



CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG RURAL HEAD START
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3703

Daily Health / Safety Checklist

HS Performance Standards
1304.53(a)(7), (a)(10)(iii), (iv), (viii), (xi), (xiv); (b)(1)(vi); (2);

Week of: _____

Instructions: Conduct this health and safety check list the **first thing** each morning and before the children arrive. Initial **ONLY** when checklist is completed. **Report any unsafe conditions to the Director/Lead Teacher immediately.** Get any supplies you need from the maintenance closet or the Resource Room before children arrive.

Checklist	Mon	Tues.	Wed.	Thurs.	Fri.	Comments
1. Exits marked and/or illuminated.						
2. Traffic areas and exits are not blocked.						
3. Soap/paper towels full.						
4. Check playground for trash, debris, rodents, splinters.						
5. Sand boxes covered & cleaned.						
6. All electrical outlets are covered.						
7. Electrical cords are in good repair and kept so children will not trip on them.						
8. Opened mini blind cords are out of children's reach.						
9. Cleaning materials are kept in locked designated area at all times.						
10. Small sharp objects (paper clips, staples, thumb tacks, push pins, straight pins needles, etc.) are kept out of children's reach.						

11. Refrigerator / Freezer temperature checked/ documented.						
12. Ensure that all medication is under lock and key at all times and properly labeled.						
13. Ensure that all medications are under lock and key at all times and all medications are labeled correctly.						
14. Toys are cleaned/good condition/ have adequate supply.						
15. Copy of Daycare Licensing Emergency enrollment forms are in backpack.						
16. Ensure toilets are cleaned and sanitized.						
17. Temperature is pleasant						
18. Air out room						
19. Tables/counter tops/ sinks/ fountains are disinfected.						
20. Trash and garbage containers covered with liners in designated areas.						
21. Check flashlights						
22. Check First Aid Kits, check expiration dates.						
23. Ensure all doors and gates are unobstructed and are unlocked during program hours.						
24. Ensure all areas have been vacuumed, swept, and mopped.						
25. Mops are sanitized before and after each use.						
26. Carry trash out.						
STAFF INITIALS						
CHECKLIST	Mon.	Tues.	Wed.	Thurs.	Fri.	Comments

Revised 6/06
Updated 3-08