



Christian Schools of Florida Health and Safety Checklist For License Exempt Early Childhood Programs

DATE: _____ **SCHOOL:** _____

This Early Childhood Program has completed the following Health and Safety Checklist based on the CSF Early Childhood Strand #7, and has been inspected by an approved member of Christian Schools of Florida.

Disclaimer: Compliance with this checklist does not release provider from liability, nor does it imply that Christian Schools of Florida may be held liable for any incidents that may occur.

<input type="checkbox"/> Staff-To-Child Ratios/Supervision Provider maintains required staff-to-child ratios at all times.	<input type="checkbox"/> Transportation and Field Trip Permission <input type="checkbox"/> Not Applicable Provider meets requirements for transportation and field trips, if applicable.
<input type="checkbox"/> Physical Environment The facility is kept clean, in good repair and free of hazards.	<input type="checkbox"/> Child Discipline Developmentally appropriate disciplinary practices are used and communicated to parents or guardians.
<input type="checkbox"/> Bedding and Napping <input type="checkbox"/> Not Applicable Appropriate bedding is provided for each child and safety and sanitation measures are in place.	<input type="checkbox"/> Outdoor Play Areas Playground equipment is installed, maintained properly and kept in good repair.
<input type="checkbox"/> Toileting and Bathing Facilities Basins, toilets and bathing facility (if appropriate) and are kept in good working condition.	<input type="checkbox"/> Proper Handwashing Adequate handwashing procedures are followed for employees, volunteers and children.
<input type="checkbox"/> Fire Drills and Emergency Preparedness Safety drills are conducted as required and emergency preparedness procedures are in place.	<input type="checkbox"/> Diaper Area and Diapering Procedures <input type="checkbox"/> Not Applicable Diaper-changing area(s) are separate from food preparation and feeding area(s) and sanitation procedures are followed.
<input type="checkbox"/> Personnel Training Staff meets training and credential requirements.	<input type="checkbox"/> Background Screening and Certification Staff meets background screening and certification requirements.
<input type="checkbox"/> Medication Provider meets administration and documentation requirements for medication and allergies of children.	<input type="checkbox"/> Communicable Disease Control Processes and practices for sick children are in place.
<input type="checkbox"/> Record Keeping Record-keeping for emergencies and documentation procedures for accidents are in place.	<input type="checkbox"/> Food and Nutrition Children have access to safe drinking water and nutritional meals and/or snacks.

The Early Childhood Program of this school has been inspected according to the Health and Safety Requirements of Christian Schools of Florida. The status granted as a result of this inspection is as follows:

- Full Compliance
 - Substantial Compliance – Processes are currently underway to meet full compliance.
 - Non-Compliance – The school has 10 business days to comply and will be re-inspected on _____.
- (Date)

Signature of CSF Representative: _____ Date of Visit: _____

Early Childhood Program Health and Safety Checklist Data Sheet

This Data Sheet is to be prepared in advance by the school being inspected with documentation readily available to be verified by the CSF Representative

Name of School: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Select all Participating Programs:

- Gold Seal
- VPK # of Children: _____
- School Readiness # of Children: _____

Total Number of Children in Program:

- 0-12 MO. _____
- 12-24 MO. (K-1) _____
- 2 year olds (K-2) _____
- 3 year olds (K-3) _____
- 4 year olds (K-4) _____
- 5 year olds (K-5) _____

Most Recent Dates (as applicable):

- CSF Peer Team Review Visit _____
- CSF Health and Safety Inspection _____
- Local DCF or County EC Visit: _____
- Local DOH Visit: _____
- Local Fire Marshall Visit: _____
- Business Occupation License and/or Tax Exempt #: _____
- Radon Inspection (only 2 required – 1-1st yr./2nd within yrs. 2-5): _____

Head/Director of School/Program

- **Name:** _____
- **Level II Background Screening:** Expires: _____
- **Director's Credential:** Expires: _____
- **Staff Credential:** Expires: _____
- **Affidavit of Good Moral Character:** Expires: _____
- 10-clock hours of in-service training completed annually **30 hours for Gold Seal
- The director reports all suspected cases of child abuse/neglect to the Florida abuse hotline at **1-800-96-ABUSE**
- The school/program has a clear written plan that designates at least one contracted professional staff member to substitute for the director in case of an emergency and who has completed the state mandated DCF childcare training.
Name of substitute for Director: _____

If the Substantial or Non – Compliance box has been checked please explain below:

Name of CSF Representative (printed): _____ Date of Visit: _____

Representative's School: _____ Phone #: _____

Early Childhood Program Health and Safety Worksheet

Complete, scan and email all pages of this document to the CSF Early Childhood Director. A completed copy of this form must be provided to each family or posted in a visible, parent accessible location of the program site.

All CSF Early Childhood Programs must abide by the Health and Safety requirements defined in this worksheet.

Staff-To-Child Ratios and Supervision

- Minimum child-to-staff ratio standards are maintained at all times, including nap and playground.

<u>Age Group</u>	<u>Non VPK/Gold Seal</u>	<u>VPK/Gold Seal</u>	<u>Maximum Group Size</u>
Birth-12 mos.	4:1	4:1	8
13-24 mos.	6:1	4:1	8
2 year olds	10:1	5:1	10
3 year olds	15:1	9:1	18
4 year olds (PreK)	20:1	11:1	20
5 year olds (K)	20:1	12:1	24

- Direct supervision (within hearing and sight) is maintained at all times including naps, changing diapers, toileting, bathing, changing clothes and when isolated due to a communicable disease.
- Staff members are assigned to a specific group of children to supervise and be present with at all times.
- All childcare personnel are 16 years of age or older, unless under direct supervision, and are not counted for the purpose of calculating staff-to-children ratios. Foster grandparents are not counted in staff-to-children ratios. Volunteers who do not meet the credential requirement and/or work less than 20 hours per week are not counted in staff-to-children ratios.
- The facility provides the custodial parent or legal guardian access, in person and by telephone, to the childcare facility during the facility's normal hours of operation or during the time the child is in care.
- The facility establishes, publishes, and practices written procedures that control visitor access to the school and allows for the access and release of students to non-custodial parties.
- The facility employs arrival and dismissal schedules and parking and traffic patterns designed to provide reasonable procedures for the safety of all students.

Transportation and Field Trip Permission

- This facility does not transport any children in vehicles.
- This facility does not participate in field trips.
- Written parental permission is obtained prior to field trip or transportation activity.
- The school/program transports children enrolled and ensures that age appropriate and federally approved child safety restraints (if applicable) are always used.
- Procedures, which include a log and thorough inspection, are in place to account for all children being transported in the vehicle. The log is retained for a minimum of four months.
- The driver of the vehicle has a current and valid Florida drivers license and first aid and infant/child CPR certification and must be approved to drive according to the school's established safe driver policy.
- The personnel record contains a copy of all driver(s) physician certification granting medical approval to operate a vehicle.
- The driver and vehicle carries full coverage insurance (a valid insurance card must remain in the vehicle at all times while in use). The minimum amount of vehicular insurance coverage per occurrence is determined by student enrollment.
 - 1-200 students = \$2,000,000
 - 201-500 students = \$3,000,000
 - 501 + students = \$5,000,000
- The maximum number of individuals transported never exceeds the manufacturer's designated seating capacity or the number of factory installed seat belts.
- A vehicle inspection is always conducted prior to transporting children and upon arrival at the destination (vehicle inspections consist of observing the tires for adequate inflation and tread, a gas check, ensuring that all seat belts are in working order, ensuring that vehicle is free of leaks, and observing the vehicle gauges panel for warnings).
- Communication devices and contact information for all children are kept in the vehicle at all times.
- There is a written procedure to ensure that no child is ever left unattended in a vehicle. (Written procedures absolutely must include (1) counting children upon departure, (2) again at arrival at the destination, and 3) upon reloading, and (4) upon return to the school.

- Emergency care plans, supplies and/or required medication are available for children being transported.

Child Discipline

- Written disciplinary practices of the program are provided to parents/legal guardians at time of enrollment.
- Discipline methods are not severe, humiliating or frightening to children or associated with food, rest, and/or toileting.
- Corporal or physical punishment is not used.
- Children are not denied opportunities for physical activity as a form of punishment.

Physical Environment

- The area that the children occupy is clean, in good repair, free from health and safety hazards, and free from vermin infestation.
- Toys, equipment and furnishings are clean, safe, sanitary and in good repair.
- All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials are labeled and stored in a locked area that is inaccessible to children.
- Narcotics, alcohol or other impairing drugs are not permitted on the premises.
- Firearms or weapons are not permitted within any building or vehicle, or on any person on the premises, excluding law enforcement officers.
- Smoking is not allowed on premises.
- An inside temperature of 65 to 82°F is maintained at all times.
- At least one working telephone is available to all child care personnel during hours of operation.
- The facility maintains a minimum of 35 square feet of usable indoor floor space for each child. **45 feet for Gold Seal
- Maintains a physical plant that is free of hazards to safety, such as unfenced danger areas, unlit stairwells, open waterways, and unprotected propane gas tanks.
- Other than general clean up from daily activities, the cleaning of the area children in care occupy is done when the room is not being occupied by children.
- During the hours that children are present, no portion of the facility is used for any activity which endangers the health and safety of the children.
- All electrical outlets within reach of children are covered with childproof electrical outlet covers.
- The lighting is sufficient to visually observe and supervise the children in care at all times, including naptime.
- All rooms are kept adequately ventilated at all times. Rooms must have windows that can be opened (with screens) or functioning air conditioning ducts.
- Sanitary drinking fountains are provided at convenient locations and sufficient in number to meet county building codes.

Outdoor Play Areas & Equipment

- The outdoor play area is shaded, clean and free of litter, nails, glass and other hazards.
- The outdoor play area is enclosed by a minimum of a four-foot high commercial fence (six-foot is preferable, if allowed by local codes), free from holes, gaps, or spaces, marking off the play area if the facility borders a driveway, road, and/or a body of water. Fencing must be continuous, including gate, at ground level, free from erosion or build up, and prevent inside or outside access of children and animals.
- All play equipment is in good repair and is inspected at least monthly by staff.
- There is an appropriate amount of usable, safe and sanitary outdoor play area. Calculations for outdoor play area are at the rate of 45 square feet per child. (Urban childcare facilities may substitute indoor for outdoor play space.) **75 square feet per child for Gold Seal
- Outdoor play and recreational areas provide ample space and shade for a variety of activities suited to the needs of children and meet state and local codes.
- All play equipment is securely anchored.
- All play equipment is age-appropriate in design and size.
- Permanent play equipment has soft ground cover or protective surface below the equipment.
- Equipment is spaced appropriately to discourage overcrowding in play area.
- Equipment is constructed to allow for water drainage. Equipment should not allow water to pool or settle.
- Outdoor play area is cleaned daily.

- During outdoor time all children are visible to staff at all times.
- There is a cell phone, hard-wired phone, or walkie-talkie present in ready access to supervising staff in order to call the central office in cases of emergency.
- If there is a swimming pool on the property, there must be a locked, 4-foot high barrier or pool fence free from gaps or spaces surrounding all sides of the pool (an operable pool alarm is suggested to be used in conjunction with the barrier or pool fence but can not be used in its place). A certified lifeguard or equivalent is always present if the program utilizes a swimming pool that exceeds three feet in depth or uses a beach or lake areas for water activities.

Bedding and Nap/Sleep

- Children do not nap/sleep at this facility.
- Safe and sanitary bedding that includes individual beds, cots, cribs, playpens, mattresses or floor mats are provided for each child and positioned at least 18 inches apart.
- Floor mats are at least one-inch thick and covered with an impermeable surface.
- Children up to 1 year of age are in their own crib, port-a-crib or playpen.
- Childcare personnel ensure that young infants who are not capable of rolling over on their own are positioned on their back on a firm surface when napping and sleeping.
- Double or multi-deck cribs, cots or beds are not used.
- If cribs are used, bar spacing does not exceed 2 3/8 inches and all cribs meet Title 16, Parts 1219 and 1220 Code of Federal Regulations (anti-loosening devices on crib hardware, durable mattress supports, no traditional drop-side cribs and others).

Hand Washing

- Employees, volunteers and children wash their hands with soap and running water, drying thoroughly, immediately following personal hygiene procedures for themselves, or when assisting others (including diapering), after outdoor play, and before preparing food or administering medication.
- The hand washing area is equipped with a basin or sink, soap, trash receptacle, and disposable towels at all times.

Toileting and Bathing Facilities

- Toilet facilities are adequate to the enrollment, are properly ventilated and daily cleaned, and are in compliance with applicable state and local codes.
- Toilets and sinks are accessible, in good working condition, clean and sanitized.
- Platforms and stools have surfaces that can be easily cleaned and sanitized.
- Running water, toilet paper, soap, trashcans, and disposable towels or working hand drying machines are available and within reach of children.
- Potty chairs are cleaned and sanitized after each use.
- Bathing facility is available, if applicable.

Diaper Area and Diapering Procedures

- This facility does not enroll children who are not yet toilet trained.
- Diaper-changing area has impermeable surface and is cleaned with sanitizing solution or disinfected after each use.
- There is an ample supply of clean diapers, clothing and linens at all times, which are changed or removed promptly when soiled or wet.
- Diaper-changing area(s) are physically separated from food preparation, food service and feeding area(s).
- Diapers, disposable or cloth, are placed in separate, covered, lined containers not accessible to children.
- Soiled diapers are placed in containers that are emptied and sanitized when containers are full and at least once daily.
- A sink with running water is available in the room where infants or children with special needs in diapers are in care or in an adjoining room that opens into it.
- If diapering is performed on any child in care, the child is attended at all times during the diapering process.

Fire Drills and Emergency Preparedness

- Exit areas are kept clear and free from obstruction in accordance with fire-safety regulations.

- At all times, a fully equipped first aid kit is kept on the premises and in vehicles used for transporting children. At minimum, the first aid kit contains: soap, band aids or equivalent, disposable nonporous gloves, cotton balls or applicators, sterile gauze pads or rolls, adhesive tape, a thermometer, pre-moistened wipes, tweezers, scissors, and a current resource guide on first aid and CPR procedures (as defined in Rule 65C-22.004(2)(c), Florida Administrative Code).
- Local fire authorities conduct an annual fire inspection of the facility.
- Fire drills are conducted at various dates and times when children are in care, including one during naptime and one with an alternate evacuation route.
- Fire drills are conducted monthly, with the initial drill held within the first fifteen (15) days of the start of the school year.
- At the outset of fire drills, the entire interior of the school facility is inspected to make certain that no persons are left behind, in accordance with a written plan that is in place to guide in inspection process.
- Program carries out safety/emergency drills and maintains a log containing the date of the drill, the number of children participating, an attendance roster to indicate that all children have safely evacuated the facilities and returned after the drill is completed, the time taken for a full evacuation to be completed, and any special conditions that occurred.
- A current attendance record accompanies staff out of the building during a drill or actual evacuation, and is used to account for all children.
- There is a written crisis management plan in which all employees are regularly trained and appropriate drills are conducted. The emergency/crisis management plan contains the following:
 - An on-campus inspection plan for possible breaches in security;
 - A process whereby lockdown and evacuation procedures and reporting incidents to the general public are communicated to the school community;
 - Instruction and implementation for safety/emergency drills.
- Emergency preparedness drills are conducted at various dates and times when children are in care. Tornado drills are conducted once each semester. Lockdown drills are conducted once each quarter.
- An emergency log containing the data kept during and after the drills.
- The address and directions to the facility and emergency phone numbers, including ambulance, fire, police, poison control center and the Florida Abuse Hotline, are posted near all land line phones and throughout the child care facility for easy access by staff with cell phones.
- A clear emergency evacuation plan is posted in each room diagramming safe routes for exit from each area.
- Fire extinguishers are installed and maintained in sufficient numbers and properly placed throughout the facility and are maintained and inspected regularly in accordance with local and state fire codes; staff members are trained in their use.
- There are fully functioning smoke detectors in all areas occupied by children and staff (smoke detectors can be battery operated or wired to the facility).

Background Screening and Certifications

School must provide completed personnel training spreadsheet (page 8)

- Level II background screening (FDLE, FBI) is conducted through the Department of Children and Families (DCF) for all childcare personnel. Level II Screening clearance must be acquired before an employee may have direct contact with children.
- All staff members have current Affidavit of Good Moral Character.
- At least one staff member who has Infant and Child Cardiopulmonary Resuscitation (CPR) certification is present at all times.
- At least one staff member who has First Aid certification is present at all times.
- The facility has current documentation of staff CPR and First Aid certifications and at least 10% of staff are trained.
- Employment references of childcare personnel are checked at time of hire.

Personnel Training

- The facility **Director** meets CSF educational requirements and holds a DCF issued Director's Credential (Refer to CSF ES 6.2.2.3)
- The **Director** has completed a minimum of 8 hours of basic training in serving children with disabilities within five years after employment (either as part of the Introductory Training Part II Special Needs Appropriate Practices or as part of annual inservice training).

- **Teachers** of two to four-year-old children have completed the state-mandated DCF childcare training and hold an active Florida Staff Credential.
- **Assistant teachers and aides** of two to four-year-old children have completed the state-mandated DCF childcare training.
- All childcare personnel complete 10 clock hours of training annually **24 hours for Gold Seal
- All childcare personnel are trained in child abuse reporting procedures in accordance with DCF regulations.
- All childcare personnel are trained in Blood-borne Pathogens procedures annually.

Communicable Disease Control

- Children, personnel or any other person suspected of having a communicable disease is removed from the facility or placed in an isolation area until removed.
- The isolation area is adequately ventilated, heated and equipped with a bed, mat or cot and materials that can be cleaned and sanitized or disinfected easily; linens are changed after each use.
- A child who has an easily transmittable condition is not permitted in the facility until treatment has been completed and verified.
- Childcare personnel notify local county health department immediately of any suspected outbreak of communicable disease and follow the health department's direction.
- The facility provides parents with detailed information regarding causes, symptoms and transmission of the influenza virus each year during the months of August and September.

Medication

- This facility does not administer medication and it is not kept on the premises.
- Written authorization is obtained from the parent or legal guardian to administer medication.
- Prescription and non-prescription medications are not expired, in original containers, appropriately labeled, dispensed according to directions on labels, documented, and stored in area not accessible to children.
- The child's file documents known allergies and personnel are made aware of all children with allergies.
- A detailed medical log is maintained that includes a record of all medications given to children, the time the medication was given, and the person administering the medication.

Food and Nutrition

- Safe drinking water is available to children at all times, including during outdoor play
- This facility does not provide meals for children.
- Dining and kitchen areas are well equipped and comply with county health and safety regulations.
- Special food restrictions, including food allergies, are shared with childcare personnel and posted in a conspicuous location.
- Meals and snacks provided by the facility meet daily nutritional needs of children according to the USDA MyPlate. Copies of the USDA My Plate can be found at <http://www.choosemyplate.gov>.
- Children are either fed individually or supervised at meals/snacks and are offered age-appropriate food.
- All breast milk and infant formula remaining in bottles after feeding are discarded within one hour.
- The temperature of heated foods and bottles is tested before giving to children to prevent injury.
- Facility provides sufficient seating so that children are seated at tables for meals.

Record Keeping

- Emergency contact information, immunization records and required health examination records are obtained and kept current for all children, and maintained on the premises at all times. Files should be easily accessible to the director in case of an emergency.
- Daily attendance of children is recorded and maintained, documenting when each child arrives and departs each day.
- All accidents and incidents that occur at the facility are documented and shared with the parent or legal guardian on the day they take place.

Personnel Training Spreadsheet

This Spreadsheet is to be prepared in advance by the school being inspected with documentation readily available to be verified by the CSF Representative

*Please add additional pages as necessary

School Name	Hire Date	DCF Training Complete	Staff Credential Expires	Professional Certificate Expires	Level 2 Background Expires	Good Moral Character Expires	CPR/First Aid Expires	Blood-Borne Pathogens Complete	Child Abuse Training Complete
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Teachers

Assistants

Administrators
