

CENTRE PROCEDURES

46 Health and Safety Procedures: General

Licensing Criteria: HS2, HS11

LAUNDERING

Purpose:

At Treetops Early Learning Centre, we are committed to upholding the health and wellbeing of children by ensuring linen is laundered in a hygienic, cultural and respectful way

Policy:

1. All Children will have their own linen washed on a weekly basis unless required more frequently.
2. Linen will be stored in named bags when not on beds.
3. Linen can either be washed in the centre washing machine using laundry detergent and hot water or off site at an approved laundry service provider.
4. Linen will be dried in the dryer or the washing line or off site.
5. Soiled linen will be soaked in appropriate disinfectant, i.e Germex before being washed in the washing machine.
6. Tikanga Maori will be practiced and staff will receive training in this area if unsure.
7. **The following will be washed together:**
 - Tea towels, kitchen cloth (green or lilac) table cloths
 - Bedding, body towels (items used below the shoulders)
 - Pillowcases, bibs, face cloths (items used above the shoulders)
 - Yellow cloths (general), blue cloths (art) general purpose towels
 - Pink cloths (bathroom)
8. Coloured cloths should be placed in separate containers while waiting to be washed.
9. Items above shoulders should not be washed with items below shoulders.
10. Linen will be stored hygienically when not in use

Document ID	Laundry
Business area	Licensing Criteria: 46
Last updated	July 2023
Date first issued	April 2018
Next review	July 2025