



## Laundry Practices and Procedures policy

### Rationale:

To provide a safe and healthy environment by providing systems that reflect our Bi/Multi cultural statements. To ensure the centre maintains a high level of hygiene, a process will be in place whereby linen and other items e.g. dress up clothes, kitchen, floor or any other washable equipment used by children and staff, will be washed in a **hot water** wash and a hygienic manner.

### Goal:

To ensure a procedure is in place to launder any soiled clothes, bed linen or any washable toys/clothes in a sanitary and culturally appropriate way. Ensuring no cross contamination takes place.

### Procedures:

The laundry buckets have 5 separate areas:

- **Cleaning/Art/Floor**
- **Other/General**
- **Bed linen/Body Towels**
- **Kai/Kitchen**
- **Face Cloths**

The buckets are clearly labeled so that soiled items will be kept separate.

Items in the Kai/Kitchen bucket will not be washed with any others both for hygiene and cultural reasons.

Face cloths will be washed separately for hygienic and cultural reasons.

Hats will be washed separately for cultural reasons.

Cleaning cloths/toilet (whare paku) towels or linen will be soaked when necessary (bucket clearly labelled) and washed in hot water.

Blood cloths will only be washed after soaking, with floor or cleaning loads or washed separately.

Laundry is washed throughout the day on a hot wash cycle. Clothesline or racks will be used when possible. A dryer is also on site.

Only sensitive washing powder will be used.

We are a culturally responsive centre and Maori Tikanga is followed at all times in regards to our washing regime.

- Face cloths are washed separately
- Kitchen/kai (tea towels, kitchen cloths, tablecloths and kitchen aprons) will be washed together but separate from other washing.
- Art , floor clothes, towels used outside, or any other clothes used for general spills, will be washed separately from other washing.
- Different cloths are used for cleaning
- Yellow cloths for kitchen. Green cloths for art and general cleaning.

Any cloths/towels used for sick and soiled children or that have come into contact with blood will be put in a bucket of napsan or bleach (labelled) and washed in a hot wash separately.

Buckets are provided and clearly labeled for soaking purposes.

All dressing up clothes/bed linen are washed weekly and hats washed once a week, or more frequently if needed.

All other soiled laundry is washed on a daily basis following the procedure as above. Separate buckets and mops, if used for cleaning the toilet area, are stored and rinsed separately. Paper towels are used to clean toilet areas as much as possible and then disposed of. All cleaning equipment will be stored in storage area in laundry.

### **Guiding Documents:**

**Education (Early Childhood Services) Regulations 2008; Reg:46  
Licensing Criteria for Early Childhood Education and Care Centres  
2008:Criteria: HS 1, 2, 3**

Approved by:

Centre Director: *Hilary Henderson*

Date: January 2025

Service Provider Contact person:

Date: January 2025

***Aaron Donaldson***

To be reviewed January 2026