

Site Readiness and Safety Checklist Procedure

Purpose

This procedure tells site teams how to complete the *Site Readiness and Safety Checklists*. The list identifies specific areas of concern when planning for a safe learning environment.

Procedure

Safety in the Early Learning classroom is vital to the functioning and success of the program. Federal and state regulators, as well as program funders, require standards for health and safety to be met. The *Site Readiness and Safety Checklist* is a tool for Early Learning Teams and staff at PSESD to help ensure the health and safety of all children, families and staff present at PSESD Early Learning sites.

When to Complete

The *Site Readiness and Safety Checklist* must be completed each year and uploaded prior to the first day of class. Full year programs must complete the checklist no later than September 15th of each calendar year.

Requirements for Uploading

There are two types of documents you will use: [Center Director Site Readiness and Safety Checklist](#) AND [Classroom Site Readiness and Safety Checklist](#)

- Submit a single Center Director checklist for **each site** in your program.
- Submit Classroom checklists for **each classroom** at each site.
- Items marked as “Not Yet” on your checklists will require a Follow-Up Form ([Center Director, Classroom](#)) to be submitted for each.
- The **Center Director’s Signature** is required on each submission. Unsigned submissions will be deemed incomplete and not counted.

Preparing for Your Uploads

After completing and signing your checklists, you will need to rename the documents using this format: **CenterName_SiteName_Type_Date**. (*Type* = Either **CTRDIR** for Center Director checklist, or **CLASS** for Classroom checklist)

EXAMPLE:

For Center Director checklists: BethelSD_Evergreen_CTRDIR_01SEPT2017

For Classroom checklists: BethelSD_ElkPlain_CLASS_KVELC1_01SEPT2017

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Where to go on the Website

1. Log-in to the platform at: PSESD.Litmos.com – you will be in “Team Admin Mode” when you first log-in.
2. Switch to “Learner Mode” – go to the drop-down menu in the upper-right corner and select “Switch to Learner View”.
3. On your list of assignments, click the Learning Path for “Deliverables: Site Readiness Checklists”.
4. On your Center’s Deliverables page, you will see the list of uploads or “modules” you need to complete.

⚠ There are additional uploads modules for “Follow-Up Forms” on your list. If you achieve 100% and the checklist for that Center/Site is complete, the grader will remove that Follow-Up Form from your list.

Upload Directions

1. Click the name of the Center/Site document you want to upload.
2. Click the “Upload Now” button -- only attach one (1) document per upload module.
3. Click the “Choose A File” button and navigate to where the document is stored on your computer.
4. Select the document and click “Open”.
5. Click the “Submit Button” – Your document is now ready for review by PSESD staff. They will email you to let you know any next steps.