



# **Safety and Quality Checklists**





# Indoor Safety Checklist

Date: \_\_\_\_\_ Name(s) of Safety Checkers: \_\_\_\_\_

Location: \_\_\_\_\_

Note, whenever attention is needed, provide a copy to the school administration.

OK    Attention    -Safety Standards-  
\_\_\_    Needed    \_\_\_\_\_

- \_\_\_    The room is free of clutter.
- \_\_\_    Furnishings are in good repair.
- \_\_\_    There are no sharp edges or splinters.
- \_\_\_    The room contains no highly flammable furnishings.
- \_\_\_    There is adequate space for children to play.
- \_\_\_    Storage units are stable.
- \_\_\_    Children are protected from hazardous chemicals and equipment.
- \_\_\_    Floors are dry.
- \_\_\_    Rugs do not slip.
- \_\_\_    Exits are marked and free of obstructions.
- \_\_\_    There is adequate adult supervision, at least 1 adult to 15 children.
- \_\_\_    Staff interact with children rather than each other.
- \_\_\_    Smoke detectors, and exit lights are in working order.
- \_\_\_    Electrical wires are not frayed and cords do not pose a hazard.

## Outdoor Safety Checklist

OK    Attention    -Safety Standards-  
\_\_\_    Needed    \_\_\_\_\_

- \_\_\_    Equipment is free of splinters and sharp edges.
- \_\_\_    There is adequate impact absorbing material under equipment.
- \_\_\_    There are safety zones around swings where no one walks.
- \_\_\_    No objects are under or around where children might fall.
- \_\_\_    There are no observable safety hazards, such as glass, or debris.
- \_\_\_    There is adequate outdoor space for safe active play.
- \_\_\_    Bolts, and nuts on equipment are fastened and do not stick out.
- \_\_\_    Equipment is free of rust or chipped paint.
- \_\_\_    Equipment is sturdy and securely affixed to the ground.
- \_\_\_    The area is fenced.
- \_\_\_    Children are protected from traffic, strangers and possible hazards.
- \_\_\_    There is adequate adult supervision, at least 1 adult to 15 children.
- \_\_\_    Staff interact with children rather than each other.

## Indoor Environment Quality Checklist

- Floor plan for interior environment design is up to date.
- Adequate space for **active, creative, dramatic, quiet, socializing and enrichment activities.**
- Space promotes **well-being.**
- Space is **cleaned** and maintained.
- Space is **divided** into areas: **active play, eating, large & small groups, creative, games, blocks, dramatic, and reading.** All spaces are labeled with signs.
- The space is **organized:** Messy by the sink on an easy to wash floor, materials organized by type.
- Storage space** is adequate and convenient.
- Children can get out and put away** materials by themselves.
- Furniture** is kid size.
- Space reflects work and interests of children:** art work, diverse posters, kids personalize space.
- There are **soft comfortable places** for relaxation.
- Dramatic play area contains: **multi-cultural puppets, multi-cultural food and dishes, multi-cultural menus, dress up clothes, cash register, plus a rotating prop box that changes every week.**
- Art area contains **“how to draw” and other art books, everyday art supplies, and occasional art supplies such as glitter, play dough, and painting.**
- Games area contains **math games and games designed for younger and older children.**
- Fine motor skill area (construction zone) contains **blocks, carpets, and rotating supplies that changes every week.**
- Science area contains **science books, science art (rubbing plates), anatomy guy, magnets, magnification,**
  - x-ray films, globe, scale, and a variety of animals from different habitats.**
- Home-like/homework area contains **a CD player with quiet music, soft/camp chairs, carpet, books, and a tent/solo spot.**
- Snack area contains **tablecloths, centerpieces, ice water, and serving utensils.**

## Outdoor Environment Quality Checklist

- Each child has a chance to play outdoors for at least 30 minutes out of every three-hour block of time at the program.
- Children can use a variety of outdoor equipment and games for both active and quiet play. Storage areas are kept open so children may select equipment. Equipment is stored close to the outdoor space.
- Permanent playground equipment is suitable for the sizes and abilities of all children. Equipment offers varied levels of challenge. Younger children can reach most climbing structures. Equipment is available for children with disabilities.
- The outdoor space is suitable for a wide variety of activities. Children can run, jump, and play. There is a protected area for quiet play and socializing. There is a large ball field area. There are hard surfaces for basketball, roller-skating and bike riding.



## Activities Quality Checklist

- Routine provides **stability w/o rigidity**.
- Children can get a drink or **use bathroom w/o waiting** for group.
- When children arrive, they are given **time to adjust**.
- There is **little waiting** for an activity to start. Children rarely move in a large group or line.
- Children spend most of the time in **activities of their choice**.
- There are daily opportunities and materials for **active** physical play.
- There are daily activities and materials for **quiet** activities and socializing.
- There are daily opportunities and materials for **enrichment** activities.
- Materials are in **good repair**.
- There are **enough materials** for the number of children.
- Materials are **developmentally appropriate**: books of different reading levels, simple and complex board games, and materials that can be used in many ways by all ages - **paint, clay, blocks, dress up clothes**.
- Materials reflect **diversity** (ethnic & special needs): **posters w/ non-stereotypic roles, music, books**.