

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 Head Start Safe Environments Checklist

#### 2022-2023 Safe Environment Checklist

The entire education staff will complete this checklist together as a team during start-up. Please submit a staff sign-in sheet and submit it to program support. (You may find the staff sign-in sheet on Weebly under the Time, Expense and Training tab).

Date training completed: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Assistant Teacher signature: \_\_\_\_\_

Assistant Teacher signature: \_\_\_\_\_

Classroom Aide signature: \_\_\_\_\_

Site Supervisor signature: \_\_\_\_\_

Other: \_\_\_\_\_

Date Reviewed in January: \_\_\_\_\_

Staff initials: \_\_\_\_\_

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### 2022-23 Head Start Safe Environments Checklist

Site: \_\_\_\_\_

Teacher: \_\_\_\_\_

The entire education staff will complete the checklist together as a team during Startup and in January. Please submit the attached NMCAA Professional Development Attendance Sheet to Program Support and your supervisor. Be sure to also send the completed Safe Environment Checklist to your supervisor.

Due: \_\_\_\_\_

Scheduled: \_\_\_\_\_

Actual: \_\_\_\_\_

Licensee		
1.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The current license and if applicable, the letter extending the license beyond the expiration date is in a place accessible and visible to parents. Notes:
1.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Current child care center rules and any variances granted are in a place accessible and visible to parents. Notes:

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Licensee		
1.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The licensing notebook is on the premises and is available to parents/prospective parents at all times during the center's normal hours of operation. The licensing notebook will be maintained and retained on site until the license closes.</p> <p>Licensing Notebook must contain the following items:  <input type="checkbox"/> Licensing Notebook Checklist  <input type="checkbox"/> Licensing Notebook Summary Sheet BCAL 5052 (updated)  <input type="checkbox"/> Original Inspection Report  <input type="checkbox"/> Addendum to the Original Inspection Report  <input type="checkbox"/> Renewal Inspection Report(s)  <input type="checkbox"/> Interim Inspection Report(s)  <input type="checkbox"/> Special Investigation Report(s)  <input type="checkbox"/> Corrective action plans  <input type="checkbox"/> Facility Lead Inspection (if applicable)  <input type="checkbox"/> Playground Inspection Report (if applicable)  <input type="checkbox"/> Environmental Health Inspection  <input type="checkbox"/> Head Start Parent Orientation Training and Family Partnership Agreement for current year  <input type="checkbox"/> GSRP Parent Orientation Training for current year  <input type="checkbox"/> Classroom Floor Plan with Dimensions  <input type="checkbox"/> Playground Equipment Lay Out with Dimensions  <input type="checkbox"/> Drill and Safety Check Log (for entire licensing cycle)</p> <p>Notes:</p>
1.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The Classroom Sign In/Sign Out Log is used to track visitors and non-classroom staff who enter and exit the classroom. Reference the Volunteer Screening and Supervision Policy.</p> <p>Notes:</p>
1.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Center maintains licensed capacity and age range. Only space that has received prior approval for child use by licensing may be used for child care.</p> <p>Notes:</p>

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Licensee		
1.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Smoking and vaping do not occur in the child care center, on real property, or on field trips. Notes:
1.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All NMCAA classroom staff will use the Staff Member Attendance Record to sign in at the time of arrival, sign out and back in for breaks, and sign out at the time of departure. For staff that clock in/out, times should match UKG-Kronos time punches. Notes:
Staff and Volunteers		
2.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All staff and volunteers provide appropriate care and supervision of children. Notes:

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Staff and Volunteers		
2.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check the classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.</p> <p>Staff will do the following:</p> <ul style="list-style-type: none"><li>? count on a scheduled basis</li><li>? count at every transition</li><li>? during transitions verbalize out loud the number of children that are staying and going</li><li>? focus on the placement of staff while walking in a line with children, including having a staff member at the front and end of the line</li><li>? make sure that each staff member can state the number of children in their care at all times</li><li>? count out loud and communicate the count to other staff members</li><li>? adapt supervision strategies for individual children based on their needs</li><li>? count when leaving one area and count again when arriving at another</li><li>? maintain vigilance at all times.</li></ul> <p>Notes:</p>

**2022-23 Head Start Safe Environments Checklist**

Hand washing		
3.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff, volunteers, and children must wash hands for 20 seconds:</p> <ul style="list-style-type: none"><li>( ) Upon arrival for the day</li><li>( ) When hands are soiled</li><li>( ) Before and after eating, preparing and serving food and beverage, and feeding children</li><li>( ) Before and after brushing or helping a child brush teeth</li><li>( ) Before and after playing in the water that is shared by two or more people</li><li>( ) Before and after each diapering</li><li>( ) After toilet use or helping a child use the toilet</li><li>( ) After handling body fluids</li><li>( ) After handling pets, pet cages, or other pet objects</li><li>( ) After playing in sand, on wooden play sets, and outdoors</li></ul> <p>Staff and volunteers must also wash their hands:</p> <ul style="list-style-type: none"><li>( ) Prior to starting the workday at the center and after breaks</li><li>( ) Prior to the care of children</li><li>( ) Before and after giving medication or applying a medical ointment or cream</li><li>( ) After handling garbage or cleaning</li><li>( ) After cleaning and disinfecting the diaper changing surface</li><li>( ) After removing nonporous (e.g., Latex) gloves used for any purpose</li></ul> <p>Notes:</p>
3.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks, including staff restrooms.</p> <p>Notes:</p>
3.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Hand sanitizers and/or single-use wipes may only be used as a temporary measure when soap and running water are not available on outings.</p> <p>Notes:</p>

**2022-23 Head Start Safe Environments Checklist**

Diapering; toileting; tooth brushing		
4.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Diapering occurs in a designated diapering area that:  ( ) Is physically separated from food preparation, cooking, eating, or children activity areas ( ) Is within close proximity to a sink that is used exclusively for hand washing ( ) Has non-absorbent, smooth, easily cleanable surfaces in good repair ( ) Is washed, rinsed, and sanitized after each use Notes:
4.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Diapering supplies are within easy reach. Notes:
4.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A plastic-lined, tightly covered container is used exclusively for disposable diapers and training pants and diapering supplies and is emptied and sanitized at the end of each day. Diaper disposable containers need to be of a design that does not require manually lifting the lid. (Diaper genie meets the intent of this rule). Notes:
4.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during the diapering or toileting. Notes:
4.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Diapers and training pants are checked frequently and changed when wet or soiled. Toilet training reports are completed when required. Notes:

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Diapering; toileting; tooth brushing		
4.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Guidelines for diapering are posted in diapering areas. Notes:
4.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Disposable gloves are used once for a specific child and are removed and disposed of immediately after each diaper change. Notes:
4.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Toilet learning/training is planned cooperatively with the parent. Notes:
4.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Toothbrushes are labeled with the child's name. They are stored in a holder that allows them to air dry (no toothbrush covers) in an upright position without touching each other. Rinse each toothbrush after use. They must be replaced every three months. Notes:
4.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	( ) Wash hands with soap and water before and after helping each child brush their teeth. Children should also wash their hands after brushing teeth. ( ) Child care program staff should wear a new pair of gloves for helping each child brush their teeth. ( ) Disinfect the sink and/or table after all the toothbrushes are rinsed and put away. Notes:



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Children's records		
5.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>At the time of the child's initial attendance, the center shall obtain a child information record, completed and signed by the parent/guardian, and the center shall keep it on file and accessible. Staff should ensure that parents/guardians have correctly completed the child information records according to the instructions at the top of the form, i.e. no blank fields or n/a's are allowed).</p> <p>Notes:</p>
5.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Child information records are reviewed and updated by parents/guardians at least annually and when the center becomes aware of changes. Seperate child information records are completed for families with shared custody. Emergency care plans should kept with the child information record. Staff bring child information records with them outside, on field trips, and during evacuations. Child information records should be stored in the Green Grab and Go Binder. (Consider maintaining only one set of child information records that are kept in the green binder rather than duplicate copies in files).</p> <p>Notes:</p>
5.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff maintain up-to-date child rosters and lists of the adults to whom each child is authorized to be released, including alternates in case of emergency. A child shall only be released to persons authorized by the child's parent or guardian. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person whom they do not know, even if the child recognizes the individual. Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record.</p> <p>Notes:</p>
5.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.</p> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

Medication; accident and illness; Universal Precaution Kit; First Aid

6.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Medication is given by child care staff member only.</p> <p>Notes:</p>
6.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Emergency medications (EpiPen, inhaler) are stored out of children's reach at the site and on the bus and are always quickly accessible (they should not be stored in a locked box). When emergency medications are stored in a backpack, ensure that the backpack is hung high enough to keep it out of the reach of children. All medications are within their dates of expiration. Children may not be able to attend school until their required medication is at the center.</p> <p>Notes:</p>
6.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Medication is given or applied only with prior written permission from a parent/guardian. Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and it is given according to those instructions unless authorized by a written order of the child's physician. Medication is stored under lock and key and refrigerated if necessary. Medication should not be stored in the first aid kit.</p> <p>Notes:</p>
6.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label.</p> <p>Notes:</p>
6.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A child too ill to remain in the group is placed in a separate area if possible and is cared for and supervised until the parent/guardian arrives.</p> <p>Notes:</p>

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Medication; accident and illness; Universal Precaution Kit; First Aid		
6.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The center maintains a record (Medication Authorization Form) as to the time and the amount of medication given or applied using the medication log. The Medication Authorization Form must stay together with the medication. The staff member administering the medication must sign (full signature is required) the record each time. Completed records must be kept in the child's file.</p> <p>Notes:</p>
6.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Classroom and bus universal precaution compliance kit is stocked with the following:</p> <ul style="list-style-type: none"><li>( ) Gloves</li><li>( ) Absorbent material (Speedy Cleanz, Vo-ban, Red-Z)</li><li>( ) Leak proof plastic bag</li><li>( ) Paper towel</li><li>( ) Disinfecting Agent (Germicidal disposable cloths, bleach)</li><li>( ) Current cleaning, sanitizing, and disinfecting guidance is located inside the kit.</li></ul> <p>Notes:</p>
6.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A first aid kit is readily accessible to staff and securely stored in the center and bus. Staff bring the first aid kit outside, on field trips, and during evacuations. Kits are kept out of the reach of children. Ice packs are also available.</p> <p>Notes:</p>
6.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All staff working with children know where the universal precaution and first aid kits are located.</p> <p>Notes:</p>

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#### Medication; accident and illness; Universal Precaution Kit; First Aid

6.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Education staff can find Material Safety Data Sheets (MSDS) on <a href="http://www.nmcaahs.com">www.nmcaahs.com</a> . These sheets provide in-depth information pertaining to materials used in the classroom (ingredients, handling, storage, disposable, first aid, etc.) Notes:
6.11	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When the cleanup of bodily fluids (urine, feces, blood, saliva, vomit, nasal discharge, eye discharge or any fluid discharge) is necessary, nonporous gloves are worn by staff when they come in contact with a spill. Notes:
6.12	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Illness/incident report forms are available in the classroom, outside, on the bus, and on field trips, and they are completed when changes are observed in a child's health, a child experiences accidents, incidents, or injuries, or when a child is too ill to remain in the group. Notes:
6.13	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency preparedness kits are readily accessible to staff if disaster strikes. (If your site does not have one, please contact your site supervisor). Notes:

#### Telephone Services

7.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A operable phone must be available and accessible in the building during the hours of operation. The phone number must be known by the public and available to parents/guardians. Staff will have some form of communication available while on the playground and during evacuations for emergency purposes. Notes:
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**2022-23 Head Start Safe Environments Checklist**

Telephone Services		
7.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	There is an appropriate greeting on the classroom voicemail that includes the recruitment phone number. Notes:
Outdoor play area		
8.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Single-session half day programs (four hours/day) must offer 40 minutes of outdoor play and full day programs (7 or more hours/day) must offer 70 minutes of outdoor play. Outdoor time does not need to be consecutive. Notes:
8.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	There is a shaded area to protect children from excessive sun exposure, when necessary. Notes:
8.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The outdoor play area is in a safe location ( ) Free from pests and rodents ( ) 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). ( ) The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier. Notes:
8.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Children only use age-appropriate equipment. The age requirement sticker is located on the equipment. Notes:

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Outdoor play area		
8.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>An outdoor play area and any equipment located on the center's premises is maintained in a clean, safe condition, and inspected daily before use to ensure that no hazards, pollutants, and toxins are present, including, but not limited to:</p> <ul style="list-style-type: none"><li>( ) Missing or broken parts</li><li>( ) Protrusion of nuts and bolts</li><li>( ) Rust and chipping of peeling paint</li><li>( ) Sharp edges, splinters, and rough surfaces</li><li>( ) Stability of handholds</li><li>( ) Visible cracks</li><li>( ) Stability of non-anchored large play equipment (e.g., playhouses)</li><li>( ) Wear and deterioration</li><li>( ) Vandalism or trash</li></ul> <p>Document any findings on the Classroom/Outdoor Cleaning and Inspection Log.</p> <p>Notes:</p>
8.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Loose-fill surfacing material is not installed over concrete or asphalt.</p> <p>Notes:</p>
8.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised (9 inches for wood and 6 inches for rubber). Woodchips are raked as needed to remain in compliance.</p> <p>Notes:</p>
8.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff use Active Supervision and are stationed in zones (and interacting with children) around the playground to ensure that all areas are in sight and that there are no blind spots. Children are supervised at all times.</p> <p>Notes:</p>

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Outdoor play area		
8.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	S-hooks are pinched closed so that there is no gap or space greater than 0.04 inches (about the thickness of a dime). Notes:
Equipment		

### 2022-23 Head Start Safe Environments Checklist

#### Equipment

- 9.1  Compliant  
 Non-Compliant  
 Not Applicable  
 Not Observed

Equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, clean, and should attend to the following safety hazards and safety considerations:

- ( ) Appropriate to the developmental needs and interests of children
- ( ) Child-sized or appropriately adapted for a child's use
- ( ) Play equipment, materials, and furniture must be easily accessible to the children
- ( ) Designed to ensure Active Supervision of children at all times
- ( ) High shelves are placed securely against the wall. All other shelves should be low in order to ensure Active Supervision
- ( ) Openings that could entrap a child's head or limbs
- ( ) Elevated surfaces that are inadequately guarded
- ( ) Lack of specified surfacing and fall zones under and around climbable equipment
- ( ) Mismatched size and design of equipment for the intended users
- ( ) Tripping hazards
- ( ) Components that can pinch, sheer, or crush body tissues
- ( ) Equipment that is known to be of a hazardous type
- ( ) Sharp points or corners
- ( ) Splinters
- ( ) Protruding nails, bolts, or other parts that could entangle clothing or snag skin
- ( ) Loose, rusty parts
- ( ) Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child
- ( ) Strangulation hazards (all cords: straps, strings, blind cords, etc.)
- ( ) Flaking paint
- ( ) Paint that contains lead or other hazardous materials
- ( ) Tip-over hazards, such as chests, bookshelves, and televisions
- ( ) Choking
- ( ) Electrical hazards
- ( ) Plastic bags that are large enough to pose a suffocation risk.
- ( ) Matches, candles, and lighters are not to be accessible to children
- ( ) Drowning hazards
- ( ) Hazards presented by windows and glass doors
- ( ) Meets standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM)
- ( ) Materials that have a warning label indicating they are toxic for children or to be kept out of reach by children, must not be used by children.

Notes:



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#### Equipment

9.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All classrooms must complete a current and accurate equipment and supply inventory for licensing purposes. It is available and located _____ in your center. Notes:
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9.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Trampolines and bounce houses are not used by children in care. Notes:
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9.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Counter tops, shelves, areas in front of window, and small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe. Notes:
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#### Sleeping Equipment and Sleeping, Resting Supervision

10.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All bedding and sleeping equipment is appropriate for the child and clean, comfortable, safe, and in good repair. Notes:
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10.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children. Notes:
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**2022-23 Head Start Safe Environments Checklist**

Sleeping Equipment and Sleeping, Resting Supervision		
10.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>When sleeping equipment and bedding is stored:</p> <p>( ) Sleeping surfaces do not come in contact with other sleeping surfaces.</p> <p>( ) Store tri-fold rest mats so that the sleeping side does not come into contact with the non-sleeping side.</p> <p>( ) Bedding does not come in contact with other bedding.</p> <p>Notes:</p>
10.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care.</p> <p>Notes:</p>
10.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day.</p> <p>Notes:</p>
10.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Resting or sleeping areas have adequate soft lighting (not dark) to allow the caregiver to observe children.</p> <p>Notes:</p>
10.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Children, including sleeping children, are never left unsupervised. A staff person must be attentive to children and physically present at all times to ensure Active Supervision.</p> <p>Notes:</p>

### 2022-23 Head Start Safe Environments Checklist

#### Sleeping Equipment and Sleeping, Resting Supervision

10.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All cots and mats must be placed in such a manner that there is a free and direct means of egress and must be at least 18 inches apart. Cots and mats should not block exits. Children are positioned alternating head to toe on mats and cots. Notes:
10.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment. Notes:
10.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A cot or a mat and a sheet or blanket of appropriate size must be provided. Blankets from home are not permitted. Notes:

#### Ratio and group size requirements

11.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, are the following: ( ) 3 years until 4 years – 1:10, no maximum group size. ( ) 4 years until school age – 1:12, no maximum group size. ( ) GSRP only: a 1:8 adult/child ratio must be maintained at all times. A consistent third adult must be present in any classroom where 17 or 18 children are enrolled. Class size must be capped at 18 children with three consistent adults. Notes:
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### 2022-23 Head Start Safe Environments Checklist

#### Ratio and group size requirements

11.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>( ) When children from multiple classrooms share a playground and/or gym, the total group size must not exceed 30 if there are any three-year olds present and 36 if the children are all age four or older. Plan outdoor and gym schedules with other classrooms to determine total group size. Areas may be shared if there are well-defined spaces designed and used exclusively for a specific group of children AND the space meets square footage requirements. (35 square feet per child indoors and 75 square feet per child outdoors). Staff may place cones, for example, to divide areas to create separate and distinct play spaces.</p> <p>Notes:</p>
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#### Water supply; plumbing; toilets; handwashing sinks; bleach water

12.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All plumbing fixtures and water and waste pipes are properly installed and maintained in good working condition.</p> <p>Notes:</p>
12.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Handwashing sinks are accessible to children by platform or installed at children's level.</p> <p>Notes:</p>
12.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Handwashing sinks have warm running water that does not exceed 120 degrees Fahrenheit. It is best practice to let the water run at its hottest setting for 3-5 minutes before taking the temperature. Each sink must be tested.</p> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

#### Water supply; plumbing; toilets; handwashing sinks; bleach water

12.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Supplies, including toilet paper, hand soap, and towels, are available and accessible. Notes:
12.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Test strips are used to check the concentration of bleach water solution every day. Bleach water solutions must be changed at least every thirty days. As an alternative to bleach, some sites use quat (quaternary disinfectant). Quat solutions must also be tested daily. Notes:
12.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Follow the 3-sink dishwashing method or use a commercial dishwasher with a sanitizing cycle. Notes:
12.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored in a locked cabinet. Notes:

#### Garbage and refuse

13.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All garbage is removed from the center daily. Notes:
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**2022-23 Head Start Safe Environments Checklist**

**Garbage and refuse**

13.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Garbage containers are washed when soiled. Notes:
13.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Garbage stored outside is in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster. Notes:
13.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Outside garbage and refuse is picked up or removed at a minimum of once a week. Notes:

**Heating; temperature**

14.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A thermometer is used in child-use areas to monitor that the indoor temperature is at least 65 degrees Fahrenheit in child use areas at a point 2 feet above the floor. Notes:
14.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	If temperatures exceeds 82 degrees Fahrenheit, measures are taken to cool the children. Notes:

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Premises		
15.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Windows and doors used for ventilation are supplied with screens that are in good repair. This does not apply to programs operating in school buildings. Notes:
15.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Stairs, walkways, ramps, landings, and porches:  *Are maintained in a safe condition relative to the water, ice, or snow, and have nonslip surfacing. *Landings are located outside exit doors where steps or stairs are necessary and are at least as wide as the door swing. Notes:
15.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The premises do not pose a threat to health or safety and are maintained in a clean and safe condition free from mold, pollutants (including smoke, lead, pesticides, or herbicides, as well as soil and water pollutants), hazards, and toxins. Notes:
15.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The premises are maintained so as to eliminate and prevent rodent and insect harborage. Propping doors open for ventilation is prohibited. Notes:
15.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Roofs, exterior walls, doors, skylights, and windows are weathertight, watertight, in sound condition, and in good repair. Notes:

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Premises		
15.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Floors, interior walls, and ceilings are in sound condition and in good repair. They are also maintained in a clean condition. Notes:
15.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All toilet room floor surfaces are easily cleanable, impervious to water, and in a clean condition. Notes:
15.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings are easily cleanable and in good repair. Notes:
15.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials are labeled for easy identification of contents, stored out of the reach of children, and in a locked cabinet. Toxic materials will not be used when children are present. Notes:
15.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Flammable materials, including fuels, pressurized cans, cleaning fluids and supplies, polishes, and matches, are not stored in heat plant enclosures. They may be stored outside of child use areas in metal cabinets or storage facilities accessible only to authorized personnel. Notes:
15.11	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Lighting is bright enough so children and adults can clearly see activities, materials, and pathways. Notes:



2022-23 Head Start Safe Environments Checklist

Premises		
15.12	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children, including those with special needs.</p> <p>Notes:</p>
15.13	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Exit doors have no more than one locking or latching device. Deadbolts are not permitted.</p> <p>Notes:</p>
15.14	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Emergency lighting is available to allow children and adults to clearly see pathways in case of a power failure.</p> <p>( ) Checking flashlights is required for all classrooms.</p> <p>( ) If an exit sign has been installed in a stand-alone site, staff must test the emergency lighting system for 30 seconds to ensure the system is functioning properly. Turn off the exit sign by pushing the button/switch on the sign. During this 30 seconds, ensure the exit sign is still illuminated and/or flood lights are working. This must be performed monthly and documented on the Drill and Safety Check Log.</p> <p>( ) In addition, if an exit sign has been installed in a stand-alone site, staff must test the emergency lighting system for 90 minutes to ensure that the system is functioning properly. Know where the exit sign breaker is located and turn it off for a 90 minute period. During this 90 minutes, ensure the exit sign is still illuminated with the power off. This must be performed at start up each program year and document this test on the Drill and Safety Check Log.</p> <p>For classrooms located in a public school, checking installed emergency lighting is not required.</p> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

Premises		
15.15	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff will refer to and follow NMCAA Cleaning, Sanitizing, and Disinfecting Guidance and routine center cleaning timeline.</p> <p>( ) A mouthed toy bin is labeled and available.</p> <p>Notes:</p>
15.16	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The premises are free from firearms or other weapons that are accessible to children.</p> <p>Notes:</p>
15.17	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Following NMCAA's animal and pet policy, children are protected from any hazards posed by classroom animals. Refer to the parent handbook and each child's Parent/Guardian Release.</p> <p>Notes:</p>
15.18	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Premises are kept free of undesirable and hazardous materials and conditions and must not pose a threat to health and safety. Findings are documented on the Classroom/Outdoor Cleaning &amp; Inspection Log.</p> <p>Notes:</p>
15.19	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Personal belongings/purses must be stored and locked out of the reach of children. (Any hand lotions, essential oils, cough drops, hand sanitizer, and personal medication must also be locked and kept out of the reach of children. Ensure jacket pockets do not contain any items that should be kept out of the reach of children).</p> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

Premises		
15.20	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Appliances, such as refrigerators, must be plugged directly into a wall outlet. Notes:
15.21	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All plants must be labeled and non poisonous per the list in the procedure manual. Notes:
15.22	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Strategies are in place to promote effective ventilation. ( ) Screened windows are open when the weather permits ( ) Ceiling or wall-mounted fans circulate air when needed Notes:
Fire Safety		
16.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Draperies, curtains, decorations, and other similar furnishings are flame-resistant with application dates noted on the Drill & Safety Check Log. Notes:
16.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Bulletin boards meet interior finish requirements and have passed the fire inspection. Cork boards are prohibited. Notes:

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### 2022-23 Head Start Safe Environments Checklist

Fire Safety		
16.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Combustible materials and decorations displayed on walls do not exceed 20% of each wall in each room. Combustible materials and decorations suspended from or near the ceiling are prohibited. Notes:
16.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Doorways, hallways, entrance ways, and any other areas used for entering or exiting the building must be maintained so they are free of obstructions that may catch fire or hinder evacuation. These areas must not be used for storage. Notes:
16.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Exterior exits are marked or denoted by an approved exit sign. Notes:
16.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Combustible materials are not stored within the central heating plant, fuel-fired water heater rooms, or in basements containing fuel-fired heating equipment, without proper fire separation. Notes:
16.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Gasoline-powered equipment, flammable gases, or gasoline are not stored in the part of a building used as a center or in other parts of the building from which there is a door, window, or other opening into the center. Notes:
16.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Dryer vents are metal and are vented completely to the exterior. Notes:

**2022-23 Head Start Safe Environments Checklist**

**Fire Safety**

16.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All appliances and equipment in the center are installed and maintained in accordance with their manufacturer's specifications. Notes:
16.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Centers are kept free of all conditions that constitute fire safety hazards. Notes:
16.11	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Open-flame devices, candles, and incense are prohibited. Notes:
16.12	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Notes:

**Smoke and carbon monoxide detectors; fire extinguishers**

17.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A carbon monoxide detector is placed on all levels approved for child care and in each use area covered by a different furnace zone. Carbon monoxide detectors are installed, maintained, and tested in accordance to the manufacturer recommendations. Staff check expiration date on the detector. Notes:
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### 2022-23 Head Start Safe Environments Checklist

#### Smoke and carbon monoxide detectors; fire extinguishers

17.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Smoke detectors are installed, maintained, and tested in accordance to the manufacturer recommendations (instructions are posted safely near detector). Staff check expiration date on the detector. Notes:
17.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Multipurpose fire extinguishers are installed adjacent to the kitchen or cooking area and in the heating plant room. Notes:
17.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Fire extinguishers are properly mounted, maintained, and inspected and have a tag dated and initialed by the inspector yearly. Fire extinguishers are readily accessible to staff. Notes:
17.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Staff must inspect extinguishers and initial monthly on the attached tag. Notes:

#### Electrical Services

18.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Extension cords are only used temporarily for a specific occasion such as using a projector or cd player. They must be removed when not in use. Temporary extension cords should not be placed through doorways, under carpeting, or across water-source areas. Notes:
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### 2022-23 Head Start Safe Environments Checklist

#### Electrical Services

18.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Electrical outlets accessible to children must be covered with child safety hardware. Notes:
18.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Power strips are equipped with surge protectors and are not longer than 6 feet or connected to another power strip. Notes:
18.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All electrical outlets in approved child use space located within 6 feet of a sink or other water source shall be protected by a ground-fault circuit interrupter (GFCI). Notes:

#### Transportation

All classrooms should complete this section. Some items may not applicable to every site.

19.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A staff member must be present at the center while children are riding the bus to and from school. This is generally an hour before school starts and an hour after school ends. Notes:
19.2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Active Supervision is used to ensure safety on the bus. The driver and all adult passengers are seated according to the seating capacity. Notes:

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### 2022-23 Head Start Safe Environments Checklist

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff maintain up-to-date child rosters and lists of the adults to whom each child is authorized to be released, including alternates in case of emergency.</p> <p>Notes:</p>
19.5	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>When children are entering or leaving the vehicle:</p> <p>*Children are received by a staff person, parent, or other person as designated by the parent</p> <p>*Children enter and leave the vehicle from the curbside unless it is in a protected parking area or driveway</p> <p>*An adult escorts children across the street to board or leave the vehicle if curbside pickup or drop-off is impossible</p> <p>Notes:</p>
19.4	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Children under school-age are helped into and out of the vehicle.</p> <p>Notes:</p>
19.6	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Transportation routes are planned so no child under school-age is in the vehicle longer than 1 continuous hour. Trip routing prevents vehicles from exceeding maximum passenger capacity.</p> <p>Notes:</p>
19.7	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Special transportation requirements stated in a child's IEP are followed, including special drop-off and pickup requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for the bus driver and monitors.</p> <p>Notes:</p>



**2022-23 Head Start Safe Environments Checklist**

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.8	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Children are only released to a legal guardian or written designee as noted on the child information record. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record</p> <p>Notes:</p>
19.9	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Emergency medication (EpiPen, Inhaler) are stored out of children's reach on the bus and are quickly accessible at all times (should not be in a locked box). All other medication should be transported in a locked box on the bus. Children are not to carry medications to school in their backpack. Medication must be given from adult to staff.</p> <p>Notes:</p>
19.10	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Child information records are on the bus, maintained and updated as needed with parent signatures, phone numbers, addresses (emergency information). Emergency care plans are stapled to the child information records and must be reviewed throughout the year for changes. Any changes to the child information record must be communicated to the bus driver.</p> <p>Notes:</p>
19.11	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff complete a daily/weekly transportation log. (If applicable, note route # and any variations from regular route).</p> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.12	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All motor vehicles are in safe operating condition.</p> <p>Notes:</p>
19.13	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Documentation of annual MSP inspection sticker is displayed on the windshield and a copy is kept on file.</p> <p>Notes:</p>
19.14	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A statement verifying that all motor vehicles are in compliance with Michigan Vehicle Code Safety Equipment requirements is kept on file.</p> <p>Notes:</p>
19.15	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Baggage and other items transported in the passenger compartment are properly stored and secured; the aisles remain clear and the doors and emergency exits remain unobstructed at all times.</p> <p>Notes:</p>
19.16	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All motor vehicles carry the following safety equipment:</p> <ul style="list-style-type: none"> <li>*Three bi-directional emergency reflective triangles properly cased and securely stored in the vehicle</li> <li>*A labeled first aid kit is securely stored in an accessible location in the driver compartment</li> <li>*Seat belt cutter</li> <li>*Equipped with a reverse beeper</li> <li>*Not less than 3 15-minute fuses (flares) or an approved battery operated substitute properly cased and securely stored in the driver's compartment</li> <li>*A labeled and charged dry chemical fire extinguisher, not less than 2A-10BC, mounted in the driver compartment. The fire extinguisher is inspected, maintained, and tagged.</li> </ul> <p>Notes:</p>

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### 2022-23 Head Start Safe Environments Checklist

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.17	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Each child remains seated and properly restrained by a child safety restraint system while the vehicle is in motion. (Child safety restraint systems are not required on public school buses and transit buses). Notes:
19.18	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Each child safety restraint system is properly anchored and used according to the manufacturer's specifications. Two or more children are not allowed to share a seat belt or restraint device. Notes:
19.19	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Safety belts and child safety restraint systems are in good working condition and are appropriate to the child's age, height, and weight. Notes:
19.20	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Transportation staff:  *Is familiar with the contents of the first aid kit *Is familiar with the operation of the fire extinguisher, if required *Is familiar with the seat belt cutter Notes:
19.21	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following documents are on file at the center:  *A copy of each driver's driving record, obtained from the Secretary of State at least once a year. *A copy of a valid driver's license, automobile insurance, and registration. Notes:

### 2022-23 Head Start Safe Environments Checklist

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.22	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The driver must complete a walk-through on the bus at the end of each run and place the "I have completed a walk-through on this bus" sign on the door at the back of the bus. Children are not left unattended in a vehicle. 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 a vehicle.</p> <p>Notes:</p>
19.23	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Bus driver cell phone is in working condition and secured. Emergency numbers are programmed on the phone.</p> <p>Notes:</p>
19.24	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The bus driver daily inspection form is completed daily.</p> <p>Notes:</p>
19.25	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers.</p> <p>Notes:</p>
19.26	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.</p> <p>Notes:</p>

**2022-23 Head Start Safe Environments Checklist**

Transportation		
All classrooms should complete this section. Some items may not be applicable to every site.		
19.29	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Bus drivers must have the following on the bus:  *Proof of valid driver's license with appropriate endorsements and CDL physical *Proof of valid automobile insurance and registration Notes:
19.28	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following forms must be posted on the bus:  *Transportation safety procedures *Bus procedures in emergency situations *Emergency phone numbers, including 911, fire, police, and poison control *No smoking/vaping sign *"I have completed a walk-through on the bus" sign *Fire extinguisher sign *Seatbelt cutter sign Notes:
19.27	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled. Notes:
19.30	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Children transported on buses are seated one child per row, when possible, unless they are from the same household. Drivers and aides practice routine safety protocols (e.g. hand hygiene, masks). Staff and children are screened for symptoms of COVID-19 or illness before boarding the vehicle. Notes:

### 2022-23 Head Start Safe Environments Checklist

#### Licensing Notebook-located in the parent corner of the classroom

20.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Licensing Notebook must contain the following items:</p> <ul style="list-style-type: none"><li>*Licensing Notebook Checklist</li><li>*Licensing Notebook Summary Sheet BCAL 5052 (updated)</li><li>*Original Inspection Report</li><li>*Addendum to the Original Inspection Report</li><li>*Renewal Inspection Report(s)</li><li>*Interim Inspection Report(s)</li><li>*Special Investigation Report(s)</li><li>*Corrective action plans</li><li>*Facility Lead Inspection (if applicable)</li><li>*Playground Inspection Report (if applicable)</li><li>*Environmental Health Inspection</li><li>*Head Start Parent Orientation Training Review Checklist or GSRP Child Development Parent Orientation Training Review Checklist</li><li>*Classroom Floor Plan with Dimensions</li><li>*Playground Equipment Lay Out with Dimensions</li><li>*Drill and Safety Check Log (for entire licensing cycle)</li></ul> <p>Notes:</p>
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#### Postings-located in the parent corner of the classroom

Ensure all postings are placed at eye-level.

21.1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<ul style="list-style-type: none"><li>*"And Justice For All" poster</li><li>*Copy of Licensing Rules for Child Care Centers (December 18, 2019 edition)</li><li>*Current lesson plan</li><li>*Help wanted sign/Join our team</li><li>*NMCAA Civil Rights Complaint Procedure / NMCAA EHS/HS/GSRP Complaint Procedure</li><li>*Program Complaint Policy</li><li>*NMCAA Head Start/GSRP Guidance Policy</li><li>*Parent handbook</li><li>*Resource Directory (specific to your county)</li><li>*Planned/dated menus (note substitutions the day they occur)</li><li>*Welcome Sign</li><li>*What do you think of your program? (with folder)</li> <li>*Sign describing proper mask wearing</li><li>*Sign indicating mask requirements</li></ul> <p>Notes:</p>
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**2022-23 Head Start Safe Environments Checklist**

**Postings - Emergency Procedures**

Ensure all postings are placed at eye-level.

22.1 <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	*Allergy and Health Monitoring form (placed in red confidential allergy and health information folder wherever food is prepared and served). *Bus Procedures in Emergency Situations (to be posted even if site does not offer transportation) *Emergency Procedures Posting (posted in a place visible to both staff AND parents; ensure posting includes relocation sites) *Emergency Telephone Numbers- (Ensure posting includes the center address and 2 main cross streets - posted near all center telephones) *Fire and evacuation routes *Pediatric First Aid/CPR/AED Ready Reference Guide *Transportation Safety Procedures (to be posted even if site does not offer transportation) *Drill and Safety Check Log (Post in a place visible to staff or keep in the Green Grab and Go Binder)  Notes:
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**Postings - the following items are current and posted in the classroom**

Ensure all postings are placed at eye-level.

23.1 <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	*Active Supervision poster *Current State of Michigan License for the Care of Children *Current Consumer Product Safety Commission Product Recalls for Children's Safety *Daily schedule including times *Diaper Changing Procedure and Maintenance of Changing Tables/Surfaces (near diaper changing area) *Exit signs at all exterior exits *Handwashing signs (posted at all sinks used for handwashing by staff and/or children) *No SMOKING/VAPING sign *Routine Center Cleaning *Staff Screening Policy *Volunteer Screening and Supervision Policy *Team Vision Statement (optional)  *Advance Notice of Pesticide Treatment - To be posted on the primary entrance/exit door (that families use) 48 hours prior to treatment. Refer to posting for additional distribution.  Notes:
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### 2022-23 Head Start Safe Environments Checklist

Postings/Forms - to be reviewed and signed by all staff/subs (due in September and January)

<p>24.1</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Compliant</li><li><input type="checkbox"/> Non-Compliant</li><li><input type="checkbox"/> Not Applicable</li><li><input type="checkbox"/> Not Observed</li></ul>	<p>The following postings/forms must be reviewed and signed by all staff and subs in September and January:</p> <ul style="list-style-type: none"><li>*Allergy and Health Monitoring Form</li><li>*Transportation Safety Procedures (all sites complete regardless of transportation options)</li><li>*Bus Procedures in Emergency Situations (all sites complete regardless of transportation options)</li><li>*Medication Authorization Forms</li><li>*Emergency Procedures Posting</li><li>*Safety and Emergency Preparedness Plan</li><li>*Emergency Care Plans</li><li>*Drill and Safety Log</li></ul> <p>Notes:</p>
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