Daily checklist Early Years – Nursery and Reception

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| Item | Details | Tick or comment |
| **OUTDOOR ENVIRONMENT** | | |
| 1 | Walk around area and check for rubbish blown/ dropped in and clear. |  |
| 2 | Consider the tinker station and lose parts are not around. Is it safe? |  |
| 3 | Consider the weather conditions opening the sand-pit or no lose things or parts in it. |  |
| 4 | If there is heavy rain check containers in the mud kitchen and drain any large containers that could be dangerous. |  |
| 5 | Check for any dead animals or droppings? |  |
| 6 | Unlock and check the shed. |  |
| 7 | Check the gate to the playground and exit gate are all locked.  Check the equipment is out ready in each area. |  |
| **INDOOR ENVIRONMENT** | | |
| 1 | Check the classroom areas and toilets have been cleaned. IS there enough soap and drying wipes and towels in place? |  |
| 2 | Ensure snack table has been wiped and laid out with fresh snacks, clean cups, water and milk? |  |
| 3 | Check that sand and water are set and tools available? |  |
| 4 | Are the areas set up with relevant resources and photocopied plans and equipment? |  |

Daily checklist Early Years – Turtles

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| Item | Details | Tick or comment |
| **OUTDOOR ENVIRONMENT** | | |
| 1 | Walk around area and check for rubbish blown/ dropped in and clear. |  |
| 2 | Consider the surrafces outside. Is it safe? Is it slippy? |  |
| 3 | Consider the weather conditions opening the sand-pit or no lose things or parts in it. Place the lid safely |  |
| 4 | If there is heavy rain check containers in the mud kitchen and drain any large containers that could be dangerous. |  |
| 5 | Check for any dead animals or droppings? |  |
| 6 | Are the bikes out and in a good state of repair? |  |
| 7 | Check the gate to the playground and exit gate are all locked.  Check the equipment is out ready in each area. |  |
| **INDOOR ENVIRONMENT** | | |
| 1 | Check the classroom areas and changing area have been cleaned. Is there enough soap and drying wipes and towels in place? |  |
| 2 | Check that no small parts or broken toys are out. |  |
| 3 | Are the areas set up with relevant resources and photocopied plans and equipment? |  |