

Enter Classroom Safety Checklist Every Friday

STEP 1

- Log in to Child Plus
- Management tab
- Internal Monitoring
- Click add new monitoring record
- Select Daily Classroom Safety Checklist - Teachers/Teaching Assistants, click ok
- Site - Choose your site
- Classroom - Choose your classroom
- Actual, First box- click on date and Third box - click on your name
- Click the clock, which will time stamp your entry

STEP 2

- Click on Monitoring Results Tab (by General). Click enter results.
- Read through indicators so you are familiar with them. If met, click save changes. (top right hand corner).

Please note:

- If something is not-met, click on the drop down menu and select the appropriate choice and add notes. If it is urgent, let your Family Service Worker/Advocate know, so they can submit a work order.
- Save changes (top right hand corner).

Indicator #	Indicator	Result	Notes
1	Children supervised at all times. If no, immediately call Head Start Director.	Met	
2	Daily Health Check completed for each child/Daily Health Check List completed as needed.	Met	
3	Head count poster placed in a visible location in classroom.	Met	
4	Daily Classroom Safety Checklist Monitoring Form (Calendar) is completed and initialed weekly.	Met	
5	Exits and/or evacuation routes are clearly marked and visibly posted.	Met	
6	Emergency Flip Charts are clearly posted.	Met	
7	Teaching staff follow set expectations regarding brief absences of no more than five minutes.	Met	
8	A well-supplied first-aid kit is available, accessible to staff, and out of reach of children. If in a cabinet, sign posted at location.	Met	