

Appendix A

Checklist for Maintaining Healthy and Safe Environments for Young Children

This checklist is intended to be a guide for supervisors in assessing your program's compliance with standards for safe and healthy indoor and outdoor environments. Please be aware that your program/school/setting may also be subject to requirements set by funders and the federal, state, or local governments. You will need to consider those regulations first when assessing your program.

As you go through this checklist, you will note that it contains items relevant to programs and schools serving infants, toddlers, and preschoolers. As such, some items may not pertain to the setting you supervise. Mark those items that are not relevant as N/A (not applicable). Work with teachers to complete the checklist.

1. Health and Safety in the Indoor Environment

OVERALL

Standard	Met	Not met	Date	Notes
1. The environment is smoke-free, lead-free, and toxin-free (including plants).				
2. The air temperature is 68–70°F. (In dry climates, a humidifier is used to moisten the air.)				
3. Water temperature is 120°F or less.				
4. Smoke alarms and carbon monoxide detectors (if required) are in place and tested according to fire code.				
5. A-B-C type fire extinguishers are charged, easy to access, and stored in visible locations. Operating instructions are posted in English and the home languages of staff and families.				
6. Emergency exits are marked, lit, and unlocked from the inside.				
7. Up-to-date emergency numbers for poison control, fire, police, and medical assistance are prominently posted.				
8. Diagrammed evacuation procedures are clearly posted with instructions in English and in the home languages of staff and families.				
9. Emergency lighting, including flashlights with working batteries, are available in case of power failure.				
10. A fully stocked first-aid kit is stored in a locked cabinet, out of children's reach.				
11. A working telephone is accessible and charged.				
12. Chemicals and potentially dangerous products such as cleaning supplies, bleach, and medications are stored in original, labeled containers in a locked cabinet that is not accessible to children.				
13. Sinks, liquid soap, and disposable paper towels are available to staff and children at all times.				
14. Bathroom surfaces, sinks, faucets, countertops, toilets, diaper pails, and potty chairs are cleaned and sanitized daily with freshly made bleach solution or another approved product.				

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EQUIPMENT AND MATERIALS

Standard	Met	Not met	Date	Notes
1. Crib slats are no more than 2 $\frac{3}{8}$ inches apart.				
2. Cribs are positioned near exits in case of emergency.				
3. Cribs have no mirrors, mobiles, or hanging toys.				
4. Cribs are cleaned and sanitized after each use.				
5. Toddler and preschool mats/cots are spaced at least three feet apart during rest time to prevent the spread of germs.				
6. Toddler and preschool mats/cots are stored out of the way in racks from bottom to top so they will not topple over.				
7. Area rugs are vacuumed or shaken outside daily and laundered weekly.				
8. Mats and rugs lie flat and pose no tripping hazards.				
9. Window blinds and/or shades have plastic rods instead of cords.				
10. Pets are permitted according to governing regulations and housed away from food preparation and eating areas.				
11. Pet food and litter are stored out of children's reach. Only adults clean pet habitats.				
12. Electrical outlets are covered with child-resistant caps when not in use.				
13. Electrical cords are not frayed or damaged.				
14. Electrical cords and wires are tied together, on top of the floor covering, and located in low-traffic areas, away from water.				
15. Toys and equipment have no sharp edges, chipped paint, lead paint, or loose nuts and bolts.				

Standard	Met	Not met	Date	Notes
16. Toy pieces and removable parts are larger than 1¼ inches in diameter.				
17. Balls are larger than 1¾ inches in diameter.				
18. The setting has no safety pins, small jewelry, coins, button-type batteries, Styrofoam objects, or marbles.				
19. Play equipment and materials are designed to allow all children in the group to participate and are adapted to address particular special needs.				

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2. Health and Safety in the Outdoor Environment

OVERALL

Standard	Met	Not met	Date	Notes
1. The environment is smoke-free, lead-free, and toxin-free (including plants).				
2. The area is free of holes, tripping hazards, and debris, including glass, standing water, ice, and animal wastes.				
3. The area is enclosed by a natural barrier or a fence at least 4 feet high. The fence openings are no larger than 3½ inches and free of splinters and sharp edges.				
4. Exit gates have self-closing, child-proof latches.				
5. The ground and sandbox allow for drainage.				
6. The area has no trampolines, teeter-totters, belt swings, single-chain tire swings, or enclosed tunnel slides.				
7. Pets kept outdoors are permitted by governing regulations.				
8. Pet food and litter are stored out of children's reach. Only adults clean pet habitats.				
9. The sandbox is raked before use and covered when not in use to prevent animals from using it as a litter box.				
10. Children wear helmets while using tricycles and other riding toys. If helmets are shared, the helmet lining is wiped clean with a damp cloth after each use to remove any lice, nits, or fungal spores.				
11. Storage sheds are locked.				
12. A first-aid kit and charged cell phone are accessible.				

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INSTALLED EQUIPMENT AND STRUCTURES

Standard	Met	Not met	Date	Notes
1. Play structures 30 inches or lower in height are at least 6 feet apart; taller play structures are at least 9 feet apart.				
2. Play structures are securely anchored to the ground and free of sharp edges, rust, rot, cracks, peeling paint, and protruding nails and bolts.				
3. Elevated surfaces such as platforms have guardrails.				
4. Infant swings are fully enclosed and have seat belts.				
5. Toddler swings are “bucket-shaped.”				
6. Infant and toddler swings have a 48-inch fall zone.				
7. Preschool swings have a single axis (known as to-fro) and S-hooks used in suspension are closed completely.				
8. Preschool swings are suspended a minimum of 12 inches off the ground.				
9. Preschool swings and play equipment have a 6-foot fall zone.				
10. Cushioning material such as wood chips, mulch, or sand is under and around play equipment, according to the depth specified for each type of equipment by the US Consumer Product Safety Commission (an average of 10–12 inches).				
11. Climbers are no more than 60 inches high.				
12. Play equipment and surfaces accommodate children with special needs, including those who use walkers and wheelchairs				

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