

The following practices are used in both the Unity Preschool and Nurseries:

### **Sanitation**

1. Toys, tables, counter tops should be wiped down with an alcohol and water (2-1 ratio) mixture (or sprayed with Lysol Disinfectant Spray) at the end of each day. Once a quarter, all toys should be dunked in the alcohol and water solution.
2. Alcohol is used for sanitation because it leaves no toxic residue. No bleach or other chemicals shall be used.
3. Diaper changing tables must be wiped between each diaper change. Baby wipes may be used for this. Table must be sanitized with alcohol solution at the end of each day.
4. Floors must be vacuumed at the end of each day.
5. Trash must be emptied each day.

\*\*With the addition of the pack and plays, they should be wiped down with alcohol mixture after each use and including the netting and outside surfaces.

### **Diaper Changing**

1. All supplies must be within arms reach.
2. NEVER leave a child on the table alone. Stand at the changing table and NEVER leave child unattended.
3. When reaching up or down to get supplies, always keep one hand on the child.
4. Wait to discard soiled diaper until after child has been removed from the changing table.

### **Incident Reporting**

1. As soon after an incident that you are able, write down what happened in your own words and in as much detail as possible.
2. Date and sign the report and turn it in to Director or give it to the Children's Director.
3. Should there be more than one witness to the incident, both witnesses should write down their own account of what they saw. Do not discuss incident with each other before writing down the account.
4. Incidents can be defined as (but not limited to) the following:
  - \*accidents
  - \*hitting
  - \*biting
  - \*anything that makes you feel uncomfortable