

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. Sketch of indoor instructional space with dimensions, showing interest/activity areas	
B. Sketch of outdoor space with dimensions showing placement of equipment, types of ground cover, fencing, etc.	
C. 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. New York City Schools, only – New York City Day Care Permit required (omit E, F, and G) Permit #: _____ Expiration Date: _____	
E. Fire Inspection Report within the last 12 months Date: _____	
F. Certificate of Occupancy Date: _____	
G. Health Inspection Report Date: _____ (required if meals are prepared on site)	
H. Staff Development Plan (postsecondary and in-service training including health and safety training)	
I. Current (annual) physical and dental examination record for each child.	
J. Proof of immunization status of each child as required by Public Health Law.	
K. 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