

Center Health and Safety Monthly Audit



Site/Center: _____ Date Completed: _____

Administrator Signature: _____ ESSLD Verified: _____

Facilities and Environment

Requirements	Yes	No	Description of Condition
Childcare, health, fire, food, and other applicable licenses and inspection certificates/reports are current and posted in a conspicuous place.	<input type="radio"/>	<input type="radio"/>	
Required safety drills are completed and documentation is recorded and posted in a conspicuous place.	<input type="radio"/>	<input type="radio"/>	
Required staff to child ratios are maintained at all times per ODJFS and SUTQ regulations.	<input type="radio"/>	<input type="radio"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in classrooms and in appropriate locations throughout the site.	<input type="radio"/>	<input type="radio"/>	
Lighting is sufficient and adequate for all classroom activities.	<input type="radio"/>	<input type="radio"/>	
Emergency lighting is available in case of power failure.	<input type="radio"/>	<input type="radio"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input type="radio"/>	<input type="radio"/>	
Smoke, carbon monoxide, and necessary, radon detectors are installed, properly located and tested regularly.	<input type="radio"/>	<input type="radio"/>	
First Aid supplies are well stocked and kept in a closed container, cabinet or drawer that is labeled. They are stored out of children's reach and within easy reach of staff.	<input type="radio"/>	<input type="radio"/>	
Portable electric space heaters are not utilized within the center.	<input type="radio"/>	<input type="radio"/>	

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There are no cracks, holes, or peeling paint on walls, ceilings, floors or screens.	<input type="radio"/>	<input type="radio"/>	
Adult Belongings are stored out of reach of children or in a separate location that is inaccessible to children such as a staff lounge or office.	<input type="radio"/>	<input type="radio"/>	
Kitchen equipment is clean and in working order. Food surfaces are in good repair and free of cracks and crevices. Food surfaces are made of non-porous, smooth material and are kept clean and sanitized.	<input type="radio"/>	<input type="radio"/>	
Medication is properly stored and labeled and is not accessible to children.	<input type="radio"/>	<input type="radio"/>	
Cleaning supplies and other potentially dangerous materials are not accessible to children.	<input type="radio"/>	<input type="radio"/>	
All classrooms meet the minimum square footage requirements for indoor space per local and state regulations.	<input type="radio"/>	<input type="radio"/>	
Necessary accommodations are made to ensure the safety, comfort, and participation of children with disabilities.	<input type="radio"/>	<input type="radio"/>	
Children are protected from potential hazards presented by windows and glass doors, including falls and breakage.	<input type="radio"/>	<input type="radio"/>	
Playground and indoor gross motor equipment are age appropriate, in good repair, and protected from the sun.	<input type="radio"/>	<input type="radio"/>	
Fall zone surfaces and equipment meet Consumer Product Safety Commission requirements.	<input type="radio"/>	<input type="radio"/>	
All playground and indoor gross motor areas are visible to supervising adults and any obstructions are removed or properly zoned for safety and supervision.	<input type="radio"/>	<input type="radio"/>	
Toilets and handwashing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and toilets are available, accessible, and well stocked.	<input type="radio"/>	<input type="radio"/>	

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Toileting and diapering areas are separated from areas used for food preparation, service and eating and equipped with sanitizing supplies for exclusive use in area.	<input type="radio"/>	<input type="radio"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input type="radio"/>	<input type="radio"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees F.)	<input type="radio"/>	<input type="radio"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input type="radio"/>	<input type="radio"/>	
All electrical outlets have covers, are tamper-resistant, or are equipped with safety plugs.	<input type="radio"/>	<input type="radio"/>	
Sleeping arrangements for infants are free of soft bedding materials (e.g. soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters.) No drop side cribs are in use.	<input type="radio"/>	<input type="radio"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, etc. are available in the event evacuation is needed.	<input type="radio"/>	<input type="radio"/>	
Children are protected from hazards posed by classroom or center pets.	<input type="radio"/>	<input type="radio"/>	
Equipment, toys, materials and furniture are safe, age and developmentally appropriate.	<input type="radio"/>	<input type="radio"/>	
Environments are free of choking hazards, sharp objects, chemicals, and any entrapment hazards.	<input type="radio"/>	<input type="radio"/>	
Health and Safety Practices and Procedures			
Requirements	Yes	No	Description of Condition
Sign-in/sign-out system tracks who (other than children) enters and exits the facility. It includes name, contact number, purpose of visit (for example, parent/guardian, vendor, guest, consultant) and time in and out.	<input type="radio"/>	<input type="radio"/>	

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Phone numbers to report child abuse and neglect (Child Protective Services) are clearly posted where any adult can easily see them.	<input type="radio"/>	<input type="radio"/>	
Phone number for the Poison Control Center is posted where it can be seen in an emergency (for example, next to the phone).	<input type="radio"/>	<input type="radio"/>	
There are no openings in any pieces of equipment that could cause head entrapment.	<input type="radio"/>	<input type="radio"/>	
A well stocked first aid kit is ready for staff to take along when they leave the facility with children (for example, when going on a walk, a field trip or to another location).	<input type="radio"/>	<input type="radio"/>	
Indoor and outdoor premises are inspected prior to use each use by children.	<input type="radio"/>	<input type="radio"/>	
Premises are kept free of undesirable and hazardous materials and conditions.	<input type="radio"/>	<input type="radio"/>	
Toys are cleaned and sanitized on a weekly basis. Any faulty materials or materials in disrepair are discarded.	<input type="radio"/>	<input type="radio"/>	
All staff have criminal background checks, center specific JFS 1176, completed medicals, and appropriate education documentation prior to hire.	<input type="radio"/>	<input type="radio"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input type="radio"/>	<input type="radio"/>	
Policies and procedures for safe release of children by authorized adults only are implemented.	<input type="radio"/>	<input type="radio"/>	
Policies and procedures protect children with allergies from known allergens.	<input type="radio"/>	<input type="radio"/>	
Staff are trained to protect children in emergencies (e.g. natural disasters, community violence, intruders, attempted removal of child by unauthorized adult or adult who appears intoxicated).	<input type="radio"/>	<input type="radio"/>	

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Center maintains current parent or guardian emergency contact list. Staff carry list on field trips and during evacuations.	<input type="radio"/>	<input type="radio"/>	
Staff are trained in using standard or universal precautions and proper hand-washing techniques. Precautions are followed while assisting with toileting and diaper changing, when administering first aid, and during tooth brushing.	<input type="radio"/>	<input type="radio"/>	
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input type="radio"/>	<input type="radio"/>	
Staff notify parents using the current contact information when children are sick or injured.	<input type="radio"/>	<input type="radio"/>	
Active Supervision			
Requirements	Yes	No	Description of Condition
All areas used by children can be easily viewed by supervising adults.	<input type="radio"/>	<input type="radio"/>	
Every child is accounted for at all times by supervising adult. Some method of assuring that no child is hidden or missing from the group must be used.	<input type="radio"/>	<input type="radio"/>	
When children must leave the area to use the toilet, to get first aid, or for any other reason, supervision of the child who leaves and the children who remain in the area is secure, consistent, and maintaining appropriate child to staff ratios and maximum group sizes.	<input type="radio"/>	<input type="radio"/>	
Children are prevented from playing in a way that challenges them beyond their abilities or that puts others at risk of significant injury.	<input type="radio"/>	<input type="radio"/>	
Children, including sleeping children, are supervised by staff at all times.	<input type="radio"/>	<input type="radio"/>	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input type="radio"/>	<input type="radio"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input type="radio"/>	<input type="radio"/>	

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Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input type="radio"/>	<input type="radio"/>	
Transportation			
Requirements	Yes	No	Description of Condition
Vehicles used for child transportation are registered and inspected per local and state.	<input type="radio"/>	<input type="radio"/>	
Children are seated using age and weight appropriate child passenger safety systems unless the agency holds a current waiver.	<input type="radio"/>	<input type="radio"/>	
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, etc.).	<input type="radio"/>	<input type="radio"/>	
Bus drivers possess CDL and meet all other health, training, and safety qualifications prior to transporting children.	<input type="radio"/>	<input type="radio"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on the vehicle.	<input type="radio"/>	<input type="radio"/>	
Bus routes are planned to include only curbside pickup and drop off and no backing up or U turns unless it is unavoidable. Children are escorted as they board and exit the vehicles. If curbside pick-up or drop-off is impossible, either a bus monitor or another adult escorts the child(ren) across the street to board or leave the vehicle.	<input type="radio"/>	<input type="radio"/>	