



ACT
Government
Education

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Procedure: **Cleaning of clothing and soft furnishings**

Charnwood-Dunlop Preschool uses soft furnishings including fabric, cushions and lounges to create a welcoming and supportive environment. It is important these materials are regularly cleaned and/or laundered.

Kitchen requirements such as tea towels and sponges must also be kept in a clean and hygienic state.

Fabric

Fabric used for decoration will be laundered in a washing machine and dried on a clothesline, where possible once a term or as required.

Cushions

Where possible, cushion covers will be removed and laundered in a washing machine and dried on a clothesline, where possible, at the end of each term. Cushion inserts can be sprayed with a 1:10 tea tree solution which repel head lice.

Where bodily fluids/food spills occur, the affected cushion will be removed from use and cleaned before future use.

Lounges

Lounges will be vacuumed and/or spot cleaned when appropriate. Major bodily fluids/food spills will require professional cleaning.

Tea towels

Tea towels will be laundered in a washing machine and dried on a clothesline, where appropriate once a week or more often as required.

Sponges

Sponges are colour coded according to use. Sponges can be put in the microwave for two minutes to be sanitized for future use. Heavily soiled, worn or improperly used sponges will be disposed of and replacement sponges used.

Dolls clothing and other fabric play props

Resources will be washed before returning to storerooms and as required.

Children's hats

Children's hats are washed at 'Hats Off' time at the end of May in preparation for 'Hats On' at the beginning of August.

Children's hats are individually named and kept in each child's 'home pocket' to prevent the spread of head lice.