

# CLASSROOM SAFETY CHECKLIST MONITORING FORM

Site: \_\_\_\_\_

**DAILY:** Perform Classroom Safety Checklist. If there are no concerns (the checklist is met), place your initials on the day on the calendar. If there is a concern (not met), complete a ChildPlus Classroom Safety Checklist immediately. The ChildPlus Checklist will require action by the Safety Specialist.

**WEEKLY:** Perform Classroom Safety Checklist in ChildPlus on the last workday of the week. If there is an urgent concern (Not Met URGENT), note it on the ChildPlus Classroom Safety Checklist in Child Plus, and let your Family Service Worker/Advocate know.

**Daily Classroom Safety Checklist Monitoring Form must be VISIBLY POSTED AT ALL TIMES**

August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# CLASSROOM SAFETY CHECKLIST MONITORING FORM

Site: \_\_\_\_\_

**DAILY:** Perform Classroom Safety Checklist. If there are no concerns (the checklist is met), place your initials on the day on the calendar. If there is a concern (not met), complete a ChildPlus Classroom Safety Checklist immediately. The ChildPlus Checklist will require action by the Safety Specialist.

**WEEKLY:** Perform Classroom Safety Checklist in ChildPlus on the last workday of the week. If there is an urgent concern (Not Met URGENT), note it on the ChildPlus Classroom Safety Checklist in Child Plus, and let your Family Service Worker/Advocate know.

**Daily Classroom Safety Checklist Monitoring Form must be VISIBLY POSTED AT ALL TIMES**

<b>February 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

<b>March 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>April 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<b>May 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>June 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# DAILY CLASSROOM SAFETY CHECKLIST MONITORING FORM GUIDELINES

Site: \_\_\_\_\_

**1. Children supervised at all times.**

**IF NO – URGENT. COMPLETE UNSUPERVISED CHILD CHECKLIST IMMEDIATELY.**

**2. Attendance Board used daily to monitor classroom attendance.**

**3. Daily Health Check completed for each child/Daily Health Check List completed as needed.**

**4. Teacher and TA follow expectations set for 5 minute absence from classroom.**

**5. Safety Covers are present on all electrical plugs and outlets in areas inside the classroom that are used by children.**

**6. Toys and surfaces in the classroom are cleaned daily with the ISD/Center approved and provided cleaner and all hazardous materials are kept out of reach of children.**

**7. A well-supplied first-aid kit is available, accessible to staff, and out of reach of children.**

**8. Emergency lighting/flashlight available and working properly.**

**9. Exits and/or evacuation routes are clearly marked and visibly posted.**

**10. Toilets and handwashing 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.**

**11. Toys and materials are stored in a "safe and orderly fashion" in their assigned places. Classroom is orderly and free of clutter.**

**12. Head count poster placed in visible location in classroom.**

**13. Daily Classroom Safety Checklist Monitoring Form (Calendar) is completed and initialed daily.**

**14. Toys, materials, and furniture are safe, durable, and in good condition.**

**15. Emergency Flip Charts are clearly posted.**

**16. The following areas are clean and free of dirt and debris: carpets, floors, furniture, toys, materials, counters and shelves, sinks and bathrooms.**

**17. Garbage and trash is stored in a safe and sanitary manner that does not allow for easy access by children and there is no evidence of pests.**