

**Child Care  
Health and Safety DAILY Checklist**

Classroom: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

<b>Health and Safety checks to be done at the BEGINNING OF EACH DAY  (check if in compliance )</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Program is smoke free.					
All entrances/exits are kept clear of clutter, snow, ice, etc.					
Staff purses and personal items are locked out of reach of children.					
Hands are washed by staff and children upon arrival to classroom.					
Each child has brief health check by classroom teacher (includes parent/caregiver communication).					
Bleach solution is made daily, labeled and inaccessible to children.					
All hygiene supplies are available (soap, paper towels, toilet paper, lined garbage can, warm water).					
Area is generally clean and clutter-free (garbage emptied, floors swept, toys and work space, bathroom clean).					
All chemicals are locked/out of reach of children.					
Air fresheners are not used.					
All electrical outlets are covered.					
Furniture and equipment is in good repair (check for broken toys, accessories, wrinkled/disrepair rugs/carpet).					
Heavy toys/items are stored on lowest shelf.					
Window cords are adjusted to prevent strangulation.					
Children's personal/nap items are kept separated (use of cubbies, bags, or storage containers).					
Tables and chairs are not stacked while children are present.					
Playground and equipment is checked for garbage, standing water and other hazards before use.					
Diapering supplies are gathered and within reach before beginning (including a lined and covered foot operated garbage can).					
Cots/cribs are placed 3 ft apart or have barrier and assigned to a specific child or cleaned and sanitized after each use.					
Approved safety gates are used on stairways, if necessary.					
Screens, in good repair/secure and used in open windows and doors.					
First aid kit is available in each room/appropriately stocked.					
<b>Infant Room (additions)</b>					
All bottles have full name/date and refrigerated immediately.					
Infants always placed on their back to sleep in cribs/pack-n-plays.					
Cribs are free of soft bedding, bumper pads, pillows and stuffed toys.					
Cribs have tight fitting mattress and a secure fitted sheet.					
High chairs are in good repair and cleaned and sanitized before/after use.					
Safety restraints are used on infant seats, swings, strollers and high chairs.					

- ✓ Staff and children's hands are washed after arriving/before leaving, before and after preparing/serving food, eating, toileting, water/sand/play dough play, after outside play, wiping noses, when visibly dirty and as frequently as possible.
- ✓ Eating areas are cleaned with soap/water/rinsed and sanitized (let stand for 2 min) before and after use.
- ✓ Spills are cleaned up immediately.
- ✓ Infants are ALWAYS put on their back to sleep with only a tight fitting sheet and seasonal blanket, if necessary.
- ✓ Always hold infants when feeding a bottle.
- ✓ Plastic bags are stored out of reach of children and tied in a knot before discarding.
- ✓ All medication is always stored in original container and labeled with the child's first and last name, date and instructions. Medicines should be in a locked box if refrigerated and out of reach of children if not refrigerated.
- ✓ Medication administration to a child is always recorded. (Right child, Right Medication, Right Time, Right Amount, Right Method, Right Child (double check))