

Site Readiness and Safety Checklist Form - Classroom



Center/Site: _____

Teacher(s): _____

Completed by: _____ Date Completed: _____

Center Director: _____

A member of the site team must complete the following Site Readiness and Safety Checklist prior to the first day of class (Part Year) or prior to September 15th (Full Year/FCC). Once complete, make a copy and send it to your Center Director for review and signature. Keep original on file.

Any Items marked as “Not Yet” **need an Action Plan** developed and documented on the last page of this checklist. Please include your timeline for completion.

Key: *Supplied by PSESD		YES	Not Yet	N/A
All Hazard Preparedness (AHP) , Emergencies and First Aid				
1	[Posted] <i>All Hazard Preparedness (AHP) Procedures</i> , plans, evacuation maps posted by emergency exits. [Earthquake, lockdown, flood, etc.]. Annually reviewed and signed by director/staff when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	[Posted] <i>All Hazard Preparedness and Fire Drill Record</i> . At least one AHP drill conducted/evaluated/documented quarterly for all classrooms of children. Fire drills practiced/documented monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	[Posted] <i>Child Health Plans</i> and <i>Child Supplemental Food Plans</i> are readily accessible/confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<i>Monthly First Aid Kit Inspection Checklist</i> -(in backpack) completed with all items present. PSESD supplied items: Current First Aid Manual* (1), Disposable Tweezers* (2), Resusci Face Shield* (1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Daily Attendance Records are readily accessible at all times to update (carried when leaving classroom) and reflects current status of each child's attendance. (Ready to use prior to first day).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>Classroom Emergency Board Procedure</i> completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	[Posted] <i>Classroom Emergency Plan for Accident or Illness</i> completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	[Posted] Current CPR/First Aid Card for All Staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	[Posted] <i>Daily Classroom Safety Checklist</i> -completed daily (ready to use prior to first day).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	[Posted] <i>Monthly Health and Safety Classroom Checklist</i> -Completed monthly after this initial checklist. (Ready to use prior to first day).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	[Posted] How to Respond to Injury and Illness at School (Multi-Colored guide).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	[Posted] Sign showing location of First Aid Kit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Facility-Classroom Premises-General				
13	Gates used to prevent children from entering unsupervised areas or stairways are securely anchored, openings small enough to prevent entrapment of a child's head (spaces less than three and a half inches), and rigid (no accordion-type gates). Staff do not step over gates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Hot Surfaces, such as a stove, are out of reach or covered to prevent burns in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Personal staff/volunteer belongings (i.e. handbags) are stored out of children's reach or locked up if containing medications. Staff emergency medications can remain unlocked, out of children's reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Water is always available for children to drink i.e. free standing water fountain, cups next to faucet, or cups and pitcher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	[Practice] <i>Pesticide Policy and Procedures</i> are followed. Pesticides and lawn chemicals are used in strict compliance with labeling and are used only when children are not present. Pesticide notices posted as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	[Posted] Animal Care Plans posted near animal and procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Equipment and Supplies				
19	Arts and craft materials are stored in labeled containers and are non-toxic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Choking hazards identified/removed for children under 3 years old: Toys/objects are larger than 1 ¼" in diameter and 2 ¼" in length. Round objects are 1 ¾" or larger. (Use paper towel tube as guide).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Clothing for children is in ample supply (backup).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Clothing (additional) for adults is readily available within the classroom in the event that clothing is soiled or contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Coats and other personal items are stored separately without touching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Floors are kept dry and there are no slippery throw rugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Furniture is arranged to provide optimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Gloves (medically-rated, latex free) are readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Heavy items stored above a child's height are removed or secured to prevent from falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Heavy items/toys are stored closest on the ground, lowest shelf in place where children spend time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Magnets are not used by children under three years of age. For older children, the CPSC is proposing that magnets would be allowed only if they were large enough to not fit through a cylinder used to test choking hazards. All high powered magnets are banned entirely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Plastic bags, foam or Styrofoam objects, matches/lighters, candles are not accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Push pins and thumb tacks are not used to display items. If staples used, cover with clear packing tape if within reach of children. (Preschool alternative: nontoxic adhesive putty).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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32	Strings/cords on toys are 12 inches or shorter; straps on hats and guitars are removed; purses/bags have short straps or are tied; telephone cords are out of reach to prevent strangulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Hot Surfaces, such as a stove, are out of reach or covered to prevent burns in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Firearms, pellet or BB guns, darts, bows and arrows, cap pistols, paint ball guns, or objects manufactured for play as toy guns are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Equipment, toys, materials, and furniture are safe, age, and developmentally appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Toys, materials and equipment are in good condition, and stored in a safe manner. (No sharp edges or points, pinch points, chipped paint, splinters, or loose nuts or bolts).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Toys are cleaned and sanitized as needed between each use by individual children or when mouthed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Safety straps are always used when a child is placed in a piece of equipment (highchairs, swings, etc.) Not used on diaper pads and changing tables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Infant equipment (car seats, bouncer, etc.) is not placed on any elevated surface or near top of stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Activities-Practices				
Cleaning, Sanitation, Disinfecting, Chemicals				
40	[Posted] <i>Cleaning Process Chart</i> has been reviewed and followed if using bleach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	[Posted] <i>Cleaning/Sanitizing/Disinfecting Checklist</i> has been reviewed and followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Cleaning Products/Chemicals are inaccessible to children; stored away from medications, food/utensils, and food preparation areas. Sanitizer can remain out of children's reach; Disinfectant must be locked up using a combination or key. If stored in the kitchen area, use a lockable cabinet below food or food-contact surfaces to prevent contamination. Plastic child proof locks are not allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Sanitizer and Disinfectants made from concentrated solutions (i.e. bleach, quaternary ammonia) are labeled and checked (daily) by using the matching test strips* to ensure the appropriate concentration is achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diapering				
44	[Posted] <i>Diaper-Changing Procedure</i> [Recommended Steps for Changing Diapers Poster] is followed and posted in the changing area(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food				
45	[Posted] <i>Daily Food Temperature Record Form</i> (for cooked and holding foods) and <i>Daily Refrigeration Temperature Record Form</i> (for refrigerator and freezer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	[Posted] Current Food Worker Cards for all staff/volunteers who regularly prepare and/or serve food. Online Food Worker Card Information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	[Posted] <i>Potential Choking Foods Procedure.</i> Food is adapted to minimize choking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	[Posted] <i>Special Diet List</i> is easily accessible/confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Designated preparation sink (for center-based sites) used to properly wash fruits and vegetables if applicable. Not in classroom sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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50	Food is labeled, covered and dated when stored (on a shelf, refrigerator, freezer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Food is not handled with bare hands. Gloves or utensils (serving spoons, tongs*) are used when preparing/serving food. Food Service Rated Gloves are readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Meal utensils (forks, spoons, knives, tongs)* are child sized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Refrigerator (40 degrees F and below) and Freezers (0 degrees F and below) have thermometers* placed in the warmest section (usually the door).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Thin probe thermometer* used to evaluate food temperatures. Cleaned and sanitized between readings. (Probe wipes acceptable alternative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	[Practice] Hot liquids and food (more than 120 degrees F) are kept out of children's reach. Adults do not consume hot liquids where children are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	[Practice] Staff providing food service have good personal hygiene and are not sick. Staff have been cross-trained in food preparation if needed to rotate job duties to ensure healthy staff are preparing and setting up meals whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant Food and Bottle Feedings (Skip this section if not applicable)				
57	All bottles are labeled with the child's full name and date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	Bottles are heated in warm water or bottle warmer. Microwaves are not used to heat bottles or infant food. Crock pots used to warm bottles is cleaned/sanitized daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	The temperature of bottles and food are tested before serving to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Infants are held when given a bottle. Bottles are never propped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Unfinished contents of bottles are discarded after one hour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	Unfinished food is discarded after meal service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing				
63	[Posted] Age appropriate handwashing procedures are posted at all handwashing sinks at child's eye-level for easy viewing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Sink is dedicated for handwashing and never used for food preparation or cleaning of soiled clothes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	Handwashing supplies are always present: Liquid soap, warm water (85 to 120 degrees F), disposable towels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health				
66	A "conditional" or "exempt" immunization status list of children is available so that children can be excluded in the case of a communicable disease outbreak. <i>Susceptible List Procedure.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67	<i>Illness Report Form</i> and <i>Injury Report Form</i> are completed for all incidents according to Agency/School District procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68	Ill children are kept in a comfortable area away from others until family arrives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69	A system is in place to notify families of illness, injuries, and communicable disease immediately upon detection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications				

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70	In original container/label (child's name, date filled, HCP, pharmacy name/phone, dosage, instructions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71	Stored inaccessible to children. Emergency medications (i.e. EPI Pens, Inhalers) are readily accessible; controlled substances and non-emergency medications are locked up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72	Stored with completed documentation: Child Health Plan/Provider Orders for Medications at School, Medication Administration Record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73	Medications are not expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74	And Justice For All poster * Download poster 475A includes Spanish. Post other languages represented in your classroom. (PSESD has English/Spanish).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Child Care Center License, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	Standard of Conduct: Child Guidance and Support Policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77	Daily Class Routine (schedule).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78	McKinney-Vento Homeless Assistance poster.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	Menus: Current Month's Menus for all meals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Policy Council Meeting Minutes & dates of meetings (FCC: provide copies to families).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Staff Name with duties, hours and operating hours (Center-based only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posted Near Phone				
82	Site Information (address, room number, phone number).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83	Emergency Phone Numbers (outside line prefix i.e. 9-911, Poison Control, CPS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping				
84	Infants: Sleeping arrangements for infants are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85	Infants: sleep only in safety approved cribs (CPSC Standards). Children are not left sleeping in car seats, swings or infant seats. Crib wheels are locked and spaced 36 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86	Infants: are placed completely flat on their backs to sleep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87	Infants: heads are always uncovered; bibs removed. Pacifiers are not clipped to clothing. Infants are not swaddled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	Items are stored separately for each child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89	Nap mats/cots are spaced a minimum of 36 inches apart or when space is limited, children are placed head-to-toe as far apart as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothbrushing				
90	Tooth Brushing Procedure is reviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	Toothbrushes (TBs)* are labeled with the child's name and stored properly (bristles up, open to air, not touching, outside of toilet area). If using net to cover, it must fit properly without touching toothbrushes at any time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor (May apply to indoor play spaces)				

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Key: *Supplied by PSESD		YES	Not Yet	N/A
92	Garbage is disposed of in a durable, leak proof trash receptacle with a tight-fitting lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93	[Practice] <i>Sunscreen and Sun Protection Procedure</i> is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94	Children use the equipment as intended by the manufacturer. i.e. cannot climb outside sliding tubes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95	Portable equipment, riding toys, helmets are age appropriate, in good condition and safely stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96	Children one year of age and older wear helmets when riding toys with wheels (i.e. tricycles, bikes) or using any wheeled equipment (i.e. rollerblades, skateboards). Helmets fit properly and meet CPSC standards. Children take off helmets after riding or using wheeled toys or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision				
97	Teachers are trained and prepared to directly supervise children by sight and hearing at all times. This includes indoors, outdoors and when children are sleeping, going to sleep, or waking up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98	Redundant procedures have been developed and discussed to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas and vehicles during transitions and prior to departure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	Required staff to child ratios will be maintained to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	_____ Initial		
100	Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent. EHS: 1:4 with no more than 8 per class; HS/ECEAP: 1:10 with no more than 20 per class (differs depending on predominant age of children).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remember to sign at the bottom before submitting!

Action Plan

Follow-up must be completed **immediately** for urgent safety items and within 30 days for completion of all other items.

Item Description	Action to be Taken	Timeline for Completion

Reviewed by:

Center Director Signature: _____ Date: _____