

NEW YORK STATE EDUCATION DEPARTMENT

OFFICE OF EARLY LEARNING

HEALTH & SAFETY CHECKLIST FOR PREKINDERGARTEN PROGRAMS

Directions: This form is suggested for use with Community-Based Organizations (CBOs) but can be used in the oversight of district classrooms as well. Check the appropriate box below to indicate what type of site is being evaluated. For CBOs complete sections 1-4. Section 1 is optional for district classrooms. For any items indicated as "No", complete the Section 4 Corrective Action chart. Attach extra pages for the action plan if necessary.

District: _____

Date: _____

Community-Based Organization & Address: _____

☐ CBO Classroom: _____ ☐ District Classroom: _____

Name of Person Completing Form

Title

1) Records and Permits:

The following records and permits should be onfile in the Community-Based Organization (CBO).

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 _____	

2) Indoor Facility Checklist:

Item	Yes	No	Comments
Classrooms and other facilities used by children (cafeteria, gross motor room, gymnasium, etc.) are well-maintained and clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The classroom space allows for safe movement and activity for the number of children enrolled.	<input type="checkbox"/>	<input type="checkbox"/>	
The bathroom is immediately accessible and barrier free.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate supplies are available in the bathroom for handwashing to include individual paper towels, a pump dispenser for soap, and warm running water.	<input type="checkbox"/>	<input type="checkbox"/>	
There are no hazards apparent in the classroom or other facilities used by children, such as dangling electrical/phone cords, space heaters, tripping hazards, worn equipment, or peeling paint.	<input type="checkbox"/>	<input type="checkbox"/>	
All classroom learning areas can be adequately supervised by staff.	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials, such as cleaning supplies, are stored in a locked cabinet or out of the reach of children.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
All fire exits and rescue windows are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	

3) Outdoor Facility Checklist:

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

4) Corrective Action:

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

**Attach additional pages for compliance action plan if needed*