|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C:\Users\sarah\Desktop\Ofsted_Outstanding_OP_Colour.pngMorning Session jobs** |  |  |  |  |  |
| Open top windows in main room and window in adult toilet |  |  |  |  |  |
| Check toilets are clean, no water is on the floor and restock soap and paper towels |  |  |  |  |  |
| Check hazardous substances are out of children’s reach |  |  |  |  |  |
| Check the lobby is tidy and new books are on the side |  |  |  |  |  |
| Check the Fire Door is clear |  |  |  |  |  |
| Record Room Temperature |  |  |  |  |  |
| Check there are drinking cups by the sink in the main room. Restock soap and hand towels. |  |  |  |  |  |
| Record Fridge Temperature |  |  |  |  |  |
| Record Freezer Temperature |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Outside** |  |  |  |  |  |
| Check area for sharp objects and animal poo |  |  |  |  |  |
| Let the chickens out |  |  |  |  |  |
| Take bikes out of the shed and put on grass by Pips |  |  |  |  |  |
| Ensure mark making equipment, sand pit and mud kitchen areas are set up. |  |  |  |  |  |
| Lock wooden gate |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **End of session** |  |  |  |  |  |
| **Outside** |  |  |  |  |  |
| Tidy up mud kitchen |  |  |  |  |  |
| Cover the sand pit |  |  |  |  |  |
| Put bikes in the shed |  |  |  |  |  |
| Bring in books and mark making materials |  |  |  |  |  |
| Throw away damaged toys |  |  |  |  |  |
| Put chickens away |  |  |  |  |  |
| **Inside** |  |  |  |  |  |
| Clean tables and chairs, sinks, work surfaces and toys that have been well used |  |  |  |  |  |
| Clean toilets and sinks, restock if necessary |  |  |  |  |  |
| Put toys and books away and throw out broken ones |  |  |  |  |  |
| Replace tea towel and dish cloths |  |  |  |  |  |
| Turn heating down |  |  |  |  |  |