

## LAUNDRY

**AVAILABILITY REQUIREMENT:** The need for clean laundry requires that the job be done promptly and reliably each week. A substitute must be arranged if you cannot complete the duties at any time. This is best filled by a 3's or 4's class member (because they will already be at the school on Fridays, the day of Monthly Cleans).

1. Check the laundry in the laundry basket daily, wash it, and return the clean and folded laundry the next school day. The laundry needs to be returned to school prior to start of the next class at 9:00 AM.
2. Please return clean and folded laundry into their respective bins or containers at preschool.
3. Wash other fabric items (small blankets, tablecloths, etc.) in the housekeeping corner monthly. Keep stuffed dolls, plastic dolls and animals in very clean condition.
4. Remove and wash the drapes covering the bathroom stalls, monthly
5. Collect and clean steam cleaner pads daily. They won't necessarily be in a laundry bag (please check mop). This needs to be done and returned regularly to ensure that there will be clean ones when needed.

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

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