

NW Michigan Community Action Agency

8020 - Monitoring Worksheet

2023-24 Head Start Safe Environments Checklist

Site: _____

The entire education staff will complete the checklist together as a team before the children's first day and in January. Please submit the QR code to record your training. Be sure to also send the completed Safe Environment Checklist to your supervisor.

Teacher Signature _____

Assistant Teacher Signature _____

Assistant Teacher Signature _____

Classroom Aide Signature _____

Other _____

Staff initials in January _____

Due: _____

Scheduled: _____

Actual: _____

Notes:

Licensee		Regulation	OHS Protocol
1.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The current license and if applicable, the letter extending the license beyond the expiration date is in a place accessible and visible to parents. Notes:	R 400.8110 (3) (a)1302.47 (1) (i)
1.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Current child care center rules and any variances granted are in a place accessible and visible to parents. Notes:	R 400.8110 (3) (b)1302.47 (1) (i)

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Licensee	Regulation	OHS Protocol
1.3 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Maintaining a licensing notebook on site is no longer required since reports for the last three years can be found online. Please keep contents from all previous years in a filing cabinet on site until the license closes. Notes:	R 400.8110 (4) (11) (c)R 400.8146 1302.47 (1) (i) 1302.42 722.113 (g)
1.4 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The Classroom Sign In/Sign Out Log is used to track visitors and non-classroom staff who enter and exit the classroom. Reference the Volunteer Screening and Supervision Policy. Reminders: () All classroom visitors (including ISD, Licensing, public school staff, non-classroom NMCAA staff, mental health consultants, foster grandparents) will record their time in and out. () Pull-Out Services: Is the volunteer on the Child Information Record? () Individuals, even if on the Child Information Record, must complete APOT and PSOR requirements. () Teacher Completes APOT/PSOR with volunteer. () If conducting pull-out services, record the time the child left and returned to the classroom. () Consultant: Document child's initials only Notes:	R 400.8110 (6) 1302.47
1.5 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Center maintains licensed capacity and age range. Only space that has received prior approval for child use by licensing may be used for child care. (Confirm that cafeterias, gyms, hearing and vision locations, and hallway bathrooms are all approved for use by licensing.) Notes:	R 400.8110 (5) (10) 1302.21 (b)
1.6 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Smoking and vaping do not occur in the child care center, on real property, or on field trips. Notes:	R 400.8110 (13) (a) (b)1302.47 (1) (i)

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Licensee	Regulation	OHS Protocol
<p>1.7</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>All NMCAA classroom staff will use the Staff Member Attendance Record to sign in at the time of arrival, sign out and back in for breaks, and sign out at the time of departure. Clock in and clock out times should match what is in the payroll system.</p> <p>Notes:</p>	<p>R 400.8110 (6)</p>
Staff and Volunteers		
<p>2.1</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>All staff and volunteers provide appropriate care and supervision of children.</p> <p>Notes:</p>	<p>R 400.8125 (1) 1302.47 (5) (iii)</p>
<p>2.2</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check the classroom, bathrooms, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.</p> <p>Staff will do the following:</p> <ul style="list-style-type: none"> () count on a scheduled basis () count at every transition () say out loud the number of children who are staying and going during times of transition () focus on the placement of staff while walking in a line with children, including having a staff member at the front and end of the line () make sure that each staff member can state the number of children in their care at all times () count out loud and communicate the count to other staff members () adapt supervision strategies for individual children based on their needs () count when leaving one area and count again when arriving at another () maintain vigilance at all times. <p>Notes:</p>	<p>1302.47 (b)(2)(iii) 1302.47 (b)(5)(iii)</p>

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Hand washing		Regulation	OHS Protocol
3.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff, volunteers, and children must wash hands for 20 seconds:</p> <ul style="list-style-type: none"> () Upon arrival for the day () When hands are soiled () Before and after eating, preparing and serving food and beverage, and feeding children () Before and after brushing or helping a child brush teeth () Before and after playing in the water that is shared by two or more people () Before and after each diapering () After toilet use or helping a child use the toilet () After handling body fluids () After handling pets, pet cages, or other pet objects () After playing in sand, on wooden play sets, and outdoors <p>Staff and volunteers must also wash their hands:</p> <ul style="list-style-type: none"> () Prior to starting the workday at the center and after breaks () Prior to the care of children () Before and after giving medication or applying a medical ointment or cream () After handling garbage or cleaning () After cleaning and disinfecting the diaper changing surface () After removing nonporous (e.g., Latex) gloves used for any purpose <p>Notes:</p>	<p>R 400.8134 (2) (a-j)R 400.8134 (3) (a-d)R 400.8137 (8) 1302.47 (6)</p>
3.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks, including staff restrooms.</p> <p>Notes:</p>	<p>R 400.8134 (4) 1302.47 (6)</p>
3.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Hand sanitizers and/or single-use wipes may only be used as a temporary measure when soap and running water are not available on outings.</p> <p>Notes:</p>	<p>R400.8134 (6)</p>

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		Regulation	OHS Protocol
Diapering; toileting; tooth brushing			
4.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff members should have a child stand up rather than lie down for a diaper change when possible.</p> <p>Diapering supplies are within easy reach.</p> <p>Diapering occurs in a designated diapering area that:</p> <p>() Is physically separated from food preparation, cooking, eating, or children activity areas</p> <p>() Is within close proximity to a sink that is used exclusively for hand washing</p> <p>() Has non-absorbent, smooth, easily cleanable surfaces in good repair</p> <p>() Is washed, rinsed, and sanitized after each use</p> <p>Notes:</p>	<p>R 400.8137 (1) (a) (b) (c) (f)R 400.8137 (3) 1302.47 (1) (6)</p>
4.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A plastic-lined, tightly covered container is used exclusively for disposable diapers and training pants and diapering supplies and is emptied and sanitized at the end of each day. Diaper disposable containers need to be of a design that does not require manually lifting the lid. (Diaper genie meets the intent of this rule).</p> <p>Notes:</p>	<p>R 400.8137 (4) 1302.47 (1) (6)</p>
4.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during diapering or toileting.</p> <p>Notes:</p>	<p>R 400.8137 (5) 1302.47 (1) (6)</p>
4.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Diapers and training pants are checked frequently and changed when wet or soiled. Toilet training reports are completed.</p> <p>Notes:</p>	<p>R 400.8137 (6) 1302.47 (1) (6)</p>

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Diapering; toileting; tooth brushing			Regulation	OHS Protocol
4.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Guidelines for diapering are posted in diapering areas. Notes:	R 400.8137 (7) 1302.47 (1) (6)	
4.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Disposable gloves are used once for a specific child and are removed and disposed of immediately after each diaper change. Staff will wash their hands after removing gloves. Notes:	R 400.8137 (8) 1302.47 (1) (6)	
4.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Toilet learning/training is planned cooperatively with the parent. Notes:	R 400.8137 (10) 1302.47 (1) (6)	
4.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Toothbrushes are labeled with the child's name. They are stored in a holder that allows them to air dry (no toothbrush covers) in an upright position without touching each other. Rinse each toothbrush after use. They must be replaced every three months. Notes:	1302.43	
Children's records			Regulation	OHS Protocol
5.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	At the time of the child's initial attendance, the center shall obtain a child information record, completed and signed by the parent/guardian, and the center shall keep it on file and accessible. Staff should ensure that parents/guardians have correctly completed the child information records according to the instructions at the top of the form, i.e. no blank fields or n/a's are allowed. Separate child information records are completed for families with shared custody. Notes:	R 400.8143 (1) 1302.47 (7) (v)	

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Children's records		Regulation	OHS Protocol
5.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Child information records are reviewed and updated by parents/guardians at least annually and when the center becomes aware of changes.</p> <p>() Emergency care plans should be kept with the child information record. Staff bring child information records with them outside, on field trips, and during evacuations.</p> <p>() Child information records should be stored in the Green Grab and Go Binder.</p> <p>() Consider maintaining only one set of child information records that are kept in the green binder rather than duplicate copies in files).</p> <p>Notes:</p>	<p>R 400.8143 (2) 1302.47 (7) (v)</p>
5.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A child shall only be released to persons authorized by the child's parent or guardian.</p> <p>() Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person whom they do not know, even if the child recognizes the individual.</p> <p>() Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record.</p> <p>() If an ISD/mental health consultant is conducting pull-out services, the parent/guardian must add the volunteer to the Child Information Record.</p> <p>() If the volunteer is not on the Child Information Record, then they may provide services inside the classroom or in another area if supervised by agency staff.</p> <p>Notes:</p>	<p>1302.47 (5)(iv) 1302.47 (7)(v)R 400.8110 (7)</p>
5.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.</p> <p>Notes:</p>	<p>1302.47 (5)(iv) 1302.47 (7)(v)R 400.8110 (8)</p>

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Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Medication is given by child care staff member only. Notes:	R 400.8152 (1) 1302.47 (4) (c)	
6.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency medications (EpiPen, inhaler) are stored out of children's reach at the site and on the bus and are always quickly accessible () Emergency medications should not be stored in a locked box. () When emergency medications are stored in a backpack, ensure that the backpack is hung high enough to keep it out of the reach of children. () All medications are within their dates of expiration. () Children may not be able to attend school until their required medication is at the center. Contact your supervisor. Notes:	R 400.8152 (5) 1302.47 (4) (c)	
6.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Medication is given or applied only with prior written permission from a parent/guardian. () Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and it is given according to those instructions unless authorized by a written order of the child's physician. () All medication must be in its original container and stored according to instructions. () All nonprescription topical medications should be in their original containers and labeled with the child's name. () Medication is stored under lock and key and refrigerated if necessary. () Medication, including nonprescription topical ones, should not be stored in the first aid kit. Notes:	R 400.8152 (2)R 400.8152 (3)R 400.8152 (4)R 400.8152 (5) R 400.8152 (6) 1302.47 (4) (c)	
6.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label. Notes:	R 400.8152 (7) 1302.47 (4) (c)	

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Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The center maintains a record (Medication Authorization Form) as to the time and the amount of medication given or applied using the medication log. The Medication Authorization Form must stay together with the medication. The staff member administering the medication must sign (full signature is required) the record each time. Completed records must be kept in the child's file. Notes:	R 400.8152 (9) 1302.47 (4) (c)	
6.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A child too ill to remain in the group is placed in a separate area if possible and is cared for and supervised until the parent/guardian arrives. Notes:	R 400.8155 (2) 1302.47 (7) (iii)	
6.9	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A first aid kit is readily accessible to staff and securely stored in the center and on the bus. Staff bring the first aid kit outside, on field trips, and during evacuations. Kits are kept out of the reach of children. Ice packs are also available. Notes:	R 400.8173 (9) 1302.47 (1) (6)	
6.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Classroom and bus universal precaution compliance kit is stocked with the following: () Gloves () Absorbent material (Speedy Cleanz, Vo-ban, Red-Z) () Leak proof plastic bag () Paper towel () Disinfecting Agent (Germicidal disposable cloths, bleach) () It is recommended to keep the current cleaning, sanitizing, and disinfecting guidance (found on Weebly under health) inside the kit. Notes:	1302.47 (6) (iii)	

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Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.10	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All staff working with children know where the universal precaution and first aid kits are located. Place a sign or label on the outside of the cabinet if stored behind a cupboard door to quickly visually direct staff to the kits. Notes:	R 400.8173 (9) 1302.47 (1) (6)	
6.11	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Education staff can find Material Safety Data Sheets (MSDS) on www.nmcaahs.com . These sheets provide in-depth information pertaining to materials used in the classroom (ingredients, handling, storage, disposable, first aid, etc.). Notes:	1302.47 (4) (h)	
6.12	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When the cleanup of bodily fluids (urine, feces, blood, saliva, vomit, nasal discharge, eye discharge or any fluid discharge) is necessary, nonporous gloves are worn by staff when they come in contact with a spill. After removing gloves, staff should wash hands. Notes:	R 400.8131 (4) 1302.47 (a)	
6.13	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Illness/incident report forms are available in the classroom, outside, on the bus, and on field trips. They are completed when changes are observed in a child's health, a child experiences accidents, incidents, or injuries, or when a child is too ill to remain in the group. Notes:	R 400.8155 (1) 1302.41 (a) (b)	
6.14	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency preparedness kits are readily accessible to staff if disaster strikes. If your site does not have one, please contact your supervisor. Notes:	R 400.81611302.4 7 (b)(8)1302.47 (b)(4)(i)	

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Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Staff will label the following products with the child's full name: lotion and lip balm, sunscreen, essential oils, insect repellent, and diapering cream. () These products should be in their original containers (cranky cream/relaxing cream, for example). () One method of adding children's names to the containers would be to print out full names of those children who have a release on file in a small font and attach to the container with clear tape. Update as children are added and dropped from the program. Notes:	R 400.81	
Telephone Services			Regulation	OHS Protocol
7.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	An operable phone must be available and accessible in the building during the hours of operation. The phone number must be known by the public and available to parents/guardians. Staff will have some form of communication available while on the playground and during evacuations for emergency purposes. Notes:	R 400.8164 (1) (2)	
7.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	There is an appropriate greeting on the classroom voicemail that includes the recruitment information. Notes:	1302.13	
Outdoor play area			Regulation	OHS Protocol
8.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Half day programs (four hours/day) must offer 40 minutes of outdoor play and full day programs (7 or more hours/day) must offer 70 minutes of outdoor play. Outdoor time does not need to be consecutive. Notes:	R 400.8170 (3) 1302.47 (a)	

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Outdoor play area		Regulation	OHS Protocol
8.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	There is a shaded area to protect children from excessive sun exposure, when necessary. Notes:	R 400.8170 (6) 1302.47 (a)
8.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The outdoor play area is in a safe location () Free from pests and rodents () 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). () The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier. Notes:	R 400.8170 (7) (8)1302.47 (a)
8.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Children only use age-appropriate equipment. The age requirement sticker is located on the equipment. Notes:	R 400.8170 (9) 1302.47 (a)

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Outdoor play area		Regulation	OHS Protocol
8.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>An outdoor play area and any equipment located on the center's premises is maintained in a clean, safe condition, and inspected daily before use to ensure that no hazards, pollutants, and toxins are present, including, but not limited to:</p> <ul style="list-style-type: none"> () Missing or broken parts () Protrusion of nuts and bolts () Rust and chipping of peeling paint () Sharp edges, splinters, and rough surfaces () Stability of handholds () Visible cracks () Stability of non-anchored large play equipment (e.g., playhouses) () Wear and deterioration () Vandalism or trash () Animal waste, beehives and wasp nests, and unprotected utility equipment. <p>Document any findings on the Classroom/Outdoor Cleaning and Inspection Log.</p> <p>Notes:</p>	R 400.8170 (10) R 400.83801302.4 7 (a)
8.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Loose-fill surfacing material is not installed over concrete or asphalt.</p> <p>Notes:</p>	R 400.8170 (15) 1302.47 (a)
8.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised (9 inches for wood and 6 inches for rubber). Woodchips are raked as needed to remain in compliance.</p> <p>Notes:</p>	R 400.8170 (16) 1302.47 (a)
8.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff use Active Supervision strategies on the playground to account for and supervise children at all times. Staff station themselves in zones around the playground to both interact with children and ensure that all areas are in sight. Staff will ensure there are no blind spots.</p> <p>Notes:</p>	R 400.8182 R 400.8125 (1) 1302.47 (5) (iii) Active Supervision Toolkit

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Outdoor play area	Regulation	OHS Protocol
<p>8.9</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>() S-hooks are pinched closed so that there is no gap or space greater than 0.04 inches (about the thickness of a dime).</p> <p>() Preschool: The distance from the seat of the swing to the ground should not exceed 12 inches.</p> <p>() Early Head Start: The distance from a bucket seat to the ground should not exceed 24 inches.</p> <p>Notes:</p>	<p>R 400.8170 Public Playground Safety Guide 2.5.2 and 5.3.8.1 General Swing Recommendatio ns Table 7</p>
Equipment	Regulation	OHS Protocol

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Equipment	Regulation	OHS Protocol
<p>9.1</p> <p><input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>Equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, clean, and should attend to the following safety hazards and safety considerations:</p> <ul style="list-style-type: none"> () Appropriate to the developmental needs and interests of children () Child-sized or appropriately adapted for a child's use () Play equipment, materials, and furniture must be easily accessible to the children () Designed to ensure Active Supervision of children at all times () High shelves are placed securely against the wall. All other shelves should be low in order to ensure Active Supervision () Openings that could entrap a child's head or limbs () Elevated surfaces that are inadequately guarded () Lack of specified surfacing and fall zones under and around climbable equipment () Mismatched size and design of equipment for the intended users () Tripping hazards () Components that can pinch, sheer, or crush body tissues () Equipment that is known to be of a hazardous type () Sharp points or corners () Splinters () Protruding nails, bolts, or other parts that could entangle clothing or snag skin () Loose, rusty parts () Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child () Strangulation hazards (all cords: straps, strings, blind cords, etc.) () Flaking paint () Paint that contains lead or other hazardous materials () Tip-over hazards, such as chests, bookshelves, and televisions () Choking () Electrical hazards () Bags (Ziploc bags, trash bags, plastic grocery bags) that are large enough to pose a suffocation risk. () Anything with a sharp or serrated edge (plastic or foil wrap) () Matches, candles, lighters, vape/nicotine products are not to be accessible to children () Drowning hazards () Hazards presented by windows and glass doors () Materials that have a warning label indicating they are toxic for children or to be kept out of reach by children, must not be used by children. <p>Notes:</p>	<p>R 400.8173 (3) (4)1302.47 (2) (iii)1302.47 (1) (iv)Playground Safety Recommendations 2.2.7</p>

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Equipment	Regulation	OHS Protocol
<p>9.2</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>All classrooms must maintain a current and accurate equipment and supply inventory for licensing purposes. It is available and located _____ in your center.</p> <p>Notes:</p>	<p>R 400.8173 (8) GSRP implementation manual</p>
<p>9.3</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>Trampolines and bounce houses are not used by children in care.</p> <p>Notes:</p>	<p>R 400.8173 (11)</p>
<p>9.4</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>Counter tops, shelves, areas in front of window, and small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe.</p> <p>Notes:</p>	<p>R 400.8173 R 400.8380R 400.8501Active Supervision Toolkit</p>
Sleeping Equipment and Sleeping, Resting Supervision	Regulation	OHS Protocol
<p>10.1</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>All bedding and sleeping equipment is appropriate for the child and clean, comfortable, safe, and in good repair.</p> <p>Notes:</p>	<p>R 400.8176 (1) 1302.47 (2)</p>
<p>10.2</p> <p> <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed </p>	<p>All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.</p> <p>Notes:</p>	<p>R 400.8176 (16) 1302.47 (2)</p>

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Sleeping Equipment and Sleeping, Resting Supervision			Regulation	OHS Protocol
10.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When sleeping equipment and bedding is stored: () Sleeping surfaces do not come in contact with other sleeping surfaces. () Store tri-fold rest mats so that the sleeping side does not come into contact with the non-sleeping side. () Bedding does not come in contact with other bedding. Notes:	R 400.8176 (17) 1302.47 (2)	
10.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care. Notes:	R 400.8188 (1) 1302.47 (2)	
10.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day. Notes:	R 400.8188 (12) 1302.47 (2) GSRP: Classroom Requirements	
10.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Resting or sleeping areas have adequate soft lighting (not dark) to allow the caregiver to observe children. Notes:	R 400.8188 (14) 1302.47 (2) GSRP: Classroom Requirements	
10.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Children, including sleeping children, are never left unsupervised. A staff person must be attentive to children and physically present at all times to ensure Active Supervision. Follow ratio requirements during rest time. Notes:	R 400.8125R 400.8182 1302.47 (5) (iii)	

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Sleeping Equipment and Sleeping, Resting Supervision			Regulation	OHS Protocol
10.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All cots and mats must be placed in such a manner that there is a free and direct means of egress and must be at least 18 inches apart. Cots and mats should not block exits. Children are positioned alternating head to toe on mats and cots.</p> <p>Notes:</p>	R 400.8176(18)	(b) HS COVID-19 Health & Safety Checklist
10.9	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment.</p> <p>Notes:</p>	R 400.8176 (2)	
10.10	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A cot or a mat and a sheet or blanket of appropriate size must be provided.</p> <p>Notes:</p>	R 400.8176 (5)	
Ratio and group size requirements			Regulation	OHS Protocol
11.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, are the following:</p> <p>() 3 years until 4 years – 1:10, no maximum group size. () 4 years until school age – 1:12, no maximum group size. () GSRP only: a 1:8 adult/child ratio must be maintained at all times. A consistent third adult must be present in any classroom where 17 or 18 children are enrolled. Class size must be capped at 18 children with three consistent adults. () A child care staff member may need to be away from their assigned area of the center for a brief period of time for routine activities such as use of restroom, toileting a child, attending to a sick child, escorting children from the bus, etc. In those situations, at least one staff member must remain with the children.</p> <p>Notes:</p>	R 400.8182 (3)	1302.21 (b) GSRP: Classroom Requirements

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Ratio and group size requirements			Regulation	OHS Protocol
11.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When children from multiple classrooms share a playground and/or gym, the total group size must not exceed 30 if there are any three-year olds present and 36 if the children are all age four or older. Plan outdoor and gym schedules with other classrooms to determine total group size. Areas may be shared if there are well-defined spaces designed and used exclusively for a specific group of children AND the space meets square footage requirements. (35 square feet per child indoors and 75 square feet per child outdoors). Staff may place cones, for example, to divide areas to create separate and distinct play spaces. Notes:	R 400.8182 (7) 1302.21 (b)	
Water supply; plumbing; toilets; handwashing sinks; bleach water			Regulation	OHS Protocol
12.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All plumbing fixtures and water and waste pipes are properly installed and maintained in good working condition. Notes:	R 400.8345 (4) 1302.47 (9)	
12.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Handwashing sinks are accessible to children by platform or installed at children's level. A step stool designed specifically for child care use are required. Contact a supervisor to order a sturdy stool if needed. Notes:	R 400.8350 (4) 1302.47 (6)	
12.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Handwashing sinks have warm running water that does not exceed 120 degrees Fahrenheit. It is best practice to let the water run at its hottest setting for 3-5 minutes before taking the temperature. Each sink must be tested. Notes:	R 400.8350 (5) 1302.47 (6)	

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Water supply; plumbing; toilets; handwashing sinks; bleach water			Regulation	OHS Protocol
12.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Supplies, including toilet paper, hand soap, and towels, are available and accessible. Notes:	R 400.8350 (6) 1302.47 (6)	
12.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Test strips are used to check the concentration of bleach water solution every day. Bleach water solutions must be changed at least every thirty days. As an alternative to bleach, some sites use quat (quaternary disinfectant). Quat solutions must also be tested daily with test strips. This guidance applies to other solutions as well. Notes:	R 400.8325 (1) 1302.47 (1) (i)	
12.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Follow the 3-sink dishwashing method or use a commercial dishwasher with a sanitizing cycle. Notes:	R 400.8325 (4) 1302.47 (b)(6)	
12.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored in a locked cabinet. Notes:	R 400.83851302.4 7 (b)(4)(i)(H)	
12.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	To reduce the risk of lead exposure from drinking water: () Staff use only cold water for drinking and cooking. () At drinking sinks, staff flush the water at the tap at first use in the morning and/or after more than a few hours of non-use by letting cold water run for 15-30 seconds. Notes:	Eco-Healthy Childcare Checklist	

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Water supply; plumbing; toilets; handwashing sinks; bleach water			Regulation	OHS Protocol
12.9	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Staff will follow these steps to clean and sanitize tables:</p> <ul style="list-style-type: none"> () Staff may wear non-porous gloves () Wash the table surface with bottle #1 (soap and water) () Rinse the table with clean water in bottle #2 () Spray the surface with a sanitizing solution in bottle #3 () Spread the sprayed solution over the surface with a clean paper towel () Let the table dry for at least two minutes or according to manufacturer's instructions. Do not rinse off the sanitizing solution. When sanitizing surfaces, it is okay to use a dry paper towel and wipe off. () Sponges shall not be used to clean surfaces. () Dispose of gloves after each use and wash hands thoroughly using soap and disposable towels. <p>Notes:</p>	R 400.8325 (1) 1302.47	
Garbage and refuse			Regulation	OHS Protocol
13.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>All garbage is removed from the center daily.</p> <p>Notes:</p>	R 400.8360 (1) 1302.47 (1)	
13.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Garbage containers are washed when soiled.</p> <p>Notes:</p>	R 400.8360 (2) 1302.47 (1)	
13.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Garbage stored outside is in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster.</p> <p>Notes:</p>	R 400.8360 (3) 1302.47 (1)	

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Garbage and refuse		Regulation	OHS Protocol
13.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Outside garbage and refuse is picked up or removed at a minimum of once a week. Notes:	R 400.8360 (4) 1302.47 (1)
Heating; temperature		Regulation	OHS Protocol
14.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A thermometer is used in child-use areas to monitor that the indoor temperature is at least 65 degrees Fahrenheit in child use areas at a point 2 feet above the floor. Notes:	R 400.8365 (2)
14.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	If temperatures exceeds 82 degrees Fahrenheit, measures are taken to cool the children. Notes:	R 400.8365 (3)
Premises		Regulation	OHS Protocol
15.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Windows and doors used for ventilation are supplied with screens that are in good repair. This does not apply to programs operating in school buildings. Strategies are in place to promote effective ventilation. () Screened windows are open when the weather permits () Ceiling or wall-mounted fans circulate air when needed Notes:	R 400.8370 (3)R 400.8365 (3)
15.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Stairs, walkways, ramps, landings, and porches: () Are maintained in a safe condition relative to the water, ice, or snow, and have nonslip surfacing. Notes:	R 400.8375 (2)

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Premises	Regulation	OHS Protocol
15.3 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	() The premises do not pose a threat to health or safety and are maintained in a clean and safe condition free from mold, pollutants (including smoke, lead, pesticides, or herbicides, as well as soil and water pollutants), hazards, and toxins. () Ensure hazardous items and sharp objects are inaccessible to children, including but not limited to adult scissors, foil and plastic wrap, plastic bags, and cleaning supplies. Notes:	R 400.8380 (1) 1302.47 (1) (2)
15.4 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The premises are maintained so as to eliminate and prevent rodent and insect harborage. Propping doors open for ventilation is prohibited. Notes:	R 400.8380 (2) 1302.47 (1) (2)
15.5 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Roofs, exterior walls, doors, skylights, and windows are weathertight, watertight, in sound condition, and in good repair. Notes:	R 400.8380 (3) 1302.47 (1) (2)
15.6 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Floors, interior walls, and ceilings are in sound condition and in good repair. They are also maintained in a clean condition. Notes:	R 400.8380 (4) 1302.47 (1) (2)
15.7 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All toilet room floor surfaces are easily cleanable, impervious to water, and in a clean condition. Notes:	R 400.8380 (6) 1302.47 (1) (2)

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Premises	Regulation	OHS Protocol
15.8 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings are easily cleanable and in good repair. Notes:	R 400.8380 (7) 1302.47 (1) (2)
15.9 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials are labeled for easy identification of contents, stored out of the reach of children, and in a locked cabinet. Toxic materials will not be used when children are present. Notes:	R 400.8385 1302.47 (1)
15.10 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Lighting is bright enough so children and adults can clearly see activities, materials, and pathways. Notes:	R 400.8188(14) 1302.47 (1) (v)
15.11 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Flammable materials, including fuels, pressurized cans, cleaning fluids and supplies, polishes, and matches, are not stored in heat plant enclosures. They may be stored outside of child use areas in metal cabinets or storage facilities accessible only to authorized personnel. Notes:	R 400.8530 (9) 1302.47 (1)
15.12 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children, including those with special needs. Notes:	R 400.8179 (2) (12)1302.60
15.13 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Exit doors have no more than one locking or latching device. Deadbolts are not permitted. Notes:	R 400.8525 (4) 1302.47 (1) (i)

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Premises	Regulation	OHS Protocol
<p>15.14</p> <p><input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>Emergency lighting is available to allow children and adults to clearly see pathways in case of a power failure.</p> <p>() Checking flashlights is required for all classrooms.</p> <p>() If an exit sign has been installed in a stand-alone site, staff must test the emergency lighting system for 90 minutes to ensure that the system is functioning properly. Know where the exit sign breaker is located and turn it off for a 90 minute period. During this 90 minutes, ensure the exit sign is still illuminated with the power off. This must be performed at start up each program year and document this test on the Drill and Safety Check Log.</p> <p>() In addition, if an exit sign has been installed in a stand-alone site, staff must test the emergency lighting system for 30 seconds to ensure the system is functioning properly. Turn off the exit sign by pushing the button/switch on the sign. During this 30 seconds, ensure the exit sign is still illuminated and/or flood lights are working. This must be performed monthly and documented on the Drill and Safety Check Log.</p> <p>For classrooms located in a public school, checking installed emergency lighting is not required.</p> <p>Notes:</p>	<p>1302.47 (1) (v)R 400.8525 (13) (14)</p>
<p>15.15</p> <p><input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>Staff will refer to and follow NMCAA Cleaning, Sanitizing, and Disinfecting Guidance and routine center cleaning timeline.</p> <p>() A mouthed toy bin is labeled and available.</p> <p>Notes:</p>	<p>R 400.8155 (3)R 400.8325 (1) 1302.47 (2) (i)</p>
<p>15.16</p> <p><input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>The premises are free from firearms or other weapons that are accessible to children.</p> <p>Notes:</p>	<p>1302.47 (1) (vii)</p>

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Premises	Regulation	OHS Protocol
15.17 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Following NMCAA's Animal and Pet Policy, children are protected from any hazards posed by classroom animals. Refer to the parent handbook and each child's Parent/Guardian Release. Notes:	R 400.81341302.4 7 (b)(6)Health Dpt Guidance
15.18 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Premises are kept free of undesirable and hazardous materials and conditions and must not pose a threat to health and safety. Findings are documented on the Classroom/Outdoor Cleaning & Inspection Log. Notes:	R 400.83801302.4 7 (b)(1)(ix) 1302.47 (b)(2)(v) 1302.47 (b)(4)(i) (E)
15.19 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Personal belongings/purses must be stored and locked out of the reach of children. Items that stay out of the reach of children, including hand lotions, essential oils, cough drops, industrial-sized bottles of hand sanitizer, and personal medication must also be locked and kept out of the reach of children. Ensure jacket pockets do not contain any items that should be kept out of the reach of children). Notes:	R 400.8380
15.20 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Appliances, such as refrigerators, must be plugged directly into a wall outlet. Notes:	R 400.8550 (4) FireCode 37.3.2
15.21 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All plants must be nonpoisonous and labeled with the plant name. The list (Even Plants Can Be Poisonous) of nonpoisonous plants can be found in the procedure manual on Weebly. Notes:	1302.47 (1) (iii)

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Premises	Regulation	OHS Protocol
<p>15.31 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>Classroom doors must remain locked at all times. Notes:</p>	<p>Safety and Emergency Preparedness</p>
Fire Safety	Regulation	OHS Protocol
<p>16.1 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>() Apply fire-retardant spray to draperies, curtains, decorations, and other similar furnishings. () Staff must sign an affidavit stating that they have followed manufacturer's instructions for application. You can find the affidavit on the Drill and Safety Check Log. () Document fire-retardant application dates on Drill & Safety Check Log. Notes:</p>	<p>R 400.8520 (9) (d)1302.47 (1)</p>
<p>16.2 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>Bulletin boards meet interior finish requirements and have passed the fire inspection. Cork boards are prohibited. (You may check in with your supervisor to order a bulletin board that meets the requirements). Notes:</p>	<p>R 400.8520 (13) 1302.47 (1)</p>
<p>16.3 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed</p>	<p>() Combustible materials and decorations displayed on walls do not exceed 20% of each wall. Required postings are not included in the 20%. () Combustible materials and decorations suspended from or near the ceiling are prohibited. () There must be 24 inches between the top of storage containers, decorations, or other items and the ceiling. () If there is an approved sprinkler system, then the distance may be 18 inches. Notes:</p>	<p>R 400.8520 (14) 1302.47 (1)</p>

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Fire Safety		Regulation	OHS Protocol
16.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Doorways, hallways, entrance ways, and any other areas used for entering or exiting the building must be maintained so they are free of obstructions that may catch fire or hinder evacuation. These areas must not be used for storage. Tables, rest mats or cots, or shelves must not be placed in front of any exit. Notes:	R 400.8525 (6) 1302.47 (1)
16.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Exterior exits are marked or denoted by an approved exit sign. Means of egress means a minimum of 36 inch wide continuous and unobstructed path of exit from any point in a building to the outside. Means of egress include emergency exit windows and doors as well as hallways. Notes:	R 400.8525 (13) R 400.8505 (q) 1302.47 (1)
16.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Combustible materials are not stored within the central heating plant, fuel-fired water heater rooms, or in basements containing fuel-fired heating equipment, without proper fire separation. Notes:	R 400.8530 (10) 1302.47 (1)
16.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Gasoline-powered equipment, flammable gases, or gasoline are not stored in the part of a building used as a center or in other parts of the building from which there is a door, window, or other opening into the center. Notes:	R 400.8530 (11) 1302.47 (1)
16.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Dryer vents are metal and are vented completely to the exterior. Notes:	R 400.8530 (13) 1302.47 (1)

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Fire Safety			Regulation	OHS Protocol
16.9	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All appliances and equipment in the center are installed and maintained in accordance with their manufacturer's specifications. Notes:	R 400.8530 (15) 1302.47 (1)	
16.10	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Centers are kept free of all conditions that constitute fire safety hazards. Notes:	R 400.8530 (16) 1302.47 (1)	
16.11	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Open-flame devices, candles, and incense are prohibited. Notes:	R 400.8555	
Smoke and carbon monoxide detectors; fire extinguishers			Regulation	OHS Protocol
17.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	() A carbon monoxide detector is placed on all levels approved for child care and in each use area covered by a different furnace zone. () Carbon monoxide detectors are maintained and tested in accordance to the manufacturer recommendations. () The manufacturer instructions need to be in a file on site. () Staff check expiration date on the detector. () Date of expiration: _____ () Document expiration date on Classroom/Outdoor Cleaning & Inspection Log. Notes:	R 400.8540 (2) 1302.47 (1)	

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Smoke and carbon monoxide detectors; fire extinguishers			Regulation	OHS Protocol
17.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>() Smoke detectors are installed, maintained, and tested in accordance to the manufacturer recommendations</p> <p>() The manufacturer instructions need to be in a file on site.</p> <p>() If connected to an approved fire alarm system in a public school building, then classrooms do not need to have a separate smoke detector.</p> <p>() Staff must check the expiration date on the detector.</p> <p>() Date of expiration: _____</p> <p>() Document expiration date on Classroom/Outdoor Cleaning & Inspection Log.</p> <p>Notes:</p>	R 400.8540 (3) 1302.47 (1)	
17.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>() Multipurpose fire extinguishers are installed adjacent to the kitchen or cooking area and in the heating plant room.</p> <p>() Fire extinguishers are properly mounted, maintained, and inspected and have a tag dated and initialed by the inspector yearly.</p> <p>() Fire extinguishers are readily accessible to staff.</p> <p>Notes:</p>	R 400.8545 (1)R 400.8545 (3) 1302.47 (1)	
17.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>() Staff must inspect extinguishers to ensure that the indicator shows proper charge (green) and initial monthly on the attached tag.</p> <p>() Contact supervisor if the extinguisher needs to be serviced.</p> <p>() Initial and document the date of inspection on the Drill & Safety Check Log.</p> <p>Notes:</p>	R 400.8545 (3) 1302.47 (1)	
Electrical Services			Regulation	OHS Protocol
18.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>() Extension cords are only used temporarily for a specific occasion such as using a projector or cd player.</p> <p>() They must be removed when not in use.</p> <p>() Temporary extension cords should not be placed through doorways, under carpeting, or across water-source areas.</p> <p>Notes:</p>	R 400.8550 (4) 1302.47 (1)	

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Electrical Services		Regulation	OHS Protocol
18.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Electrical outlets accessible to children must be covered with child safety hardware. Notes:	R 400.8550 (5) 1302.47 (1)
18.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Power strips are equipped with surge protectors and are not longer than 6 feet or connected to another power strip. Notes:	R 400.8550 (7) 1302.47 (1)
18.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All electrical outlets in approved child use space located within 6 feet of a sink or other water source shall be protected by a ground-fault circuit interrupter (GFCI). Notes:	R 400.8550 (6)
Postings- Postings that need to be visible to parents and guardians		Regulation	OHS Protocol
Ensure all postings are placed at eye-level and visible to parents/guardians.			
19.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following postings need to be visible to parents/guardians: () "And Justice For All" poster (September 2019) () Copy of Licensing Rules for Child Care Centers (December 18, 2019 edition) () Current lesson plan () Multiple Positions Available/Help Wanted sign () NMCAA Civil Rights Complaint Procedure () Program Grievance Form (pocket folder) () NMCAA Child Development Program Guidance Policy () Parent handbook () Resource Directory (specific to your county) () Planned/dated menus (note substitutions the day they occur) () Welcome Sign () What Do You Think of Your Program? (pocket folder) Notes:	R 400.8330 (10) R 400.8146R 400.8110(3)(b)

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Postings - Emergency Procedures	Regulation	OHS Protocol
Ensure all postings are placed at eye-level.		
20.1 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency Postings (ensure all postings are placed at eye level): () Allergy and Health Monitoring form (placed in red confidential allergy and health information folder wherever food is prepared and served). () Bus Procedures in Emergency Situations (post even if site does not offer transportation) () Emergency Procedures Posting () Emergency Telephone Numbers () Fire and evacuation routes () Pediatric First Aid/CPR/AED Ready Reference Guide () Transportation Safety Procedures (post even if site does not offer transportation) () Drill and Safety Check Log (could be posted or kept in Green Grab and Go Binder; keep for two year licensing cycle) Notes:	R 400.8161 (1)R 400.8164 (3)
Postings - List of current postings for the classroom		
Ensure all postings are placed at eye-level.		
21.1 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following postings need to be current: () Active Supervision poster () Current Consumer Product Safety Commission Product Recalls for Children's Safety (initial recall from start of program year; subsequent recalls mailed to center) () Daily schedule including times () Diaper Changing Procedure and Maintenance of Changing Tables/Surfaces (near diaper changing area) () Exit signs at all exterior exits/points of egress () Handwashing signs (posted at all sinks used for handwashing by staff and/or children) () No Smoking/Vaping sign () Routine Center Cleaning () Staff Screening Policy () Volunteer Screening and Supervision Policy () Team Vision Statement (optional) () Advance Notice of Pesticide Treatment - Post on the primary entrance/exit door (that families use) 48 hours prior to treatment. Refer to the parent handbook and posting. Notes:	R 400.8134 (4)R 400.8525 (13)R 400.8173 (2)R 400.8110 (3)(a)R 400.8110 (3)(c) R400.8110(14)R 400.8179 (6)R 400.8137 (7) 1302.47 (b)(6) 1302.47 (b)(2) 1302.47 (b)(5)(iii)

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Postings/Forms - Postings to be reviewed and signed by all staff/subs (due in September and January)			Regulation	OHS Protocol
22.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>The following postings/forms must be reviewed and signed by all staff and subs in September and January:</p> <ul style="list-style-type: none"> () Allergy and Health Monitoring Form () Transportation Safety Procedures (all sites complete regardless of transportation options) () Bus Procedures in Emergency Situations (all sites complete regardless of transportation options) () Emergency Procedures Posting () Safety and Emergency Preparedness Plan () Emergency Care Plans () Drill and Safety Check Log <p>Please make sure that the forms in the Green Grab and Go are also reviewed and signed/initialed in January.</p> <p>Notes:</p>	R 400.8161 (1)	
Transportation - Self Transport			Regulation	OHS Protocol
All sites complete this transportation section.				
23.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>Pedestrian Safety Practices:</p> <ul style="list-style-type: none"> () Children are helped into and out of the vehicle. () Children must walk into the center accompanied by a designated individual. () Children must walk out of the center accompanied by a designated individual. <p>Notes:</p>	R400.8760(5)	
Transportation - NMCAA Busing			Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.				
24.1	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	<p>A staff member must be present at the center while children are riding the bus to and from school. This is generally an hour before school starts and an hour after school ends.</p> <p>Notes:</p>	R400.8125(1) 1302.47(7)(v)	

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Transportation - NMCAA Busing	Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.		
24.2 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Active Supervision is used to ensure safety on the bus. All passengers are seated according to the seating capacity. Notes:	R 400.87601303.7 3 (b)Active Supervision Toolkit
24.3 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Child Records: () Child Information Records are on the bus, maintained, and updated as needed with parent signatures, phone numbers, and addresses (emergency information). () Children are only released to a legal guardian or written designee as noted on the Child Information Record. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure the individual's name is on the Child Information Record and attach a copy of the identification to the record. () Emergency Care Plans are kept with the Child Information Record and must be reviewed throughout the year for any changes. () Any changes to the Child Information Record or Emergency Care Plan must be communicated to the bus driver and/or bus monitor. Notes:	R 400.8750 (3) R400.8110(7) 1303.72 (a) (3) 1303.41(a)(b)
24.4 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When children are entering or leaving an NMCAA bus: () Children are received by a staff person, parent, or other person as designated by the parent () Children enter and leave the vehicle from the curbside unless it is in a protected parking area or driveway () An adult escorts children across the street to board or leave the vehicle if curbside pickup or drop-off is impossible Notes:	R 400.8760 (3) 1303.74 (a) 1303.73 (b)(6)

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Transportation - NMCAA Busing		Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.			
24.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Transportation routes are planned so no child under school-age is in the vehicle longer than 1 continuous hour. Notes:	R 400.8770 1303.73 (b)(1)
24.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Special transportation requirements stated in a child's IEP are followed, including special drop-off and pickup requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for the bus driver and monitors. Notes:	1303.75 (b)
24.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency medication (EpiPen, Inhaler) are stored out of children's reach on the bus and are quickly accessible at all times (should not be in a locked box). All other medication should be transported in a locked box on the bus. Children are not to carry medications to school in their backpack. Medication must be given from adult directly to staff. Notes:	R400.8152(5) 1302.47(4)(c)
24.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Staff complete a weekly transportation log. (If applicable, note route # and any variations from regular route). Notes:	R 400.8760R 400.8125 (1) 1303.73
24.9	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	() All motor vehicles are in safe operating condition. () Documentation of annual MSP inspection sticker is displayed on the windshield and a copy is kept on file. () A statement verifying that all motor vehicles are in compliance with Michigan Vehicle Code Safety Equipment requirements is kept on file. Notes:	R400.8720(1)(2) (4) 1303.71(e)

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Transportation - NMCAA Busing	Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.		
24.10 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Baggage and other items transported in the passenger compartment are properly stored and secured; the aisles remain clear and the doors and emergency exits remain unobstructed at all times. Notes:	R 400.8720 (9) 1303.72 (a)(2)
24.11 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	All motor vehicles carry the following safety equipment: () Three bi-directional emergency reflective triangles properly cased and securely stored in the vehicle () A labeled first aid kit is securely stored in an accessible location in the driver compartment () Seat belt cutter () Equipped with a reverse beeper () Not less than 3 15-minute fuses (flares) or an approved battery operated substitute properly cased and securely stored in the driver's compartment () A labeled and charged dry chemical fire extinguisher, not less than 2A-10BC, mounted in the driver compartment. The fire extinguisher is inspected, maintained, and tagged. Notes:	R 400.8730 (1) (2)1303.71 (b)
24.12 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Safety Restraints: () Each child remains seated and properly restrained by a child safety restraint system while the vehicle is in motion. () Each child safety restraint system is properly anchored and used according to the manufacturer's specifications. Two or more children are not allowed to share a seat belt or restraint device. () Safety belts and child safety restraint systems are in good working condition and are appropriate to the child's age, height, and weight. Notes:	R400.8740(1)(3) (5)1303.72(a)

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Transportation - NMCAA Busing		Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.			
24.13 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Transportation staff: () Is familiar with the contents of the first aid kit. () Is familiar with the operation of the fire extinguisher, if required. () Is familiar with the seat belt cutter. Notes:	R 400.8750 (1) 1303.72 (d) (e)	
24.14 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following documents are on file at the center: () A copy of each driver's driving record, obtained from the Secretary of State at least once a year. () A copy of a valid driver's license, automobile insurance, and registration. Notes:	R 400.8750 (2) 1303.72 (c)	
24.15 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The driver/bus monitor must complete a walk-through on the bus at the end of each run and place the "I have completed a walk-through on this bus" sign on the door at the back of the bus. Children are not left unattended in a vehicle. 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. Notes:	R 400.8760 (4) 1303.72 (3)	
24.16 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency communication system is available. Notes:	1303.71(b)	
24.17 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The Bus Driver Daily Inspection Form is completed daily. Notes:	1303.71(e)	

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Transportation - NMCAA Busing	Regulation	OHS Protocol
Only sites with NMCAA busing need to complete this transportation section.		
24.18 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers. Notes:	1303.73(b)
24.19 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle. Notes:	1303.73(b)
24.20 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled. Notes:	1303.75(a)
24.21 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The following forms must be posted on the bus: () Transportation safety procedures () Bus procedures in emergency situations () Emergency phone numbers, including 911, fire, police, and poison control () No smoking/vaping sign () "I have completed a walk-through on the bus" sign () Fire extinguisher sign () Seatbelt cutter sign Notes:	R400.8730(1) 1303.71(b)
24.22 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Bus drivers must have the following on the bus: () Proof of valid driver's license with appropriate endorsements and CDL physical () Proof of valid automobile insurance and registration Notes:	1303.72(b)

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Transportation - Transit Busing	Regulation	OHS Protocol
Only sites with transit busing need to complete this transportation section.		
25.1 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A staff member must be present at the center while children are riding the bus to and from school. This is generally an hour before school starts and an hour after school ends. Notes:	R400.8125(1) 1302.47(7)(v)
25.2 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Active Supervision is used to ensure safety on the bus. All passengers are seated according to the seating capacity. Notes:	R 400.87601303.7 3 (b)Active Supervision Toolkit
25.3 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Child Records: () Child Information Records are on the bus, maintained, and updated as needed with parent signatures, phone numbers, and addresses (emergency information). () Children are only released to a legal guardian or written designee as noted on the Child Information Record. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure the individual's name is on the Child Information Record and attach a copy of the identification to the record. () Emergency Care Plans are kept with the Child Information Record and must be reviewed throughout the year for any changes. () Any changes to the Child Information Record or Emergency Care Plan must be communicated to the bus driver and/or bus monitor. Notes:	R 400.8750 (3) R400.8110(7) 1303.72 (a) (3) 1303.41(a)(b)

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Transportation - Transit Busing		Regulation	OHS Protocol
Only sites with transit busing need to complete this transportation section.			
25.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	When children are entering or leaving a transit bus: () Children are received by a staff person, parent, or other person as designated by the parent () Children enter and leave the vehicle from the curbside unless it is in a protected parking area or driveway () An adult escorts children across the street to board or leave the vehicle if curbside pickup or drop-off is impossible Notes:	R 400.8760 (3) 1303.74 (a) 1303.73 (b)(6)
25.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Transportation routes are planned so no child under school-age is in the vehicle longer than 1 continuous hour. Notes:	R 400.8770 1303.73 (b)(1)
25.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Special transportation requirements stated in a child's IEP are followed, including special drop-off and pickup requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for the bus driver and monitors. Notes:	1303.75 (b)
25.7	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency medication (EpiPen, Inhaler) are stored out of children's reach on the bus and are quickly accessible at all times (should not be in a locked box). All other medication should be transported in a locked box on the bus. Children are not to carry medications to school in their backpack. Medication must be given from adult to staff. Notes:	R400.8152(5) 1302.47(4)(c)
25.8	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Staff complete a weekly transportation log. (If applicable, note route # and any variations from regular route). Notes:	R 400.8760R 400.8125 (1) 1303.73

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Transportation - Transit Busing	Regulation	OHS Protocol
Only sites with transit busing need to complete this transportation section.		
25.9 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Baggage and other items transported in the passenger compartment are properly stored and secured; the aisles remain clear and the doors and emergency exits remain unobstructed at all times. Notes:	R 400.8720 (9) 1303.72 (a)(2)
25.10 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	The bus monitor must complete a walk-through on the bus at the end of each run to ensure no children are left on the bus. Children are not left unattended in a vehicle. 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. Notes:	R 400.8760 (4) 1303.72 (3)
25.11 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Emergency communication system is available. Notes:	1303.71(b)
25.12 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled. Notes:	1303.75(a)
	Regulation	OHS Protocol
Only sites with public school busing need to complete this transportation section. Public school transportation is a contract between families and the school. Schools may keep their own records.		
26.1 <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	A staff member must be present at the center while children are riding the bus to and from school. This is generally an hour before school starts and an hour after school ends. Notes:	R400.8125(1) 1302.47(7)(v)

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			Regulation	OHS Protocol
Only sites with public school busing need to complete this transportation section. Public school transportation is a contract between families and the school. Schools may keep their own records.				
26.2	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Public school transportation: () Upon arrival to school, children are received by a staff person and helped out of the vehicle. () Upon departure from school, staff help a child onto the bus. Notes:	R 400.8760 (3) 1303.74 (a) 1303.73 (b)(6)	
26.3	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Special transportation requirements stated in a child's IEP are followed, including special drop-off and pickup requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for the bus driver and monitors. Notes:	1303.75 (b)	
26.4	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Staff complete a weekly transportation log. (If applicable, note route # and any variations from regular route). Notes:	R 400.8760R 400.8125 (1) 1303.73	
26.5	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled. Notes:	1303.75(a)	
26.6	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Students must not be excluded or expelled from classroom programming or transportation services for behavioral, toileting, or other non-health related needs. Staff will communicate any concerns about transportation with their supervisor and coach. Notes:	GSRP Implementation ManualHS 1302.17(b)	