



Classroom Facilities, Grounds and Bus Checklist



Facility/Center: _____

Date of Visit/Report: _____ Time: _____ am – pm

Number of Staff Present: _____ Number of Children Present: _____

Staff Member Completing Checklist: _____

Early Head Start Program Items are in Blue and Red. Head Start Program Items are in Black and Red

Area #1 Classrooms Infant and Toddler

- The diaper-changing area is located away from areas used for cooking, eating, or children’s activities. _____ Yes _____ No
- Sanitation and hygiene procedures for diapering have been adopted that adequately protect the health and safety of children served by the program and staff _____ Yes _____ No
- Diapers are disposed of in a safe and sanitary manner. _____ Yes _____ No
- Infant sleeping arrangements use firm mattresses and avoid soft bedding materials, such as comforters, pillows, fluffy blankets, or stuffed toys. _____ Yes _____ No
- Cribs are at least 3 feet apart from each other. _____ Yes _____ No
- Infant toys are made of nontoxic materials and are sanitized regularly. _____ Yes _____ No
- Toilet training equipment is available for children being toilet trained. _____ Yes _____ No
- The indoor and outdoor space for infants and toddlers is separated from general walkways and areas used by preschoolers. _____ Yes _____ No

Area #1 Classrooms All Classrooms

- Staff promotes effective dental hygiene among children in conjunction with meals. _____ Yes _____ No
- Staffing patterns support regulations regarding class size and number of adults per class. _____ Yes _____ No
- Books and literacy materials can be found throughout the classroom _____ Yes _____ No
- Interest areas have varied, plentiful and appropriate materials and which are organized and labeled. _____ Yes _____ No
- Displays of child initiated work _____ Yes _____ No
- Diversity related materials _____ Yes _____ No
- Daily schedule or routine is posted for parents and staff _____ Yes _____ No
- Daily schedule is posted for children in a “readable” and accessible area _____ Yes _____ No

- Meal times are relaxed and served family style _____ Yes _____ No
- Rest/Nap Time is calm and gives children choice _____ Yes _____ No
- There is adult/child interaction during meals _____ Yes _____ No
- Adults create a warm and caring atmosphere _____ Yes _____ No
- Adults meet physical needs as quickly as possible such as toileting, crying children, or ill children _____ Yes _____ No
- Adults listen and respond to appropriately and in a timely manner to children’s questions and comments to help build communication skills _____ Yes _____ No
- Adults are partners in children’s play _____ Yes _____ No
- Adults acknowledge and encourage child initiatives _____ Yes _____ No
- Adults encourage problem solving and conflict resolution _____ Yes _____ No
- Lead teacher and assistant/s work together to plan and carry out activities _____ Yes _____ No
- Children’s folders are up-to-date and complete including current assessment results _____ Yes _____ No
- Daily observation notes are recorded and used for planning for individual children _____ Yes _____ No

Area #1 Classrooms Equipment and Toys

- Toys, materials and furniture are safe, durable, and in good condition. _____ Yes _____ No
- Classroom equipment and toys checked daily to ensure they are in good condition _____ Yes _____ No
- Toys are stored in a “safe and orderly fashion” (e.g., in their assigned places, not out where people can trip over them). _____ Yes _____ No
- Toys are selected and designed for various ages _____ Yes _____ No
- Toys and equipment including arts and crafts materials contain nontoxic materials _____ Yes _____ No
- All toys and equipment are free of sharp points, edges and loose pieces. Balloons and/or plastic bags not used, there are no choking hazards. (Centers will use only rounded safety scissors) _____ Yes _____ No
- Area not cluttered and clean -conforms to all health codes _____ Yes _____ No
- Broken toys and equipment replaced or removed from premises _____ Yes _____ No
- Furniture in good condition and stable _____ Yes _____ No

Area #2 Indoor Facilities **Facility Layout and Environment**

- Center space is organized into functional areas that can be recognized by children and that allows for individual activities and social interactions. _____ Yes _____ No
- There is a safe and effective heating and cooling system. _____ Yes _____ No
- There is at least 35 sq. ft. of usable indoor space per child (not including bathrooms, halls, kitchen, staff rooms and storage places). _____ Yes _____ No
- Facilities enable the safe and effective participation of children with disabilities. _____ Yes _____ No
- Rooms are well lit. _____ Yes _____ No

Area #2 Indoor Facilities **Sanitation/Hygiene**

- Sanitation and hygiene procedures for diapering have been adopted that adequately protect the health and safety of children served by the program and staff. _____ Yes _____ No
- Nonporous gloves are available for use when dealing with bloody bodily fluids. _____ Yes _____ No
- Facilities are available for the proper storage and handling of breast milk and formula. _____ Yes _____ No
- Bathroom facilities are clean, in good repair, and easily reached by children. _____ Yes _____ No
- Bathroom facilities are separated from areas used for cooking, eating, or children’s activities. _____ Yes _____ No
- Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. _____ Yes _____ No
- Garbage and trash are stored and disposed of in a safe, sanitary manner. _____ Yes _____ No
- Staff, volunteers, and children wash their hands with soap and running water before and after diapering or toilet use, before food-related activities, whenever hands are contaminated with blood or other bodily fluids, and after handling pets or other animals. Staff and volunteers also wash their hands with soap and running water before and after giving medications, before and after treating or bandaging a wound, and after assisting a child with toilet use. _____ Yes _____ No

Area #2 Indoor Facilities **Safety**

- Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children. _____ Yes _____ No
- Electrical plugs accessible to children are covered. _____ Yes _____ No
- The heating/cooling system is insulated to protect children and staff from potential burns. (Note: Look at the pipes or radiators). _____ Yes _____ No
- There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes. _____ Yes _____ No
- Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons. _____ Yes _____ No

Appropriate licenses (water/sewage, food/sanitation, fire codes, and vendor/contractor licenses) are seen. Yes No

Area #2 Indoor Facilities **Fire Prevention Safety**

Sprinkler system inspected and tested by a qualified contractor in the past 12 months: Date _____

Fire department and other emergency numbers posted where easily accessible Yes No

Fire extinguishers:

The facility has approved, working fire extinguishers and an appropriate number of smoke detectors that are tested regularly. Yes No

Serviced annually and tagged with date of service: Date _____

Kept accessible and free of obstruction Yes No

Stored in designated areas and none missing or discharged Yes No

Fire hoses:

Properly positioned on racks Yes No

Inspected within past 12 months: Date _____

Smoke detectors:

U.L. listed detectors installed and connected to building's electrical system Yes No

A detector installed at each of these areas: Stairways, doors, lounges, kitchen, recreation, sleeping and every 30 ft. in hallways Yes No

Inspected and tested monthly: Date _____

Area #2 Indoor Facilities **Kitchens**

Kitchen doors kept closed to prevent child access Yes No

Children supervised by staff members when allowed in kitchen area Yes No

Kitchen equipment properly arranged and maintained Yes No

At least one multipurpose type ABC fire extinguisher easily accessible in cooking area Yes No

Supervision of cooking and mealtime activities to prevent accidents and choking on food Yes No

Exhaust system, filters and equipment free of accumulated grease Yes No

Slip resistant kitchen floor free of hazards Yes No

Sanitary practices observed and followed Yes No

All food items contain expiration dates to prevent food poisoning Yes No

Cleaning compounds and chemicals kept away from food processing area and out of children's reach (4 ft. above floor in locked cabinet) Yes No

Area #2 Indoor Facilities

Provisions for Emergencies

- Emergency lighting is available. _____ Yes _____ No
- Emergency lighting is Regularly tested _____ Yes _____ No
- All light units operate properly _____ Yes _____ No
- Exits and/or evacuation routes are clearly marked. _____ Yes _____ No
- Emergency telephone numbers (e.g., EM Fire, Police, Poison Control) are clearly posted. _____ Yes _____ No
- Policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention are clearly posted. _____ Yes _____ No
- A well-supplied first-aid kit is available, accessible to staff, and out of reach of children. _____ Yes _____ No

EXITS

- Fire escapes equipped with sturdy and secured handrails _____ Yes _____ No
- Fire doors kept closed and not propped open or blocked _____ Yes _____ No

Exit doors:

- Open outward _____ Yes _____ No
- Provided with panic hardware _____ Yes _____ No
- Operated easily without force or strain _____ Yes _____ No
- Properly marked with lighted exit signs _____ Yes _____ No
- Unobstructed and accessible _____ Yes _____ No
- Not locked or chained shut. Doors equipped with panic or crash hardware are to be kept locked at all times. Doors not equipped with panic or crash hardware are not to be locked. No doors are to ever be chained or “nailed” shut for any reason. _____ Yes _____ No

Area #2 Indoor Facilities

Medication Administration

- All medications are properly labeled (i.e., name of child/staff, name of medication, dosage, name/number of pharmacy/physician). _____ Yes _____ No
- Medications are under lock and key and out of reach of children. _____ Yes _____ No
- Medications in need of refrigeration are refrigerated. _____ Yes _____ No

Area #3: Outdoors

- There is at least 75 sq. ft. of usable outdoor space per child. _____ Yes _____ No

The playground equipment is in good repair and safe condition (e.g., adequately secured to the ground, free of sharp edges and /or splinters, soft falling surface. _____ Yes _____ No

The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas. _____ Yes _____ No

Area #3: Outdoors **Exterior Surfaces**

Sidewalks, parking areas and ramps in good condition and free of hazards _____ Yes _____ No

Handrails sturdy and securely fastened _____ Yes _____ No

Adequate lighting at night for sidewalks and parking areas, and all lights in working condition _____ Yes _____ No

Security lighting is in working condition _____ Yes _____ No

Facility signage is clean and visible with no graffiti _____ Yes _____ No

Area #3: Outdoors **During Inclement Weather**

Sand and salt to treat sidewalks, steps and parking areas _____ Yes _____ No

Properly operating storm drains to prevent standing water _____ Yes _____ No

Areas in building heated properly to prevent frozen pipes _____ Yes _____ No

Area #3: Outdoors **Outdoor Equipment**

Safe playground equipment purchased, installed and maintained for the children _____ Yes _____ No

Equipment prevents trapping any part of the child's body or clothing _____ Yes _____ No

Equipment installed over shock absorbing material and securely anchored to the ground _____ Yes _____ No

Shock absorbing materials checked daily and rearranged or replenished as necessary to ensure resiliency _____ Yes _____ No

Playground equipment installed over asphalt or concrete has been removed _____ Yes _____ No

Procedures implemented to ensure repair or replacement of damaged equipment _____ Yes _____ No

Equipment free of sharp points, edges, corners, protrusions, projections, and pinch and crush points _____ Yes _____ No

Equipment checked daily for damage, including splinters, loose or missing parts, sharp objects, stones and broken glass which may cause injury _____ Yes _____ No

Children instructed on playground safety and rules of behavior, including the consequences for roughhousing around equipment _____ Yes _____ No

Number of children on a piece of equipment enforced to prevent crowding, pushing and accidental injuries _____ Yes _____ No

Children are not allowed on equipment, unless supervised at all times by staff members who are trained in first aid and accident procedures _____ Yes _____ No

Area #3: Outdoors **Walking Surfaces and Doors**

- Carpeted areas in good condition and free of hazards _____ Yes _____ No
- Clear and unobstructed aisles and hallways _____ Yes _____ No
- Mats located by doorways to control wet floors during inclement weather _____ Yes _____ No
- Non-slip surfaces on stair treads, and handrails securely fastened _____ Yes _____ No
- Stairs kept free of toys, games, spills and other hazards which may cause slips or trips _____ Yes _____ No
- Doors held open by adults for children as they may be heavy and closed accidentally on other children _____ Yes _____ No

Area #3: Outdoors **Utilities**

- Electrical panels free of obstructions for easy access and doors kept closed _____ Yes _____ No
- Circuit breakers operate freely (not taped open and unobstructed) and labeled properly _____ Yes _____ No
- Avoid overloading circuit breakers (no frequent fuse replacements or resetting breakers) _____ Yes _____ No
- Proper grounding of all electrical equipment and appliances _____ Yes _____ No
- Cover all electrical outlets to prevent children from being electrocuted or inserting objects into outlets _____ Yes _____ No
- Electrical cords in good condition and kept out of children's reach _____ Yes _____ No

The following utilities cleaned, serviced and checked within past 12 months and date of service:

- Heating system: Date _____
- Air conditioning system: Date _____
- Electrical system: Date _____

Air, electrical and heating rooms: _____ Yes _____ No

- Restricted to authorized personnel only
- Free of combustible materials _____ Yes _____ No

Area #4: Crisis Management/Emergencies
Emergency Plan of Action

- All new employees oriented with safety procedures _____ Yes _____ No
- All employees informed of their duties and responsibilities during a fire or other emergency _____ Yes _____ No
- Fire drills and evacuation procedures practiced at least monthly _____ Yes _____ No
- Ensure individuals trained in first aid and accident procedures are available during operating hours of the child care center _____ Yes _____ No
- First aid supplies maintained (in good condition and accessible) _____ Yes _____ No

Emergency plans of action are discussed and documented for field trips (including transportation failure) _____ Yes _____ No

Emergency numbers, including 911, are posted and readable for:

Fire department _____ Yes _____ No

Police department _____ Yes _____ No

Physician(s) _____ Yes _____ No

Poison Control Center _____ Yes _____ No

Ambulance _____ Yes _____ No

Hospital(s) _____ Yes _____ No

Area #5: Transportation Safety

All vehicles inspected and serviced under a formal, written program _____ Yes _____ No

Parent's or guardian's signed permission slip for field trips on file for each child _____ Yes _____ No

All children securely fastened in approved child restraint seats before transporting _____ Yes _____ No

A minimum of two trained supervisors to accompany students during transportation _____ Yes _____ No

Never leave a child unattended in a vehicle _____ Yes _____ No

Never leave keys to the vehicle in ignition _____ Yes _____ No

Children properly loaded and unloaded to prevent accidental injuries, such as pinched fingers in doors _____ Yes _____ No

First aid kit kept in vehicle at all times and properly supplied _____ Yes _____ No

Operating and emergency procedures implemented and strictly enforced during transportation _____ Yes _____ No

Training and instructions for vehicle drivers:

Bus Ride Checklist Human Resources

Motor vehicle record of all drivers obtained and on file _____ Yes _____ No

Verification of driver's driving record with previous employers _____ Yes _____ No

Driver's age and experience verified _____ Yes _____ No

Road test administered to verify driver's ability to park, back up _____ Yes _____ No

and operate the vehicle to be driven

- The driver has a valid CDL license and has been trained to operate the vehicle safely and efficiently, run a fixed route, administer basic first aid, handle emergency situations, operate any special equipment like chair lifts, conduct routine maintenance and safety checks, and maintain records. _____ Yes _____ No
- The bus monitor is trained in child boarding and exiting procedures, use of child restrain systems, responses to emergencies, use of special equipment, and pre- and post-trip vehicle checks. _____ Yes _____ No
- Observe speed limits, and decelerate at intersections -check cross traffic _____ Yes _____ No
- Always check around vehicle prior to backing up _____ Yes _____ No
- Never tailgate and follow at a safe distance _____ Yes _____ No
- Use turn signals to provide adequate warning of lane changes, turns, and stops _____ Yes _____ No

Bus Ride Checklist

Curriculum

- Children engage in positive social behaviors. _____ Yes _____ No
- Routines are timely, predictable, and unrushed. _____ Yes _____ No
- Adults use positive methods of child guidance (e.g., clear, consistent rules exist). _____ Yes _____ No

Bus Ride Checklist

Individualization and Disabilities Services

- Adults support children’s varying styles of communication. _____ Yes _____ No
- The environment supports and respects all children and families. _____ Yes _____ No
- Parent interactions are respectful of each family’s background. _____ Yes _____ No
- Transportation equipment is accessible to children with disabilities. _____ Yes _____ No

Bus Ride Checklist

Prevention and Early Intervention

- Up-to-date family contact information is available. _____ Yes _____ No
- There is adequate storage of needed medication. _____ Yes _____ No
- Procedures ensure that children are released to a parent, legal guardian, or other individual designated by the parent. _____ Yes _____ No

Bus Ride Checklist

Facilities, Materials, Equipment, and Transportation

- Each vehicle purchased after 2-20-01 is a school bus or allowable alternate vehicle with age- and weight – appropriate child restraint systems and a reverse beeper. _____ Yes _____ No
- Each vehicle has a communication system to call for assistance,

- emergency safety equipment, a first-aid kit, and a seat belt cutter. _____ Yes _____ No
- Any auxiliary seating is manufacture installed. _____ Yes _____ No
- The bus/allowable alternate vehicle is in safe operating condition, and there are procedures in place to ensure that it continues in working order (e.g., an annual safety inspection, regular maintenance checks, and a daily pre-trip inspection). _____ Yes _____ No
- All children and adults are seated in age-and weight appropriate restraint systems while the vehicle is in motion. _____ Yes _____ No
- Baggage is properly stored and secured, aisles remain clear, and doors and emergency exits are unobstructed. _____ Yes _____ No
- Trip length is minimized as much as possible. _____ Yes _____ No
- Number of occupants does not exceed maximum passenger capacity. _____ Yes _____ No
- Trip routing minimizes “U” turns: trip stops minimize traffic disruptions; when possible, children do not need to cross streets; and in case of need, children are escorted across the street by an adult. _____ Yes _____ No
- There are specific procedures for use of alternate routes in case of hazardous conditions. _____ Yes _____ No

Bus Ride Checklist

Communication

- Each vehicle is equipped with a two-way communication device. _____ Yes _____ No
- Communication is conducted in the parent’s primary or preferred language, if possible. _____ Yes _____ No
- Effective two-way communication between staff and parents is facilitated. _____ Yes _____ No
- Interactions with parents help establish trust and ensure the provision of necessary services and supports. _____ Yes _____ No

Staff Member and Volunteer Requirements

- Applications completed and filed _____ Yes _____ No
- Personal interviews conducted _____ Yes _____ No
- Education, experience and references verified _____ Yes _____ No
- Criminal Background Checks conducted _____ Yes _____ No
- Pre-employment physicals and TB tests completed _____ Yes _____ No
- Abuse and corporal punishment policy discussed _____ Yes _____ No
- Probationary employment period implemented and observed _____ Yes _____ No

Theft Prevention

- All valued items securely fastened in place or stored in locked area when not in use _____ Yes _____ No

I attest that on the date and time indicated on the front page of this document I conducted a through examination of the center or facility named and that I have listed the findings of the visit on this page for follow-up or correction by the center/organization staff.

Signature of Evaluator

Date