

Child Care Safety Checklist for Your Center



The following was created to be used as a safety awareness tool. Please review it to reflect on current practices and ways to make your environment safer for children

Classrooms

- _____ Caregivers have clear visibility and sight lines; there are no obstructions that block their view of activities
- _____ Tables, chairs and workstations are in good condition; there are no sharp or protruding edges; and items are sturdy and secure
- _____ Toys are in good condition – no small or broken parts – and are suitable for the age group; aisle space is well-maintained, and exit doors are clear and accessible
- _____ Floors are cleaned daily; trip-and-fall hazards are removed immediately
- _____ Electrical outlets are covered, and electrical appliances are grounded and inaccessible to children
- _____ Fire drills are conducted and documented
- _____ Rooms have been tested for asbestos and lead paint, with results documented
- _____ Bookshelves are bolted to walls and are not subject to tipping over

Special Activities

- _____ Routes and schedules for field trips are adequately planned
- _____ Permission slips for all trips and special classes are obtained from parents or guardians
- _____ Qualifications of special class instructors (e.g., swimming, gymnastics, dance) are reviewed
- _____ Certificates of insurance for all instructors are on file
- _____ Field trips are appropriately staffed for supervision
- _____ Head counts are taken at all loading and transfer points during field trips

Playgrounds

COMMON CAUSES OF LOSS

- ▶ Fingers caught in door jams
- ▶ Broken bones caused by injury
- ▶ Burn injuries caused by failure to block off kitchen area

- _____ Age groups are separated as appropriate; equipment properly matches age group and physical ability
- _____ Equipment is checked for sharp edges, protruding bolts, broken chairs, splinters and loose anchors or supports; a log of these checks is maintained
- _____ Metal seats and equipment are checked for high temperatures on warm, sunny days
- _____ Surfaces under equipment are in good condition; cushioning material is replenished as necessary
- _____ Playground area is fenced in and separated from sidewalks, streets and parking areas
- _____ Ground fault circuit interrupters are in place on all electrical equipment

Infant Room

- _____ Cribs and bedding are in good condition; there is no missing hardware or missing or loose slabs that could lead to collapse
- _____ Mattresses are sized correctly for cribs
- _____ Cribs are in compliance with Consumer Product Safety Commission (CPSC) standards
- _____ Toys are in good condition; they have no small or removable parts or sharp edges
- _____ Proper diaper storage and disposal procedures are in place
- _____ Disposable gloves are used during diaper changing
- _____ Changing areas and cribs are regularly cleaned with mild detergent
- _____ Regular hand washing procedures are in place
- _____ First aid equipment is readily available but properly stored
- _____ Bottle warmers are placed in separate areas not accessible to infants
- _____ A microwave oven is never used to warm bottles
- _____ Door hinge guards are used to protect children's fingers
- _____ Medication is only administered with written authorization from a parent or guardian

- _____ Manufacturers' or physicians' instructions for dosage are followed at all times
- _____ A log is maintained for each child, recording the dosage and the time medication is administered

Emergency Procedures

- _____ Fire drills are held regularly and documented
- _____ First aid kits are inspected regularly and restocked as needed; kits are equipped with disposable gloves and one-way breathing apparatus
- _____ Staff is trained and recertified for first aid and CPR, including the bloodborne pathogen program
- _____ Fire extinguishers, alarms, smoke detectors, emergency lighting and panic hardware are regularly tested and inspected; automatic sprinkler systems are tested annually, with records of checks kept on file
- _____ Emergency vehicle access is maintained in parking areas
- _____ Children's medications are properly and securely stored
- _____ Emergency phone numbers are posted and on file

Exterior

- _____ The parking lot is free of debris and potholes
- _____ Lighting is in good working condition
- _____ Steps and sidewalks are in good condition
- _____ Snow-and-ice-removal equipment is available
- _____ Storm sewers are clear of debris
- _____ Traffic lanes are clearly marked

Kitchen

- _____ The kitchen area is inaccessible to children
- _____ Floors are free from grease or wetness that could result in falls
- _____ Utensils are properly stored and inaccessible to children
- _____ Food is properly covered, stored and rotated for freshness
- _____ Trash is properly cleaned up and removed daily
- _____ There is no grease buildup on appliances, filters, hoods or ducts
- _____ Extinguishing equipment is inspected, tagged with the current date and readily accessible
- _____ Cleaning supplies are stored in a locked cabinet

Security

- _____ Exterior fencing is secure
- _____ Drop-off and pickup procedures are in effect, and signature logs are maintained
- _____ Playgrounds are completely fenced
- _____ The entrance lobby is monitored at all times
- _____ Panic hardware is on exit doors and operating properly
- _____ All classrooms and infant rooms have two means of egress
- _____ Closets and bathrooms are equipped with non-locking doors
- _____ Children are not allowed outside the building unescorted
- _____ Children are only released to adults authorized by a custodial parent or guardian
- _____ A closing inspection is performed daily

Vehicles

- _____ All drivers' motor vehicle reports are reviewed regularly
- _____ Training and review sessions covering proper speed conditions, backing, signaling and safe following distances are conducted for all drivers
- _____ Proper training of loading and unloading is conducted
- _____ Regular vehicle inspections that include seat belts, doors, windows, tires, signals, lights, wipers and washers are conducted and documented
- _____ Seat belts and child seats are used at all times
- _____ Maintenance logs and records are on file
- _____ Head counts are taken at all loading and unloading points
- _____ If employees' vehicles are used, motor vehicle reports are ordered
- _____ Certificates of insurance are obtained from employees or hired drivers; employees or hired drivers have adequate limits