1. Overview

The correct process for staff to follow when opening and closing the Child Care Centre each day.

2. Core components

The core components of the opening and closing procedure are:

- Identify systems to follow when opening and closing the Centre

3. Definitions

Nil

4. Procedure

Opening

(a) On arrival, switch off alarm, open blinds in reception area and staff room. Switch on heating/air conditioning if necessary.
(b) Turn on lights in reception and hallway.
(c) Unlock all doors in the Centre. (Sliding door in staff room to remain locked). Deadbolts can be left engaged but unlocked. Turn on lights as you walk into each room. Front door stays locked until 7:45am.
(d) Switch on urn ensuring there is enough water in it. If not, fill up from filter tap in the kitchen.
(e) Put on a load of washing – fill nappy buckets, add Napisan, unlock and open Laundry shed.
(f) If it is Monday, 2 staff set up beds in sleep room.
(g) Document fridge temperature in babies room
(h) Fill Milton in Nursery and Big Kids bathroom (follow CCC Milton Procedure).
(i) Take Potties off bench in 2-5’s room.
(j) Put out activities for all children arriving in playroom.
(k) 7:45am – unlock front door.
(l) Greet families and children in the playroom
(m) Answer phones, cancel and/or book in children as required

Closing

(a) 5:15pm – first staff member does lock up, bring in cubby house (0-2) if not already inside
(b) Place cordless phone on charger (on Kindy Room shelf)
(c) Close blinds.
(d) All deadlocks and locks on handles are to be locked except playroom door and front door.
(e) All windows need sticks replaced (except kitchen window) and made sure they are locked.
(f) Put potties put up on change bench and spray with disinfectant.
(g) Switch off urn.
(h) Switch off air-conditioning, lock laundry shed.
(i) Make any unmade beds.
(j) After first staff member returns, second staff member does a lock up.
(k) Make any unmade beds.
(l) After children have gone, third staff does a lock up.
(m) When last child leaves, bring noticeboard inside and lock playroom door, including dead bolt.
(n) Place new daily sheets in reception area (on Friday place new weekly time sheets on time books).
(o) Set the alarm and lock front door. If cleaners are present, advise you are leaving and do not set alarm.
Front Desk duties

(a) All monies are to be placed in the safe at the end of each day.
(b) EFTPOS is to be settled at the end of each day, by pressing “F”, then “5”, then “3”. The readout is to be placed in the receipt book until time of banking.

5. Training

5.1. Diploma of Children’s Services (Early Childhood Education and Care) or equivalent
5.2. Certificate III Children’s Services or equivalent

6. Records

The following records shall be maintained:
- Fridge temperature record sheet
- EFTPOS end of day transactions
- Attendance sheets

All records must be retained in line with the current version of GDS20 and GDS23

7. Responsibilities

7.1. The Group Manager is accountable for:
   7.1.1. Overseeing the operation of the Centre in relation to meeting all desired outcomes

7.2. Managers and supervisors are accountable for:
   7.2.1. Ensuring staff follow procedures
   7.2.2. Ensuring staff following all relevant WHS procedures

7.3. Workers are accountable for:
   7.3.1. Ensuring Procedure is followed
   7.3.2. Maintaining their work environment in a safe condition and taking reasonable care to avoid adversely affecting the health or safety of themselves or any other person through any actions or omissions at work

8. Review

8.1. This Policy/Procedure shall be reviewed by the Whyalla City Council’s Executive Management Team, in consultation with workers or their representatives, at a minimum of Two (2) years of issue date, (or on significant change to legislation or aspects included in this procedure that could affect the Health and Safety of workers).
9. References

- Education and Care Services National Quality Framework
- National Quality Framework and Standards

10. Related documents

Documentation

All Policies, Procedures, Templates and Checklists are available on the Whyalla City Council’s Intranet, assistance can be provided by departmental administration to assist workers with access to the intranet.

11. History

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