



Early Impressions Preschool & Childcare

Health & Safety Checklist

(To be completed by educational staff before classes start each day)

Classroom: _____ Week of: _____ Staff member(s) completing form: _____

Please indicate that the item meets requirements by placing a check in the appropriate box for that day. If an item does not meet requirements, indicate the problems or concerns in the **Comments Section** next to the item and bring to the attention of the Regional Director for your site. Thank you!

INTERIOR	M	T	W	TH	F	N/A	<u>Comments</u>
1. Classroom temperature is not less than 65 degrees at a point 2 feet above the floor. If more than 82 degrees, measures are taken to cool the children.							
2. All outlets have child resistant plug covers in place.							
3. Medication box is locked and properly stored.							
4. Medication logs are located near the medication box.							
5. There is an adequate supply of non-porous gloves available, and they are located in areas where needed, including food gloves for serving .							
6. There is an adequate supply of soap and paper products available for the day at each sink.							
7. Tables are washed and sanitized for the day. All other classroom furniture is clean.							
8. Spray bottles are full, dated and the sanitizing agent is in adequate amounts. Sanitizing agent is stored out of the reach of children. Spray bottles are prepared daily.							
9. First Aid Kits and Emergency Preparedness bags are adequately stocked and readily available.							
10. All cleaning agents are stored in locked cabinets/cupboards, separate from food and medications.							
11. Garbage cans are clean, lined with a plastic bag, and are covered at all times, including during meals.							

INTERIOR	M	T	W	TH	F	NA	Comments
12. Overall classrooms are clean; furniture, electronics, toys and materials are in good repair and in good condition. If something is broken, please remove it from classroom immediately. If it needs repaired or replaced, please put in comment section.							
13. All exits are clearly marked and unobstructed, leaving a path of 36" wide.							
14. Furnace vents are unobstructed and not hot to the touch.							
15. Sharp objects and adult scissors are secured and out of the reach of children.							
16. Windows are free of any cracks; screens are free of tears or holes and blind cords are secured from children's reach.							
17. Sign-In/Sign-Out Sheets are for the correct week, accessible and up-to-date.							
18. Toothbrush holders and toothbrushes are clean and properly stored so the brushes do not touch each other.							
19. Rooms have adequate lighting.							
20. Toys are sanitized daily or weekly dependent on use.							
21. Changing table is sanitized and stocked. Diapering procedure is posted.							
22. Purses, diaper bags, and personal items are out of the reach of children.							
EXTERIOR							
23. Building ramps and steps are in good repair.							
24. Sidewalks are free of trash, debris, snow, ice, or other dangerous situations.							
25. "Slow signs"/cones are put out in parking lot and/or play area.							
26. Overall appearance of the site's exterior is clean, tidy and presentable.							

On Friday, please return this to your Site Director. Site Directors: review responses, address immediate needs/concerns and reach out to an Executive if you need further assistance.