Health & Safety Daily Checklist

Classroom: _____   Completed By: _____   Date: _____

	M	T	W	Th	F
Staff purses and personal items are locked or out of reach of children					
All entrances/exits are free of clutter, snow, ice, garbage, etc.					
Room is generally clean & clutter-free (garbage emptied, floors swept, toys picked up, bathroom clean)					
All electrical outlets are covered					
All cords (computer, monitor, window, phone chargers, CD players) are out of reach to prevent strangulation					
Tables and chairs are not stacked while children are present					
Furniture & equipment is in good repair (check for broken toys/containers, accessories, damaged rugs/carpet)					
Approved safety gates are used on stairways, if necessary (Gates are wall-mounted at top of stairs)					
Heavy toys/items are stored on lowest shelf					
Choking hazards are not accessible to children under 3 years					
First Aid kit is appropriately stocked and accessible at all times					
All medication is stored in secure container and out of reach of children. **This includes staff medication.**					
Bleach **solution is made daily**. **Every staff member is required** to make their own labeled solution. Solution is inaccessible to children and **discarded at the end of the day**.					
All hygiene supplies are available (soap, paper towels, toilet paper, lined garbage cans, warm water)					
Diapering supplies are stocked and within reach (including separate covered garbage can)					
Body/Clothing Check for Children:					
Parent/Communication/Temperature Check/Backpack Check/Clothing Check/Health Check (Check for Marks, Insect Bites, Bruises, Bumps, etc.) **Documented via Procare with photo**					
All chemicals are out of reach of children and air fresheners are not used					
9:30am: All alarm on doors ON					
Naptime: Cots have been assigned to each child or have been cleaned after each use					
Cots are placed 6 ft. apart (If possible); Children are laid down head to toe. Children's personal/nap items are kept separated (use cubbies, bags, storage containers)					
Child Pickup: Clothing Check/Body-check (Check for Marks, Insect Bites, Bruises, Bumps, etc.) **Documented via Procare with photo**					