New York State Education Department Office of Early Learning

Health & Safety Checklist for Prekindergarten Program

Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Community Based Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Person Completing Form Title

**Records and Permits: The following records and permits should be on file in the community-based organization.**

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| **Item** | **Comments** |
| A. Sketch of indoor instructional space with dimensions, showing interest/activity areas |  |
| B. Sketch of outdoor space with dimensions showing placement of equipment, types of ground cover, fencing, etc. |  |
| C. Outside New York City – NYS Office of Children and Family Services permit or letter of exemption (required if children are in attendance 3 hours or more a day) (If licensed, omit E, F and G)Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_ |  |
| D. New York City Schools only – New York City Day Care Permit required (omit E, F and G)Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_ |  |
| E. Fire Inspection Report within the last 12 months Date: \_\_\_\_\_\_\_ |  |
| F. Certificate of Occupancy Date: \_\_\_\_\_\_\_\_\_\_\_ |  |
| G. Health Inspection Report Date: \_\_\_\_\_\_\_\_\_\_ (required if meals are prepared on site) |  |
| H. Staff Development Plan (postsecondary and in-service training including health and safety training) |  |
| I. Current (annual) physical and dental examination record for each child. |  |
| J. Proof of immunization status of each child as required by Public Health Law. |  |
| K.  Child Nutrition Funding Source: CACFP \_\_\_\_\_ Vended through School\_\_\_\_\_ Other\_\_\_\_\_\_\_ |  |

**Indoor Facility Checklist:**

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| **Item** | **Yes** | **No** | **Comments** |
| Classrooms and facilities used by children are well-maintained and clean. |  |  |  |
| The classroom space allows for safe movement and activity for the number of children enrolled. |  |  |  |
| The bathroom is immediately accessible and barrier free. |  |  |  |
| Adequate supplies are available in the bathroom for handwashing to include individual paper towels, a pump dispenser for soap and warm running water.  |  |  |  |
| There are no hazards apparent in the classroom such as dangling electrical/phone cords, space heaters, tripping hazards, worn equipment or peeling paint.  |  |  |  |
| All classroom learning areas can be adequately supervised by staff.  |  |  |  |
| Hazardous materials such as cleaning supplies are stored in a locked cabinet or out of the reach of children.  |  |  |  |
| There is appropriate staffing in each classroom; minimally 1 teacher and 1 paraprofessional for classes up to 18 students or 1 teacher and 2 paraprofessionals for classes of 19 or 20 students. |  |  |  |

**Outdoor Facility Checklist:**

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| **Item** | **Yes** | **No** | **Comments** |
| Outdoor play area provides adequate space for children to play safely. |  |  |  |
| Outdoor play area provides age- appropriate equipment for different abilities. |  |  |  |
| Materials and play equipment used by the children must be sturdy, free from rough edges and sharp corners. |  |  |  |
| There must be a cushioned surface under all outside play equipment that present a fall hazard.  Surfacing may not include concrete, asphalt, grass, or other hard compacted dirt. |  |  |  |
| Equipment must be in good repair and be placed in a safe location. |  |  |  |

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| **Item in Need of Action** | **Action Plan for Compliance** | **Target Date** | **Date Completed** |
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