

**Umatilla-Morrow Head Start
Monthly Health & Safety Checklist**



Center: _____
Classroom: _____

Team Leader: _____
Inspector: _____

Education Manager: _____
Date: _____

CLASSROOM/ENVIRONMENT	OK / NI	DATE FIXED	NOTES
1. Floors are smooth, free of cracks and have a non-skid surface.			
2. All windows having screens that stay when pushed or are inaccessible to children.			
3. Walls and ceilings are free of peeling paint and cracked/falling plaster.			
4. Toys, materials and furniture are safe, durable, and in good condition (materials free of sharp edges and loose pieces, balloons and/or plastic bags not used, no choking hazards).			
5. All blind cords hang freely, are NOT tied together creating a loop. Cord cleats are installed & used when blinds are in upright position.			
6. Water temperature in hand washing sinks is no higher than 120°.			
7. Sanitation and hygiene procedures for diapering have been adopted that adequately protect the health and safety of children served by the program and staff. (Diaper changing procedures posted)			
8. Infant sleeping arrangements use firm mattresses and avoid soft bedding materials, such as comforters, pillows, NO BLANKETS or stuffed toys.			
9. Napping mats/linens are stored so they are not touching to prevent cross contamination.			
10. Cribs, baskets and mats are 3 feet apart from each other when in use and do not obstruct exits.			
6. Mats are placed so walkways are free for evacuation in an emergency.			
11. Rugs, pillow cases and soft materials are clean.			
12. Rooms are well lit.			
13. All open electrical plugs are covered.			
14. Toothbrush holders are clean and toothbrushes are labeled.			
15. Indoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. (No Borax, shaving cream)			
16. Items are secured to walls, postings are presentable & organized.			
17. Non-perishable food used in the classroom shall be stored in a labeled, sealed container.			
18. Windows, seals and weather stripping are in good condition.			

PARENT AND STAFF SPACE	OK / NI	DATE FIXED	NOTES
1. Parent space is clean and organized.			
2. An area is available to encourage parent involvement, including training opportunities and resource materials.			
3. Staff space is clean and organized.			
KITCHEN			
1. Cleaners and other poisonous products are stored in their original containers away from food and out of children's reach.			
2. Non-perishable food is stored in a labeled, tightly sealed container.			
3. Foods are stored at least 6 inches off of floor in dry good storage area.			
4. Perishable food is stored in covered containers in the refrigerator.			
5. Food preparation surfaces are clean and free of cracks and chips.			
6. There are no sharp or hazardous cooking utensils within children's reach.			
7. All open electrical plugs are covered.			
8. Refrigerator Temperature is below 40°.			
9. Sanitizer high temperature reads at at least 160°.			
10. All bottles are labeled with a child's name, date and time.			
11. Kitchen area is kept clean and free of hazardous materials and conditions.			
BATHROOMS			
1. Water temperature is no higher than 120° at sinks where children wash their hands.			
2. Bathroom facilities are clean, in good repair, and easily reached by children.			
3. Hand washing signs are present at each sink used for this purpose.			
SAFETY/EMERGENCY PREPAREDNESS			
1. The facility has approved, working fire extinguishers that are checked and initialed monthly and an appropriate number of smoke detectors that are tested regularly.			
2. Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children. (Visuals on glass doors)			
3. There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes.			
4. An evacuation plan route is posted in clear view in all classrooms			
5. Appropriate licenses (Sanitation/Fire/CCD) are seen.			
7. Exits and/or evacuation routes are clearly marked.			
8. Emergency lighting is labeled and available in each classroom.			
9. Emergency telephone numbers are clearly posted. When a cordless phone is used, numbers and site address need to be posted on hand set.			
10. Medications are under lock and key and out of reach of children, location of box is labeled.			

SAFETY/EMERGENCY PREPAREDNESS Continued	OK / NI	DATE FIXED	NOTES
11. All medications are properly labeled (name of child, name of medication, dosage, name/number of physician/pharmacy).			
12. The first-aid kit is well supplied and out of reach of children.			
13. Adult products (hand lotion, ointment, sunscreen, white out, hair spray) are stored out of the reach of children.			
14. Thumb tacks/push pins are not used in areas occupied by children.			
15. Lithium "button" cell batteries OR products that contain them, are kept out of the reach of children.			
15. Children's files are stored in a locked area.			
16. All plants are labeled and a listing of poisonous plants is on site.			
17. When animals are present in the classroom, there shall be assigned staff that are responsible for feeding, handling, and cleaning. The center shall have and follow written procedures for the care and maintenance of the animals.			
18. All animals present in the classroom are approved and the listing of approved animals is on site.			
19. Area behind dryer is free of lint and debris.			
20. Bleach solution used for cleaning diapering, bathroom, and hand washing areas tests at 500-800 ppm.			
21. Bleach solution used for food service and toys tests at 50 – 100 ppm.			
22. Bleach bottles are labeled appropriately & kept out of reach of children.			
23. Classroom cleaning logs are current and completed daily.			
24. MSDS book is available on site and location is labeled.			
OUTDOOR AREA			
1. The playground equipment is in good repair and safe condition – free of cracks, splinters, sharp edges, and peeling paint.			
2. A minimum of 9" cushioning surface present and borders are 6' away from outside edge of structure.			
3. The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas.			
4. The outdoor area is free of dangerous or undesirable materials and trash.			
5. Grounds are landscaped and groomed.			
6. Grounds are free of standing water.			
7. Sheds are organized and free of clutter.			

CENTER HEALTH & SAFETY POSTINGS Health & Safety Bulletin Board	OK / NI	DATE FIXED	NOTES
1. Staff First Aid/CPR Certificates			
2. Staff Food Handler's Certificates			
3. Emergency Preparedness Manual (practice dates are noted, staff current)			
4. USDA – Building for the Future (English & Spanish)			
5. USDA – Justice for All			
6. Sanitation Policies & Procedures Binder (or in clear pocket)			
7. FMLA & OFLA posters			
8. Literacy posters in English and Spanish			
9. Safety Meeting Minutes from current month			
Child Care Division Required Postings			
1. Most Recent CCD Certification AND/OR Recorded Program Certificate			
2. Name of on-site Director and sub on-site Director			
3. Notice of planned field trips away from the center (date/location)			
4. Notice of center closures (vacations/holidays)			
5. Notice on how to report a complaint to CCD and where the following can be found: Rules for Certification Book, most recent Sanitation and Fire Inspections, Daily attendance records for children			
Items to be kept in clear pocket			
1. Emergency Medical Procedures (English & Spanish)			
2. Emergency Dental Procedures (English & Spanish)			
3. American Red Cross – Choking Poster (English & Spanish)			
4. American Red Cross – CPR Poster (English & Spanish)			
5. Childhood Emergencies Flip-chart from Bull Publishing			
6. Children's Emergency Health Plans are located in a confidential red folder next to first aid kit in classroom for easy access by staff in case of health emergency and is kept current.			
Other required postings			
1. Discipline Policy			
2. USDA- Child Care Food Program Food Chart			
3. Mission Statement (English & Spanish)			
4. Current Month's Menus (English & Spanish)			
5. Non Discrimination Policy (English & Spanish)			
6. Classroom Daily Schedule			

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