

**NWCA Head Start**

Site: \_\_\_\_\_

# of Children: \_\_\_\_\_

**Safe Environments Checklist**

Reviewer: \_\_\_\_\_

# of Adults: \_\_\_\_\_

AREA: NUTRITION	SEPT	DEC	MAY	RECOMMENDATIONS +/- OR CORRECTIVE ACTION
Menus, dietary modifications, and allergies are posted. Necessary/health support is on site. Name of child & medication: 1302.47 (b)(7)(iu); 1302.44 (a)(1) ;1302.44 (b)(4)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Children with disabilities are provided adaptive equipment. Individual needs of children with disabilities are met and all children have access to and can participate in the full range of activities. 1302.61 (a)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Staff eat same foods as children. 1304.23( c)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Food is not used as punishment or reward. 1302.31 (e)(2) ; 1302.90 (c)(1)(ii)(D)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Snacks and meals are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meals are encouraged. 1302.44 (a)(1)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Sufficient time is allowed for children to eat. 1302.31 (e)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Staff eat with children. 1302.31 (e)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Conversation is centered around children’s interests. 1302.31 (e)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Meals and food are used as an integral part of the total education program. 1302.31 (e)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Basic Food Safety & Sanitation with food preparation & handling is ensured. 1302.47 (b)(6)(ii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

AREA: HEALTH & SAFETY	SEPT	DEC	MAY	RECOMMENDATIONS +/- OR CORRECTIVE ACTION
Staff promotes effective dental hygiene among children by assisting children with brushing their teeth with fluoride toothpaste daily. 1302.43	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
All equipment and materials are clean and safe. 1302.47 (b)(2)(i)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
All required policies & plans of action for health emergencies requiring rapid response (e.g., choking) are posted. (Disaster preparedness plan) 1302.47 (b)(8)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

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AREA: HEALTH & SAFETY	SEPT	DEC	MAY	RECOMMENDATIONS +/- OR CORRECTIVE ACTION
Location & Telephone Numbers of emergency response systems are posted & up-to-date & family contact information & consent for emergency care are readily available. 1302.47 (b)(8)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Emergency lighting equipment works (batteries checked). 1302.47 (b)(1)(v)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Emergency procedures and needed materials are available and posted (fire, medical, dental, and tornado). 1302.47 (b)(8)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Exits & Evacuation Routes are clearly marked & posted so the path to safety outside is unmistakable (and are free from obstacles). 1302.47 (b)(8)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
All staff understand their roles and responsibilities in case of fire, injury, or other disasters. 1302.47 (b)(7)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Staff, volunteers and children wash their hands with soap and running water after diapering & toilet use; before food-related preparation or activity; after hands have been contaminated with blood or other bodily fluids; after handling pets or other animals; before & after giving medications; before & after bandaging a wound; and after assisting a child with toilet use. 1302.47 (b)(6)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Paper towels & liquid soap are readily available at the sink and easily reached by children.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Staff & volunteers wear nonporous, latex free gloves when in contact with blood and other visibly bodily fluids. 1302.47 (b)(6)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Spilled bodily fluids are immediately cleaned up and disinfected & tools & equipment used to clean spills are promptly disinfected, and blood-contaminated materials are disposed of in a plastic bag with a secure. 1302.47 (b)(6)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Sanitation & hygiene practices for diapering adequately protect children & staff's health and safety. 1302.47 (b)(6)(i)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

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First Aid Kits are well supplied, age appropriate, & readily accessible to staff at each facility and while offsite. 1302.47 (b)(i)(vi)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
First Aid Kits and children’s emergency information are always taken in trips away from center.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

AREA: FACILITIES, MATERIALS & EQUIPMENT	SEPT	DEC	MAY	RECOMMENDATIONS +/- OR CORRECTIVE ACTION
Children are supervised in bathrooms or near water. 1302.47 (b)(s)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Bulletin Board is present with current parent & social services information & lesson plans posted.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Classroom schedule is posted & implemented.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Adults can easily view all areas used by children. 1302.47 (b)(s)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Adequate facilities area available for adults and children with disabilities. 1302.61 (a)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toys with small pieces are used only with adult supervision. 1302.47 (b)(i)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Exits and pathways are free from obstacles. 1302.47 (1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toys are in good repair, with no chipped paint, splintered wood, broken parts, or sharp edges. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tops of all storage cabinets are clear and free of any objects/materials. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
The environment is smoke-free. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Staff ensure that children en route to play areas are not exposed to vehicular traffic without supervision. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

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Children are taught how to cross the street and are never allowed to cross without an adult.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Outdoor play area is arranged to prevent children from getting into both unsafe & unsupervised areas. 1302.47 (b)(5)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Play areas are divided and marked accordingly.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Heating & cooling systems are insulated to protect children & staff from injury such as burns. 1302.47 (b)(1)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
All poisonous/hazardous substances (cleaning supplies) are inaccessible to children separated from food storage & stored in a locked cabinet or on high shelves out of children's reach. 1302.47 (b)(1)(iii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Medications are stored, locked, and/or refrigerated. 1302.47 (b)(7)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Rooms are well lit and provide emergency lighting in case of power failure. 1302.47 (b)(1)(v)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Classrooms and hallways are well lighted. 1302.47 (b)(1)(v)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Approved, working fire extinguishers are available. 1302.47 (b)(1)(vi)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Smoke detectors and other alarms are checked and tested regularly to make sure they are working. 1302.47 (b)(1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Indoor & outdoor premises are cleaned daily & kept free of undesirable & hazardous materials & conditions. 1302.47 (b)(1)(ii)(iii)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Playground Equipment is in good repair (check for dangerous hardware, sharp points or edges, & tripping hazards) & surfacing is maintained to prevent injury to children. 1302.47 (b)(1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Unused electrical outlets are covered or maintained to prevent shock. 1302.47 (b)(1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Electrical cords are out of children's reach & kept out of doorways & traffic paths. 1302.47 (b)(1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Electrical outlets have safety covers; electrical equipment is stored away from water. 1302.47 (b)(1)(iv)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

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Areas used for diapering & toileting are separate from areas used for cooking, eating, and children’s activities, and diapers are disposed of in a safe and sanitary manner. 1302.47 (b)(1)(viii)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toilets are workable and in good repair, toilet seats are clean and smooth. 1302.47 (b)(1)(i)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Stable step stools are available where needed. Toilet training equipment is available for children being trained.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Garbage & trash are stored & disposed of in a safe, sanitary manner.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Facilities (including playground) enable the safe & effective participation of persons with disabilities.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
All toys, classroom materials, & furniture are safe, durable, & in good condition. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Sharp-edged objects (knives, adult scissors, pins, needles, etc.) are stored away from children’s access.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toys are put away when not in use and do not block pathways.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toys are washed regularly. 1302.47 (b)(2)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

**DATES**

<b>PEDESTRIAN SAFETY (1<sup>st</sup> 30 days)</b>	
<b>FIRE DRILL #1</b>	
<b>FIRE DRILL #2</b>	
<b>FIRE DRILL #3</b>	
<b>TORNADO DRILL (APRIL)</b>	
<b>RUN, YELL, TELL</b>	
<b>LOCKDOWN DRILL</b>	