



Student Support Services  
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**TO:** Superintendents of School Districts Operating State-funded Pre-K Programs  
Pre-K Contacts in School Districts Operating State-funded Pre-K Programs

**FROM:** Betsy Kenney, Supervisor of Education Programs

**SUBJECT:** Prekindergarten Health and Safety Checklist

A school district that is operating a prekindergarten (Pre-K) program must follow uniform quality standards for Pre-K classrooms located in both school buildings and community-based organization (CBO) sites. The school district must ensure that facilities that house its Pre-K program are safe for the children in the program.

Subpart 151-1 of 8 NYCRR requires that:

- Districts conduct at a minimum one site visit to settings where the Pre-K program will be located prior to contracting for services;
- All buildings, premises, equipment, and furnishings used for Pre-K be safe and suitable for comfort and care of children and comply with the American with Disabilities Act (ADA) and be in good repair and sanitation;
- Except for NYC, buildings and classrooms on, and off, district grounds and operated by the school district meet NYS fire and building codes;
- Buildings and classrooms operated by eligible agencies meet all applicable fire and building codes and requirements of State or local licensing or registering agency; and
- Districts monitor compliance by collaborating CBOs with all fiscal and program requirements, assess student progress in the prekindergarten program, and shall correct any identified deficiencies.

To assist districts in fulfilling these obligations, the Office of Early Learning has developed a Health and Safety Checklist. Districts are encouraged to complete this checklist for each of its Pre-K sites annually, at a minimum. Districts may revise the checklist to include additional items that are relevant to its specific partnership(s). In addition, districts should develop plans to ensure that identified deficiencies are corrected and documented. The Health and Safety Checklist is available at [www.p12.nysed.gov/earlylearning/](http://www.p12.nysed.gov/earlylearning/).

Questions regarding this field memo may be directed to the Office of Early Learning by email at [oel@nysed.gov](mailto:oel@nysed.gov) or by phone at (518)474-5807.

New York State Education Department Office of Early Learning  
Health & Safety Checklist for Prekindergarten Program

Name of District: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Community Based Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name of Person Completing Form Title

**Records and Permits: The following records and permits should be on file in the community based organization.**

Item	Comments
A. <input type="checkbox"/> Sketch of indoor instructional space with dimensions, showing interest/activity areas	
B. <input type="checkbox"/> Sketch of outdoor space with dimensions showing placement of equipment, types of ground cover, fencing, etc.	
C. <input type="checkbox"/> Outside New York City – NYS Office of Children and Family Services permit or letter of exemption (required if children are in attendance 3 hours or more a day) (If licensed, omit E, F and G)  Permit #: _____ Expiration Date: _____	
D. <input type="checkbox"/> New York City Schools only – New York City Day Care Permit required (omit E, F and G)  Permit #: _____ Expiration Date: _____	
E. <input type="checkbox"/> Fire Inspection Report within the last 12 months Date: _____	
F. <input type="checkbox"/> Certificate of Occupancy Date: _____	
G. <input type="checkbox"/> Health Inspection Report Date: _____ (required if meals are prepared on site)	
H. <input type="checkbox"/> Staff Development Plan (postsecondary and in-service training including health and safety training)	
I. <input type="checkbox"/> Current (annual) physical and dental examination record for each child.	
J. <input type="checkbox"/> Proof of immunization status of each child as required by Public Health Law.	
K. <input type="checkbox"/> Child Nutrition Funding Source: CACFP _____ Vended through School _____ Other _____	

**Indoor Facility Checklist:**

Item	Yes	No	Comments
Classrooms and facilities used by children are well-maintained and clean.			
The classroom space allows for safe movement and activity for the number of children enrolled.			
The bathroom is immediately accessible and barrier free.			
Adequate supplies are available in the bathroom for handwashing to include individual paper towels, a pump dispenser for soap and warm running water.			
There are no hazards apparent in the classroom such as dangling electrical/phone cords, space heaters, tripping hazards, worn equipment or peeling paint.			
All classroom learning areas can be adequately supervised by staff.			
Hazardous materials such as cleaning supplies are stored in a locked cabinet or out of the reach of children.			
There is appropriate staffing in each classroom; minimally 1 teacher and 1 paraprofessional for classes up to 18 students or 1 teacher and 2 paraprofessionals for classes of 19 or 20 students.			

**Outdoor Facility Checklist:**

Item	Yes	No	Comments
Outdoor play area provides adequate space for children to play safely.			
Outdoor play area provides age- appropriate equipment for different abilities.			
Materials and play equipment used by the children must be sturdy, free from rough edges and sharp corners.			
There must be a cushioned surface under all outside play equipment that present a fall hazard. Surfacing may not include concrete, asphalt, grass or other hard compacted dirt.			
Equipment must be in good repair and be placed in a safe location.			

Item in Need of Action	Action Plan for Compliance	Target Date	Date Completed