

Florida Catholic Conference Health & Safety Checklist for Early Education Programs

School: _____

Please check all that apply.

Health / First Aid / Abuse

- The program has developed policies and procedures to protect the staff and children from blood-borne pathogens by developing a blood-borne exposure control plan and by providing annual in-service to the staff regarding protective procedures. As a result, the staff use “universal precautions” when encountering children’s body fluids.
- At least one staff member with first aid certification—and infant/child CPR certification will be present on the premises at all times. (It is recommended that all staff have basic first aid and CPR training.)
- A written notice of accidents and/or illnesses is kept on file, and a copy is given to the parents/guardians of the children in the program.
- Staff are alerted to special health conditions of children and are equipped, when applicable, to handle such concerns.
- The staff is trained to recognize signs of child abuse and neglect. They know the laws and procedures for reporting to the appropriate agency. All communications with authorities are documented and placed in a confidential file.
- Exemplary abuse prevention is practiced throughout the early education program. For example, a minimum of two teachers are assigned to a group of children. Viewing windows allow for visual access into the classrooms, bathroom doors are left open, and random walk-throughs are practiced throughout the day.

Safety

- Safe arrival and departure procedures have been developed that ensure all children in the program are accounted for throughout the day and released only to authorized adults. Children are supervised by sight at all times, and transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times.
- When inclement weather prevents children from playing outdoors, alternative activities are planned to ensure large-motor exercise and to foster large-motor development.
- Fire extinguishers and smoke detectors are provided and checked as mandated by the local fire marshal, and staff is trained in the use of fire extinguishers.
- All chemicals, medicines, and other “dangerous if swallowed” materials are stored in their original containers. All potentially dangerous products are stored in a locked area. An MSD (Material Safety Data) sheet is strategically placed near harmful chemicals.
- Hot water heaters are set for 110°F or less if the heated water is accessible to children.
- Electrical outlets in the wall are covered to prevent children from being shocked by electricity.

Emergency

- A plan is in place to contact parents/guardians in case of an emergency closing, and the parents/guardians have been made aware of the plan.
- Emergency phone numbers or 911 is posted by readily accessible telephones that have 911 access in order to allow for quick reference in contacting the fire department, police department, poison center, and rescue squad.

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Cleanliness

- Parents/guardians are encouraged to provide a change of clothing for their children to keep on the program's premises in the case of an accident. The program maintains a supply of generic clothing in varying sizes to ensure children are provided with a change of clothing in case of an emergency.
- Infant and toddler bedding is washed at a minimum of twice per week and more often when soiled, and it is used by only one child between washings. Bedding is washed a minimum of once per week and more often when soiled, and it is used by only one child between washings.
- The facilities are cleaned on a daily basis, including sanitizing the bathrooms and removing trash. The facilities are free of mold and offensive odors.

Environment

- The physical environment includes not only appropriate furnishings, such as tables and chairs, that allow children's feet to touch the floor but also appropriate room flooring and soft areas that are comforting to children.
- Through routine inspections and resulting timely repairs, the outdoor play area is well maintained to prevent children from being injured by broken equipment, sharp edges, and rusty parts.

Food / Kitchen

- Kitchen equipment is monitored by civil authorities, where applicable, to ensure healthy and sanitary conditions.
- Food brought from home is stored appropriately.
- The children are encouraged to serve themselves and assist with cleanup, within age-appropriate levels of ability.
- Infants are held when bottle-fed and not placed with bottles into cribs at any time.
- Feeding times and amount of food consumed are recorded and made available to parents/guardians of infants and toddlers on a daily basis.

Signature of verifier: _____

Printed name: _____

Position: _____

Date: _____