

Person conducting the monthly check: _____

BUILDING INSPECTION	Yes	No
All areas inside and outside of the building should be safe, free of hazards, and all equipment should be operable. There should be no peeling paint, rotten wood, broken siding, exposed insulation, ripped or missing window screens, holes in building, holes in walls, holes in the foundation, missing or broken boards on the fences, nails or bolts sticking out or rusted from the building, fences or equipment, open drains, etc.		
Check around the dumpster area to ensure that it is free of trash.		
Check around the air conditioner area to ensure that it is free of trash, weeds, trees, etc.		
Check all emergency signs near each exit in the building to ensure that they are lit. Test the battery back-up.		
Check all entrance and exit ways of the building and the classrooms are free of objects, furniture, play spaces, etc that would prevent a quick evacuation of the building.		
Review all rooms in the building. Ensure that there is a diagram posted of the primary and secondary escape route for each of those rooms. Be sure that the diagram includes directions to where the indoor assembly areas are in case of a tornado or other shelter-place emergency. Does the diagram show where the fire extinguishers in the building are located?		
Check all fire extinguishers to ensure that they have been checked within the last year, are they in the designated areas, are they accessible, are they in working order and are they UL approved.		
Test all smoke detectors. If this is the month of September, change the batteries in all of the smoke detectors.		
Test the carbon dioxide detector. If this is the month of September, change the battery in the detector.		
Review the state fire inspection to ensure that it was conducted within the last year. Call the appropriate fire official 2 months before the anniversary date of that inspection to schedule a new inspection.		
Review the fire alarm system inspection to ensure that it was conducted in the last year. Call the fire alarm company 2 months before the anniversary date of that inspection to schedule a new inspection. Typically this company can review your fire extinguishers at the same inspection.		
Emergency telephone numbers: 911, Poison Control, Child Protective Services, Licensing, Owners or Directors, closest hospital, etc are posted near all telephones.		
Emergency evacuation suitcases are in there designated locations. The suitcases should be reviewed for its contents in the months of March and September. Refer to the programs emergency plan for contents.		
Check the emergency water and food supply. There should be enough bottled water and canned food for the entire school to be fed for three days. Have a manual can opener.		

Review the programs first aid kit to ensure that it is complete. Each classroom should replenish the classroom first aid kit as needed.		
Check each classroom and the office to ensure that the flashlights are accessible and are working. Extra batteries present.		
Check the emergency radio and weather radio to ensure that they work. Extra batteries present.		
Review the common areas of the building and the classrooms to ensure that all the electrical outlets are covered.		
Review all cords being used for electrical appliances, radios, computers, etc to ensure that they are not split or plugged to other cords in such a way to cause a tripping hazard or fire hazard. Do not use splitters or tape cords together. Any cord should not dangle to where a child could pull the appliance down on themselves. Take extra care in reviewing this area around the holidays when people tend to decorate with lights.		
Check around the washer and dryer and sweep to remove any dust, paper, linens, or trash.		
Water temperature in the hand washing sinks is measured to be warm but to be more than 120° degrees.		
There should be at least one person with current first aid and CPR training present at all times. Much consideration should be given to ensuring that more staff members are trained in first aid and CPR based the ages and the number of children in care. Refer to the emergency plan.		
Any time a child sustains an injury, the staff person will write up an injury report. That injury report must be completely filled out and signed by the staff person, a manger and the parent. A parent should be contacted immediately if that injury was to the child's head, a bite that breaks the skin or if someone other than the child's parent is picking up that day.		
PROGRAM PROCEDURES		
An emergency evacuation of the building and all the children is conducted monthly. The practice drill is documented on the Emergency Evacuation Drill Log.		
In the months of March, June, September and December, a disaster/ shelter in place drill is conducted. The practice dill is documented in the Emergency Disaster Drill Log.		
An assessment of the programs injuries for all classrooms is completed by the 10 th day of the following month. The reports are reviewed monthly with the program staff and the appropriate changes to safety procedures are made based on the results of these assessments.		
Review each Classroom Head Count Sheet to ensure that teachers are completing them accurately and timely.		
Teachers report any ratio issues or parent comments and complaints to the Director immediately.		
HEALTH AND SAFETY PRACTICES		
There is always at least one person present in order to perform daily well child health checks on the children arriving in the morning. Sick children and staff may not attend the program.		

Any child that has been diagnosed with a communicable disease follows the appropriate exclusion policy. An information sign should be posted on the classroom door to inform other families of the type of communicable disease their child has been exposed to, the signs and any further action that family should take if their child is showing those symptoms.		
Review each bathroom for working toilets. Free of leaks around the bottom of the toilet that could cause wet slippery spots. Each bathroom has toilet tissue. Children are able to go to the bathroom as needed. The bathrooms should also be free of offensive smells.		
Hand washing areas have warm running water, liquid or foam soap, paper towels or a hand dryer. A step stool is provided for children who cannot reach. A mat or rug to help prevent slips.		
Hand washing signs posted near all sinks.		
Randomly choose at least 3 classrooms for hand washing procedures. Observe a sample of critical times that the children and staff in the class should be washing hands, at arrival, after the class comes in from the playground, before and after meals, after diapering and toileting, etc.		
Diapering areas have warm running water, a non-absorbent changing surface, gloves, a foot-operated pail to dispose of diapers and pull-ups. If you have a diaper pad, inspect it for holes or tears. No food or other supplies are stored on the changing table.		
Diapering changing procedures should be posted near all changing areas.		
Children have their diaper changed as needed. Their diaper is checked every half an hour and changed at least every two hours.		
Randomly choose at least 4 staff members in random classrooms to observe how they diaper the children.		
Soap and water is used to clean dirty surfaces of tables, high chairs and the diaper changing surfaces. The spray bottle should be labeled with the contents. Additional soap and water should be mixed as needed.		
Bleach and water is used to sanitize the surfaces of tables, high chairs, and the diaper changing surfaces. The spray bottle should be labeled with the contents. This sanitizing solution should be discarded at the end of the day and a fresh mixture made the next morning.		
The program should have appropriate procedures in place and being followed for mixing the bleach and water sanitizing solution. The solution is not mixed in the classroom.		
All cleaning supplies, hazardous substances or chemicals should be stored outside the classrooms in a locked cabinet or area. The spray bottles should be kept out of the reach of children while being used and locked when not in use.		
The soap and water and the bleach and water spray bottles should be labeled. The soap and water and bleach and water bottles should be the only cleaning agents kept in the classrooms.		
Review all classroom toys to ensure that toys are in good repair. No broken toys. No toys missing parts. No toys that pose a choking hazards. No ripped books. If a toy requires batteries, it should have batteries.		
Toys that are seen in a child's mouth should be cleaned and sanitized immediately. All toys in the classroom should be cleaned and sanitized weekly.		

Toys should be stored on shelves and in containers. Children should be taught to clean up toys throughout the day to ensure that toys are not left on the floor causing a tripping hazard.		
Observe naptime in select classrooms. Ensure that toddlers and preschool children on cots should be visible to the teacher all times. The teachers view may not be blocked by furniture. Children under two years old will be checked on every 15 minutes as they sleep.		
Children under the age of two years old may not have stuffed animals or pillows on their cot or mat. All sheets must be sent home or washed weekly.		
FOOD AND NUTRITION		
The snack and lunch menu is posted, is dated and is corrected when a substitution is made to the menu.		
When planning the menu, consideration is given to the ages of the children in care, any food restrictions or allergies. Follow the nutritional guidelines as designed by the USDA for amount and required items, including food groups and vitamin content. Children should be provided food appropriate for the child's age, including avoiding common choking hazards.		
Food allergies are provided to the kitchen. An allergy form for any child with a food restriction or allergy is in the classroom notebook. Any food brought in from home is labeled with the child's first and last name and the date. This means anything for breakfast, snack, lunch, bottles, etc.		
Review the kitchen. Any open bag of food in the refrigerator or cabinets should be labeled with the date that the item was opened and should be sealed. Check expiration dates.		
INFANT PROGRAM		
Check all cribs to ensure that they are labeled with the child's name. The emergency cribs are also labeled. There should not be bumper pads, filled blankets or stuffed toys in the crib.		
Crib sheets are washed daily. The sheet should fit tight on the mattress. The mattress should fit tight in the crib, not allowing more than 2 fingers/ 1 inch between the mattress and the crib.		
Check the safety straps on the high chairs, bouncy seats and swings are always buckled when a child is present.		
Infants are observed being placed in their crib on their back or on their side with the bottom arm pulled forward. Children are able to move into another sleeping position on their own.		
Teacher are physically walking over to a sleeping infant to check on them at least every 15 minutes.		
Review each bottle to ensure that they are labeled with the child's first and last name and the date. All food and bottles are returned to the parent at the end of the day. If unopened baby food is kept for the next day, it is re-labeled. All bottles should have a top over the nibble. Bottles with breast milk are labeled with a special dot system.		
Bottles are heated in hot water not a microwave. Any food that is heated in a microwave is tested to ensure that it will not burn the child's mouth.		
Check to ensure that there is a supply of emergency breast milk, formula or food supply is present for all infants. Check the expiration on cereal and formula.		

<p>Infants should be given the opportunity to have Tummy Time. This is time that the infant is safely placed on the floor on their belly in order to strengthen their head, neck and upper body muscles. This time should be documented on the Infant Daily Report. The infant should be closely supervised while on their stomachs.</p>		
<p>PLAYGROUND</p>		
<p>Review the playground to ensure that it is free of trash, poisonous plants, and large holes or exposed tree roots that would cause tripping hazards.</p>		
<p>All walkways should be swept daily, if needed to clean off sand, leaves, resilient material that could cause children or staff to slip.</p>		
<p>Review the playground equipment is age appropriate, not rusted, does not have pieces missing, have sharp pieces, S-hooks open on the swings, peddles missing off tricycles, nails or bolts protruding, wood rotten, cement equipment footings showing, etc. Climb up into the play equipment to review all play areas for safety.</p>		
<p>Measure the playground resilient material is at the appropriate depth as directed in the CPSC manual. The resilient material is in the correct use zone for the each piece of equipment.</p>		
<p>Review the fence that surrounds the playground to ensure that it is in good repair. No nails missing or sticking out. The gates are closed and cannot be easily pushed open. The fence boards are secure. There are no holes under the fence or large gaps between the fence boards.</p>		
<p>All sandboxes are securely covered when not in use. They are inspected and the sand is sifted weekly to remove debris.</p>		
<p>Review the outdoor water station to ensure that the water jug is taken out each day for each class. The water jug should be removed from the playground and cleaned daily.</p>		
<p>Outdoor trash cans have plastic liners. Trash can lids securely fit the top. Trash cans are emptied daily.</p>		
<p>Each class is responsible for putting away all toys and bikes on the playground at each outdoor session.</p>		
<p>There is a water station outside for the children to use year around to ensure the children are properly hydrated. The water jog is brought out each day before the first class plays and brought in daily to be cleaned.</p>		
<p>Teachers have access to a small first aid kit on the playground at all times. The teachers are aware on how to communicate emergencies with the person in charge in case of a major incident on the playground. Recommendation: Walkie -Talkies.</p>		

Notes/
 comments: _____

