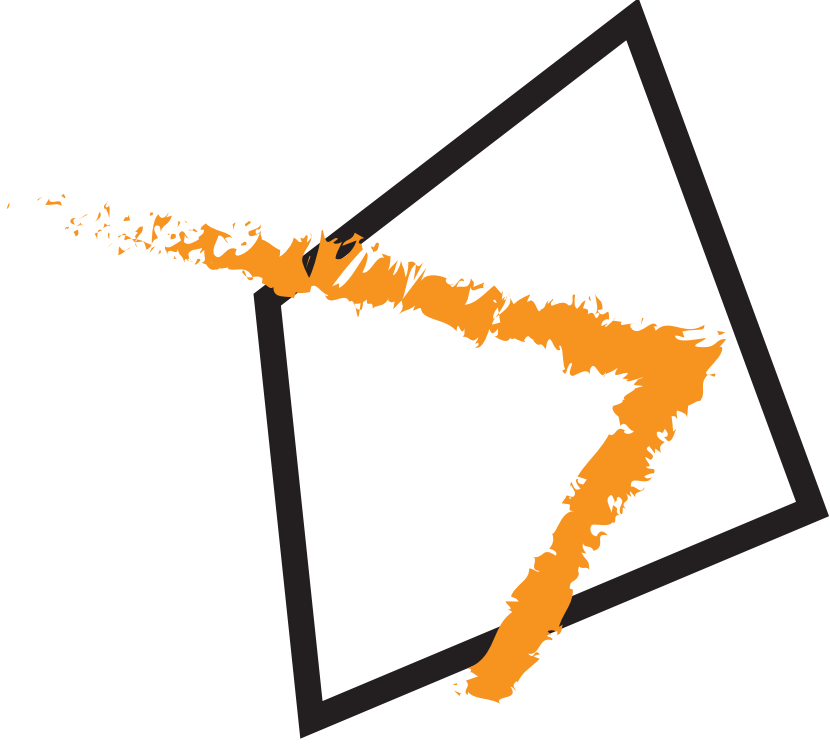


Head Start Health & Safety Screener and WV Universal Pre-K Health & Safety Checklist Crosswalk



West Virginia DEPARTMENT OF
EDUCATION



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Background

Healthy and safe environments are foundational of a quality early childhood program. The WV Universal Pre-K Health and Safety Checklist was developed to assist county collaborative early childhood teams in ensuring healthy and safe environments in all universal pre-k classrooms. The checklist was developed through the work of a comprehensive stakeholders group, which was comprised of early childhood experts from Head Start, county school systems, child care, and state policy leaders from across the state to meet state and federal requirements. WV Universal Pre-K is a highly collaborative program, which requires integrated policies and procedures to ensure high quality. The WV Universal Pre-K Health and Safety Checklist is an example of integration of state and federal policies and procedures.

This document serves as a crosswalk between the Head Start Health and Safety Screener and the WV Universal Pre-K Health and Safety Checklist. This crosswalk has been developed as a resource for county collaborative teams, Head Start Grantees, and other related partners. It illustrates how all content from the Head Start Health and Safety Screener are contained within the WV Universal Pre-K Health and Safety Checklist for classrooms serving pre-school age children.

The WV Universal Pre-K Checklist must be completed annually in all WV Universal Pre-K Health and Safety Checklist classrooms within the first 45 calendar days of each school year in accordance with WVBE Policy 2525. Please refer to the WV Universal Pre-K Health and Safety Checklist document for completion, submission, and required follow-up procedures.

**Please note, per the Head Start Health and Safety Screener: The Head Start Health and Safety Screener (and/or the WV Universal Pre-K Health and Safety Checklist) does not include all applicable Head Start Performance Standards, nor do they cover every possible health and safety concern or replace each Head Start grantee's responsibility to ensure on-going compliance with local, state, and federal health and safety requirements.*

Head Start		WV Universal Pre-K Health & Safety Checklist Area				
Screener Area	Screener Item	INDOOR ENVIRONMENT	OUTDOOR ENVIRONMENT	SUPERVISION	HEALTH & SAFETY PROCEDURES	TRANSPORTATION
Facilities	All areas are safe, clean, and free from pests.	Item 2 Item 4				
	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	Item 10 Item 11				
	Lighting is sufficient and adequate for all classroom activities.	Item 9				
	Emergency lighting is available in case of a power failure.	Item 10				
	Fire extinguishers are available, accessible, tested, and serviced regularly.	Item 13				
	Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located and tested regularly.	Item 14 Item 15				
	Current child care, health, fire, and other applicable licenses and inspection certificates are current.				Items 1 a-f	
	All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	Item 1	Item 1	Item 1		
	All playground areas are visible to supervising adults.		Item 4			
	Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.				Item 19	

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Screener Area	Screener Item	INDOOR ENVIRONMENT	OUTDOOR ENVIRONMENT	SUPERVISION	HEALTH & SAFETY PROCEDURES	TRANSPORTATION
Facilities	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	Item 4 Item 5 Item 6 Item 7				
	Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	Item 16 Item 17				
	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.				Item 11	
	Garbage is stored in a safe and sanitary manner to prevent contamination.	Item 8				
	Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).				Item 27	
	Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	Item 6	Item 3			
	Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	Item 5				
	Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	Item 20				
	Children are protected from any hazards posed by classroom or family child care pets.				Item 29	

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Screener Area	Screener Item	INDOOR ENVIRONMENT	OUTDOOR ENVIRONMENT	SUPERVISION	HEALTH & SAFETY PROCEDURES	TRANSPORTATION
Facilities	Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	Item 19				
Equipment and Materials	Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	Item 2	Item 6			
	Medication is properly stored and labeled and is not accessible to children.				Item 22 Item 23	
	Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.				Item 25	
	All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).				Item 26	
	Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.				Item 14 Item 15 Item 16	
	No firearms or other weapons are accessible to children.				Item 25	
Policies and Procedures	A sign-in/sign-out system is used to track those who enter and exit the facility.			Item 6		
	Policies and procedures ensure children are released only to authorized adults.			Item 5		
	Procedures are in place to ensure children are safe when they are unexpectedly absent, and the parent has not contacted the program.					Item 6
	Agency policies and procedures protect children with allergies from known allergens.				Item 12	

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Policies and Procedures	Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.				Item 4 Item 6 Item 7	
	Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.				Item 14 Item 15	
	Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.				Item 17	
	Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.			Item 5		
	Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.				Item 13	
	Staff notify parents when children are sick or injured.				Item 18	
	Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	Item 4	Item 2			
	A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	Item 3				

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Policies and Procedures	Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (c) disclosure without parental consent.				Item 16	
Active Supervision	Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.			Item 2 Item 3		
	Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).		Item 4 Item 12 Item 13			
	Constant and active supervision is maintained when any child is in or around water.			Item 2 Item 3		
	Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.			Item 7		
	Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.			Item 1 Item 2 Item 3		
	Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.			Item 1 Item 2 Item 3 Item 4		

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Screener Area	Screener Item	INDOOR ENVIRONMENT	OUTDOOR ENVIRONMENT	SUPERVISION	HEALTH & SAFETY PROCEDURES	TRANSPORTATION
Human Resources	All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.				Item 20	
	All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.				Item 2.a.	
	Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.				Item 2.a.	
	All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.			Item 7		
	All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.				Item 3	
	Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.				Item 4	

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Screener Area	Screener Item	INDOOR ENVIRONMENT	OUTDOOR ENVIRONMENT	SUPERVISION	HEALTH & SAFETY PROCEDURES	TRANSPORTATION
Human Resources	All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.				Item 8 Item 9 Item 10 Item 11 Item 24	
Transportation	Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).					Item 1
	Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.					Item 5 Item 8
	Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.					Item 2
	All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.					Item 3
	Children are seated using age, height and weight appropriate child passenger safety systems.					Item 3
	Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.					Item 4.a-h.

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Transportation	Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.					Item 4.a-h. Item 5
	Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.					Item 9
	Bus monitors and drivers have current information about individuals authorized to pick up the children.					Item 7
	Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.					Item 5
	Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.					Item 10
	Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.					Item 8