



Date: _____

Health & Safety Daily Checklist

Classroom: _____

Completed by: _____

Check these health & safety guidelines at the beginning of each day	M	T	W	T	F	NA
All entrances/exits are free of clutter, snow, ice etc.						
Staff purses and personal items are locked or out of reach of children						
Each child has a brief health check by staff upon arrival (includes parent/caregiver communication)						
Bleach solution (if used) is made daily, labeled, and inaccessible to children						
Handwashing supplies are available (soap, paper towels, toilet paper, lined garbage cans, warm water)						
Area is clean & clutter-free (garbage emptied, floors swept, toys picked up, bathroom clean)						
Plastic bags are stored out of reach of children and tied in a knot before discarding						
All chemicals are out of reach of children and air fresheners are not used						
All electrical outlets are covered						
Furniture & equipment is in good repair (check for broken toys/containers, accessories, damaged rugs/carpet)						
Heavy toys/items are stored on lowest shelf						
All cords (computer, monitor, window, phone chargers, CD players) are out of reach or secured to wall						
Children's personal/nap items are kept separated (use cubbies, bags, storage containers)						
Tables and chairs are not stacked while children are present						
Playground equipment is checked for garbage, standing water and other hazards before use						
Diapering supplies are stocked and within reach (including separate covered garbage can)						
Cots/cribs/mats/playpens are placed 2 ft. apart for licensing; 3 ft. for best practice						
Cots/cribs/mats/playpens have been assigned to each child or have been cleaned between use						
Approved safety gates are used on stairways when needed (gates are wall-mounted at top of stairs)						
First aid kit is fully stocked and easily accessible at all times – including outside, in gym, etc.						
All medication is stored out of reach of children						
Choking hazards are not accessible to children under 3 years						
Review and perform these health and safety guidelines throughout the day						
<input type="checkbox"/> Hands are washed by staff and children when visibly dirty and as frequently as possible including: <ul style="list-style-type: none"> • Upon arrival, re-entering classroom and entering classrooms to cover breaks • Before & after preparing/serving food and bottles, eating, water play, play dough, giving medication • After toileting, wiping noses, using tissue, outdoor play, gym play, sand play, diapering <input type="checkbox"/> Clean eating surfaces with soap and water and sanitize before and after use <input type="checkbox"/> Clean up spills and food on low tables/floor after meals immediately if accessible to children						
Additional Infant Room health & safety guidelines						
<input type="checkbox"/> All bottles are labeled with infant's name and the time the bottle was made/warmed/served <input type="checkbox"/> Staff hold infants when feeding a bottle or stay within arm's reach if infant holds own bottle. Infant's head is elevated when fed - Bottles are never propped. <input type="checkbox"/> Infants are always placed completely flat on their back for sleep in cribs /playpens <input type="checkbox"/> Infant sleep permission forms are obtained and posted for each infant for staff to reference <input type="checkbox"/> Cribs/playpens have tight-fitting mattress, properly fitting fitted sheet (mattress/pad lays flat; meets all corners of the frame) <input type="checkbox"/> Highchairs are stable, trays are sanitized before/after use, safety straps are always used and adjusted to fit, and closely supervised when occupied						