



## EXTERIOR SURFACES

- Sidewalks, parking areas and ramps in good condition and free of hazards
- Handrails sturdy and securely fastened
- Adequate lighting at night for sidewalks and parking areas, and all lights in working condition
- Traffic control signs in place and readable

### **During inclement weather:**

- Sand and salt to treat sidewalks, steps and parking areas
- Properly operating storm drains to prevent standing water
- Areas in building heated properly to prevent frozen pipes

## OUTDOOR EQUIPMENT

- Safe playground equipment purchased, installed and maintained for the children
- Equipment prevents trapping any part of the child's body or clothing
- Equipment installed over shock absorbing material and securely anchored to the ground
- Shock absorbing materials checked daily and rearranged or replenished as necessary to ensure resiliency
- Playground equipment installed over asphalt or concrete has been removed
- Procedures implemented to ensure repair or replacement of damaged equipment
- Equipment free of sharp points, edges, corners, protrusions, projections, and pinch and crush points
- Equipment checked daily for damage, including splinters, loose or missing parts, sharp objects, stones and broken glass which may cause injury
- Children instructed on playground safety and rules of behavior, including the consequences for roughhousing around equipment
- Number of children on a piece of equipment enforced to prevent crowding, pushing and accidental injuries

- Children are not allowed on equipment, unless supervised at all times by staff members who are trained in first aid and accident procedures

## EXITS

- Fire escapes equipped with sturdy and secured handrails
- Fire doors kept closed and not propped open or blocked

### **Exit doors:**

- Open outward
- Provided with panic hardware
- Operated easily without force or strain
- Properly marked with lighted exit signs
- Unobstructed and accessible
- Not locked or chained shut

### **Emergency lighting:**

- Regularly tested
- All light units operate properly

## WALKING SURFACES AND DOORS

- Carpeted areas in good condition and free of hazards
- Clear and unobstructed aisles and hallways
- Mats located by doorways to control wet floors during inclement weather
- Non-slip surfaces on stair treads, and handrails securely fastened
- Stairs kept free of toys, games, spills and other hazards which may cause slips or trips
- Doors held open by adults for children as they may be heavy and closed accidentally on other children

## CLASSROOMS

- Classroom equipment and toys checked daily to ensure they are in good condition
- Broken toys and equipment replaced or removed from premises
- Furniture in good condition and stable

### Classroom equipment and toys:

- Selected and designed for various ages
- Contain nontoxic materials
- Free of sharp points and edges (use only rounded scissors)
- Area not cluttered and clean — conforms to all health codes

### Children are not permitted to:

- Climb or play on furniture or shelves
- Throw toys or other objects
- Misuse equipment



## UTILITIES

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

### 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:

- Restricted to authorized personnel only
- Free of combustible materials

## KITCHENS

- Kitchen doors kept closed to prevent child access
- Children supervised by staff members when allowed in kitchen area

- Kitchen equipment properly arranged and maintained
- At least one multipurpose type ABC fire extinguisher easily accessible in cooking area
- Supervision of cooking and mealtime activities to prevent accidents and choking on food
- Exhaust system, filters and equipment free of accumulated grease
- Exhaust system, equipment and ducts for cooking cleaned by a contractor within past six months: Date \_\_\_\_\_
- Slip resistant kitchen floor free of hazards
- Sanitary practices observed and followed
- All food items contain expiration dates to prevent food poisoning
- Cleaning compounds and chemicals kept away from food processing area and out of children's reach (4 ft. above floor in locked cabinet)

## EMERGENCY PLAN OF ACTION

- All new employees oriented with safety procedures
- All employees informed of their duties and responsibilities during a fire or other emergency
- Fire drills and evacuation procedures practiced at least monthly
- Ensure individuals trained in first aid and accident procedures are available during operating hours of the child care center
- First aid supplies maintained (in good condition and accessible)
- Emergency plans of action are discussed and documented for field trips (including transportation failure)

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

- Fire department
- Police department
- Physician(s)
- Poison Control Center

- Ambulance
- Hospital(s)

## TRANSPORTATION SAFETY

- All vehicles inspected and serviced under a formal, written program
- Parent's or guardian's signed permission slip for field trips on file for each child
- All children securely fastened in approved child restraint seats before transporting
- A minimum of two trained supervisors to accompany students during transportation
- Never leave a child unattended in a vehicle
- Never leave keys to the vehicle in ignition
- Children properly loaded and unloaded to prevent accidental injuries, such as pinched fingers in doors
- First aid kit kept in vehicle at all times and properly supplied
- Operating and emergency procedures implemented and strictly enforced during transportation

### Standards for driver selection:

- Motor vehicle record of all drivers obtained and on file
- Verification of driver record with previous employers
- Driver's age and experience verified
- Road test administered to verify driver's ability to park, back up and operate the vehicle to be driven



### Training and instructions for vehicle drivers:

- Observe speed limits, and decelerate at intersections — check cross traffic
- Always check around vehicle prior to backing up
- Never tailgate and follow at a safe distance
- Use turn signals to provide adequate warning of lane changes, turns and stops

## FIRE PREVENTION

- 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

### Fire extinguishers:

- Serviced annually and tagged with date of service: Date \_\_\_\_\_
- Kept accessible and free of obstruction
- Stored in designated areas and none missing or discharged

### Fire hoses:

- Properly positioned on racks
- Inspected within past 12 months:  
Date \_\_\_\_\_

### Smoke detectors:

- U.L. listed detectors installed and connected to building's electrical system
- A detector installed at each of these areas: Stairways, doors, lounges, kitchen, recreation, sleeping and every 30 ft. in hallways
- Inspected and tested monthly:  
Date \_\_\_\_\_

## STAFF MEMBER AND VOLUNTEER REQUIREMENTS

- Applications completed and filed
- Personal interviews conducted
- Education, experience and references verified
- Criminal Background Checks conducted
- Pre-employment physicals and TB tests completed
- Abuse and corporal punishment policy discussed
- Probationary employment period implemented and observed

## THEFT PREVENTION

- All valued items securely fastened in place or stored in locked area when not in use