	Wipedown/Sanitize Toilet	Daily							
	Sanitize potty <i>(if used)</i>	Each use							
	Wipe bathroom counter	Daily							
	Wipe under change mat	Daily							
	Wipe changetable shelves <i>(if applicable)</i>	Weekly							
	Sanitize change pad	Each use							
Kitchen	Wipe down stove cook top	Daily							
	Wipedown counters/food prep area	Daily							
Play Room	Wipe table and chairs	Daily							<u>Menu Changes/Substitutions:</u>
	Wipe out toy bins	Weekly							
	Wipe shelves	Weekly							
	Sanitize Toys	Weekly							
Nap Room	Sanitize sleeping mats & Wash Bedding	Weekly							
	(Store bedding seperate)								
<p>Note: Water Table(inside or outside MUST be dumped & sanitized after each use), Cover outdoor sand box Use Bleach 1:100 or other approved sanitizer. Refer to Pg 33 in Communicable disease manual</p>									

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