



# YES FOR EARLY SUCCESS

## DAILY CHECKLIST

<b>Center/Site</b>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%; border: 1px solid black; padding: 5px;"><b>Teacher</b></td> <td style="width: 55%; border: 1px solid black; padding: 5px;"><b>Week of</b></td> </tr> </table>	<b>Teacher</b>	<b>Week of</b>
<b>Teacher</b>	<b>Week of</b>	

Designate one person to check the classroom daily or designate days for each person. Check off each of the items below and initial each day.

Date	MON	TUE	WED	THUR	FRI
<b>Indoor</b>					
Adequate soap and paper towels are available.					
All floors are mopped/vacuumed.					
Inside classroom and hallway area is clean and free of debris.					
Cabinets are kept closed and latched.					
Personal belongings of staff, volunteers, and visitors are always out of children's reach.					
Emergency Medications are unlocked, out of reach of children, and readily accessible in First Aid backpack. Controlled substances must be counted by two staff members weekly and recorded.					
Hazardous materials or chemicals, sanitizer, sharp objects, and medications are stored high and out of reach of children or in locked cabinets. Disinfectant must be in a locked cabinet.					
<b>Outdoor</b>					
Garbage and dangerous litter (animal feces, trash, cigarettes, needles, nesting insects and birds), including debris in surfacing material is removed.					
All outside perimeter fence line and gates are secured and checked every time the students go outside.					
Indoor and outdoor areas are free of tripping hazards.					
Connectors on the equipment are tight, secure, and not broken.					
No cable, ropes, broken glass, appliances, sharp objects, lawn, or gardening equipment are accessible to children.					
No sharp nails, protrusions, screws, rusty wire, chipped paint, cracks, splinters in the play area, play structure, fence, or gates.					
Surfacing under swings and climbing structures is redistributed to ensure 9" – 12" of depth.					
Bicycle helmets are clean and readily available.					
<b>Staff initial</b>					

**Keep all Daily Classroom Safety Checklists in an easily accessible file or binder for the program year.**