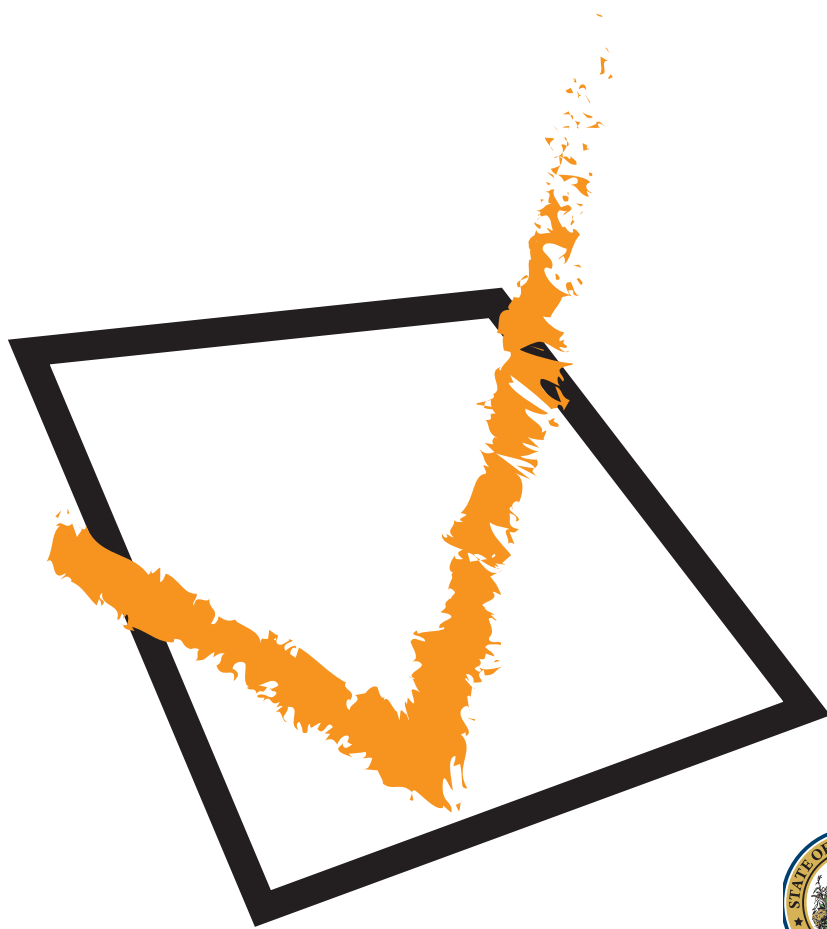


# West Virginia Universal Pre-K Health and Safety Checklist



West Virginia DEPARTMENT OF  
**EDUCATION**

West Virginia Early Care and Education

**WVDE**



**WVDHHR**



# WV Universal Pre-K Health and Safety Checklist

## Overview

The WV Universal Pre-K Health and Safety Checklist was designed to assist county collaborative early childhood teams in ensuring healthy and safe environments in all universal pre-k classrooms. This checklist was developed through the work of a comprehensive stakeholders group, which was comprised of early childhood experts in universal pre-k programs from across the state to meet state and federal requirements. The WV Universal Pre-K Health and Safety Checklist must be completed each year within 45 calendar days of the first day of the school year.

The county collaborative early childhood team will determine the composition of the observation team and the schedule for completion in each classroom. Each observation team must include a minimum of two observers. Classroom staff are encouraged to utilize the WV Universal Pre-K Health and Safety Checklist to assess their environment throughout the year; however, the observation team designated to complete the WV Universal Pre-K Health and Safety Checklist within the first 45 days of school may not include staff from the classroom being observed. One member of each classroom observation team must enter results from the WV Universal Pre-K Health and Safety Checklist into the online observation platform, which is located on the ELRS: Pre-K. The observation team member designated to enter results from the Health and Safety Checklist must have access to the ELRS: Pre-K, which is located at <https://wvde.state.wv.us/apps/elrs/>.

Results from each health and safety checklist will assist county collaborative early childhood core teams in determining necessary changes, follow-up, and information for the continuous quality improvement process. Information must be shared with the classroom administrator and staff within ten days of the observation.

# WV Universal Pre-K Health and Safety Checklist

## Instructions for Use

1. The county collaborative early childhood core team will determine members of the observation team and schedule to ensure that the WV Universal Pre-K Health and Safety Checklist is completed in each pre-k classroom within 45 calendar days of the first day of the school year.
2. Each observation team will conduct assigned observations and complete the WV Universal Pre-K Health and Safety Checklist on the scheduled date. The team may utilize paper or electronic copies of the WV Universal Pre-K Health and Safety Checklist during the observation. The final report must be entered into the One member of each classroom observation team must enter results from the WV Universal Pre-K Health and Safety Checklist into the online observation platform, which is located ELRS: Pre-K.
3. To complete the WV Universal Pre-K Health and Safety Checklist:
  - a. Mark yes or no in the space provided to answer each question on the checklist.
  - b. If a question is answered no, a comment must be included on the checklist.
  - c. Address any items requiring immediate attention with the classroom administrator and/or teacher prior to exiting the building.
4. Enter results on the ELRS: Pre-K- WV Universal Pre-K Health and Safety Checklist. All questions marked no must include comments.
  - a. Place a checkmark in the box in the section titled, Immediate Follow-up: Requirement/Action if there were items requiring immediate attention. Include notes for items requiring immediate follow-up with the classroom administrator and/or teacher prior to exiting the building.
  - b. Place a checkmark in the box in the section titled, Corrective Action Plan if corrective action is necessary.
  - c. Print a copy of the completed online WV Universal Pre-K Health and Safety Checklist to review with the classroom administrator and staff.
5. Complete a debriefing meeting within ten days of the observation to review results from the WV Universal Pre-K Health and Safety Checklist with the classroom administrator and staff.
6. Each debriefing meeting participant should sign the WV Universal Pre-K Health and Safety Checklist in the section titled, Debriefing Meeting Participants.
7. Complete a WV Universal Pre-K Health and Safety Observation Corrective Action Plan to address any items requiring changes or follow-up during the debriefing meeting.

# WV Universal Pre-K Health and Safety Checklist

School:	Classroom:	Date of Completion:
Administrator:	Teacher:	Assistant Teacher:
Observer:	Observer:	Observer:

## Indoor Environments

Requirement	Yes	No	Comments
1. There are 35 square feet of usable space per child.			
2. Equipment, toys, materials, and furniture are safe, and age and developmentally appropriate.			
3. Toys are cleaned and sanitized routinely and as needed.			
4. Indoor premises are inspected prior to each use by children. Premises are kept free of undesirable and hazardous materials and conditions.			
5. Child accessible electrical outlets have covers, are tamper resistant, or have safety plugs.			
6. Indoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides as well as soil and water pollutants.			
7. Children are protected from potential hazards presented by windows and glass doors, including falls and breakage.			
8. Trash is stored in a safe and sanitary manner to prevent contamination.			

Requirement	Yes	No	Comments
9. Lighting is sufficient and adequate for all classroom activities.			
10. Emergency lighting is available in case of power failure.			
11. Exits are illuminated and clearly marked.			
12. Emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.			
13. Fire extinguishers are available, accessible, and tested and serviced regularly.			
14. Smoke detectors are installed, properly located, and tested regularly.			
15. Carbon monoxide and radon detectors are installed and properly located, or the building was built after 1993. (Go to <a href="http://cfoc.nrckids.org/StandardView/5.2.9.5">http://cfoc.nrckids.org/StandardView/5.2.9.5</a> for further information on carbon monoxide and radon detectors.)			
16. Supplies including toilet paper, hand soap, and towels are available and accessible.			
17. Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use.			
18. One flush toilet and one lavatory are provided per 15 children.			

Requirement	Yes	No	Comments
19. Clean, sanitary drinking water is readily accessible in indoor and outdoor areas throughout the day.			
20. Age appropriate rest time opportunities are provided daily.			
21. The rest area is set up to reduce distractions or disturbances from other activities.			
22. Appropriate sleeping equipment is provided by the program.			
23. Children are not permitted to sleep on the floor in sleeping bags or linens without mats or cots.			

## Outdoor Environment

Requirement	Yes	No	Comments
1. There is a minimum of 75 square feet of usable outdoor space per child.			
2. Outdoor premises are inspected prior to each use by children and are kept free of undesirable and hazardous materials and conditions (e.g. body of water, roads, parking lots, or other hazards).			
3. Outdoor environments are free of mold and pollutants, including smoke, lead, pesticides and herbicides as well as soil and water pollutants.			
4. All playground/gross motor areas are easily supervised by adults.			

Requirement	Yes	No	Comments
5. An hour of outdoor time is provided daily, weather permitting. An hour of indoor gross motor is provided during inclement weather.			
6. Outdoor equipment is age appropriate to support the curriculum and physical development. All equipment is in good repair and meets Consumer Product Safety Commission requirements.			
7. Fall zones under playground equipment meets National Playground Safety regulations. <a href="http://www.cpsc.gov/en/Media/Documents/Safety-Education/Safety-Guides/Sports-and-Recreation/Playground-Safety/325/">http://www.cpsc.gov/en/Media/Documents/Safety-Education/Safety-Guides/Sports-and-Recreation/Playground-Safety/325/</a>			
8. Outdoor play areas include enclosure on all sides by a natural barrier or secure fence that is at least four feet high.			
9. Fence or barrier have no openings greater than 3 ½ inches, including space from the ground.			
10. Natural barriers present have the strength and density to prevent humans and animals from entering or exiting the playground.			
11. If attached to a building, the barrier or fence provides at least two exits from the play area, including one exit that is at a distance from the building.			
12. When the playground has an exit that does not lead directly indoors, it is protected by a gate equipped with a closure mechanism.			
13. The closure mechanism is out of the reach of small children and prevents children from leaving the play area, but can be easily opened by an adult.			

## Supervision

Requirement	Yes	No	Comments
1. There are no more than twenty children in the classroom.			
2. Children, including sleeping children, are supervised by staff at all times.			
3. Two adults, one of whom is a teacher, are present at all times when pre-k children are on the premises. (This includes meals, rest, and outdoor times.)			
4. There are no more than nine children present with an IEP; if there are ten children with an IEP, there are three staff persons present. (including children with speech only IEPs).			
5. Staff are trained on implementation of policies to ensure children are released only to a parent, legal guardian, or other formally designated individual.			
6. A sign-in/sign-out system is used to track those who enter and exit the facility			
7. All regular volunteers have been screened according to program policy and have completed volunteer training.			
8. There are daily opportunities for children to have supervised practice of brushing teeth.			
9. Staff maintains proper oral health hygiene procedures with special consideration to technique, replacement of toothbrushes, cross contamination, and proper storage.			
10. 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 transition and prior to departure)			



## Health and Safety Procedures

Requirement	Yes	No	Comments
1. Required license and inspection certificates are current and posted in relevant areas.			
a. Health Department			
b. Fire Marshal			
c. Child Care Center License			
d. Food Service			
e. Board of Risk Management			
f. Other- Please list:			
2. All staff have:			
a. Comprehensive background checks			
b. Initial health exam.			
c. TB screenings.			

Requirement	Yes	No	Comments
3. All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.			
4. Direct service staff are trained in first aid/CPR.			
5. Staff are trained in medication administration. (including the special needs of children with health issues).			
6. Staff are trained in response to specific medical emergencies, including asthma and allergies.			
7. Staff are trained to protect children in emergencies (e.g. natural disasters, community violence, intruders, attempted removal of a child by an unauthorized adult or adult who appears intoxicated).			
8. Staff are trained in using standard or universal precautions and proper hand-washing techniques.			
9. Staff members and children follow best practices for handwashing throughout the day, including washing with soap and warm running water for at least 20 seconds.			
10. Universal Precautions are followed while assisting with toileting and diaper-changing, when administering first aid and during tooth brushing.			
11. Toilets and diapering areas are separated from areas used for food preparation, service, eating, and equipped with sanitizing supplies for exclusive use in the area (if providing meal service in classroom).			
12. Policies and procedures protect children with allergies from known allergens.			

Requirement	Yes	No	Comments
13. Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.			
14. A current parent/guardian and emergency contact list is maintained.			
15. Staff carries parent/guardian and emergency contact list outside of classroom, including field trips and during evacuations.			
16. Procedures are in place to protect confidentiality of any personally identifiable information in child records, including (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (c) disclosure without parental consent.			
17. Emergency supplies, including a first aid kit, are accessible at all times, including during field trips and evacuations.			
18. Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department, as necessary.			
19. Staff notifies parents/guardians when a child is sick or injured.			
20. All staff ensure that all guidance and behavior management is educational in nature and provides positive guidance that is appropriate for each child's age and development.			
21. Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities.			

Requirement	Yes	No	Comments
22. Student health and medical information and conditions are accessible only to necessary staff in a manner that no one can view these records without proper authorization. (In accordance with W.Va.126CSR94, WV Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data)			
23. Medication is properly stored, labeled, and is not accessible to children.			
24. All required medication documentation is completed by parent and physician and properly maintained.			
25. Universal precautions are used for exposure to blood and bodily fluids that might contain blood.			
26. Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children. No firearms or other weapons are accessible.			
27. 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).			
28. Children and staff are protected from potential injuries from heating and cooling systems; including burns from hot water. (water should not exceed 120 degrees)			
29. Plastic bags, Styrofoam, balloons, and other hazardous materials are stored out of reach of children and utilized with adequate supervision.			

Requirement	Yes	No	Comments
30. No classroom pets are present without prior parent awareness and approval. Classroom pets pose no hazards to children.			
31. There are no ferrets, birds, reptiles, including snakes, lizards and turtles, or any wild or dangerous animals on the premises.			

## Transportation

Requirement	Yes	No	Comments
1. Program vehicles are properly equipped (e.g. 2-way communication, labelled and charged fire extinguisher, labelled First Aid kit, seat belt cutter, reverse beeper, etc.)			
2. Vehicles used for child transportation are registered and inspected per local, state, and federal regulations.			
3. Programs in collaboration with Head Start utilize appropriate age and weight child passenger safety systems unless the Head Start grantee holds a current waiver. All auxillary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.			
4. Bus monitors and drivers have been trained on:			
a. Supervision of young children			
b. Segregated seating for pre-K children on county operated school buses.			
c. Child boarding and exiting procedures			

Requirement	Yes	No	Comments
d. Appropriate pick-up and drop-off procedures			
e. Emergency response			
f. Evacuation procedures			
g. Use of child passenger safety system (if applicable)			
h. Health-care plans/medical emergency procedures for students, as applicable (e.g. use of epi-pens).			
5. Drivers and bus monitors complete pre- and post-trip vehicle checks, including complete interior inspections to ensure that no child is ever left on a vehicle and to ensure the vehicle is in safe operating condition. A log of daily inspections are maintained and on file.			
6. At each site where bus transportation is provided, a designated person follows-up with the family of any child who is not present or accounted for each day within an hour of arrival time.			
7. Bus monitors and drivers have current information about individuals authorized to pick up children. Transportation incidents are reported to appropriate staff.			
8. Bus drivers possess CDL licenses with passenger endorsement and meet all other health, training, and safety qualifications prior to transporting children.			
9. Bus routes are planned to minimize the time children are in transit, preventing vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.			

Requirement	Yes	No	Comments
10. 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.			
11. Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartments are properly stored and secured.			

## Follow-up (Check all that apply)

☐ Immediate Follow-up: Requirement/Action

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☐ Corrective Action Plan (Completed by County Collaborative Early Childhood Team, Classroom Administrator, Classroom Staff- Attach WV Universal Pre-K Health and Safety Observation Corrective Action Plan to the signed copy of the WV Universal Pre-K Health and Safety Checklist).

