# Childcare SOP Pack — Free Sample

*Free sample — 2 complete SOPs from the full pack. Try it before you buy.*

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*Please note: these are record-keeping and routine templates for running a small daycare. They are not legal advice. Every childcare setting must check its own local childcare regulations, licensing rules, and safeguarding requirements, and adapt these procedures to fit them before use.*

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## SOP 01 — Morning opening and room safety check

**Purpose:** To make sure Little Acorns Daycare is clean, safe, and ready before the first child arrives. **Scope:** This procedure covers the whole building — the two playrooms, the sleep room, the kitchen, the toilets and nappy-changing area, the hallway, the entrance, and the outdoor play area — every morning before opening. **Who does it:** The opening member of staff, who arrives at 7:30 am. A second member of staff checks the outdoor area and signs the checklist as well. The manager reviews it by 9:00 am.

### Steps

1. Unlock the front door, switch on the lights, and check that the heating is on and the rooms feel warm and comfortable, not cold or stuffy.
2. Walk through every room and look for anything out of place: water on the floor, broken toys, loose cords, or items left from the day before. Clear anything unsafe straight away.
3. Check that all plug sockets have covers fitted, that cleaning products and medicines are locked away, and that the first-aid box is in its usual place, sealed, and in date.
4. Check the toilets and sinks: flush each toilet, run the taps, and make sure there is soap, paper towels, and toilet paper. Report any leak or blockage to the manager before children arrive.
5. Check the nappy-changing area: clean mat, fresh gloves, nappy bags, wipes, and a clean towel. Wipe the mat with the cleaning spray and leave it to dry.
6. Set out the morning activities: place toys and books on low shelves, and remove any toy with a broken part or a sharp edge.
7. Check the kitchen: clean worktops, fridge temperature in the safe range shown on the fridge thermometer, fresh drinking water ready, and no food left out from the day before.
8. Check the outdoor play area: look for litter, animal mess, broken fencing, or wet and slippery surfaces. Lock the gate and check that it closes properly. Do not let children outside until this check is done.

9. Check the fire exits are clear, the entrance mat is flat, and the sign-in book and pen are on the desk by the door.
10. Complete the daily opening checklist, sign it, and note anything that needs fixing. Tell the manager about any problem that cannot be fixed before opening time.

**Quality check:** The manager reads the opening checklist each morning and checks one room at random. Any room that fails is not used until the problem is fixed. **If it goes wrong:** If something is broken or unsafe and cannot be fixed before opening, close off that room, tell the manager at once, and move the children to a safe room. If the building cannot be made safe, the manager contacts parents and does not open. **Records:** Daily opening checklist, signed by the opening member of staff and the second checker, kept in the office folder for one year.

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## SOP 02 — Child arrival and sign-in

**Purpose:** To welcome every child safely, to know exactly which children are in the building, and to pass on important information from parents before the day begins. **Scope:** This procedure covers every child arriving between 8:00 am and 9:30 am, including late arrivals, children dropped off by someone other than a parent, and children who arrive upset or unwell. **Who does it:** The member of staff on door duty greets families and supervises sign-in. The child's key worker takes over once the child is settled. The manager is called if a child arrives unwell or the person dropping off is not known.

### Steps

1. Greet the child and the parent by name at the door. Make the child feel welcome, and take a moment to notice how the child looks and feels that morning.
2. Ask the parent to sign the child in, writing the child's name, the exact arrival time, and the name of the person dropping off. Check the time is correct before the parent leaves.
3. Ask the parent about anything important: a bad night's sleep, a cough or temperature, a medicine to give, a different person collecting, or a change in routine. Write it on the daily handover sheet.
4. Check the child's bag with the parent: spare clothes, nappies, comfort toy, and any food or medicine. Label anything unlabelled, and put medicines straight into the locked medicine box, never in the bag.
5. Help the child take off their coat and shoes, wash their hands, and settle into an activity. Stay close for the first few minutes, especially if the child is upset.
6. If a child arrives after 9:30 am, sign them in as a late arrival, tell the key worker, and check whether breakfast or the morning snack has been served so the child does not miss out.
7. If the person dropping off is not on the child's authorised list, do not accept the child until the parent has confirmed the arrangement by phone. Record the call.
8. Count the children in each room after every arrival and update the room register, so the number on paper always matches the number present.
9. If a child seems unwell — hot, pale, very sleepy, or with a rash — take their temperature, keep them comfortable, and call the manager.

10. At 9:30 am, the room leader checks the sign-in book against the room register and files the handover sheet.

**Quality check:** The manager checks the sign-in book and registers at 10:00 am. Every child present must appear in both, with a matching arrival time. **If it goes wrong:** If a signed-in child cannot be found, stop, count every child again, and search calmly. Tell the manager at once. If a parent leaves without signing in, call them that morning and complete the record. **Records:** Daily sign-in book, room registers, and daily handover sheet, kept in the office for one year.