

## Health and Safety Checklist for Center-Based Funded Programs

**Directions:** Use the following checklist to self-assess the program's compliance with the Center-Based Funded Program Compliance Requirements.

Item	Met	Not Met Because:	Questions to ask as you self-assess each item:
<b>Proper handwashing</b> All adults and children shall wash their hands following the correct procedures and schedules for hand washing.			<ul style="list-style-type: none"> <li>Do all children and adults wash and dry their hands using liquid soap, friction, running water, and an individual or disposable towel?</li> <li>Do adults and children wash their hands at all appropriate times (i.e. before meals, after toileting, etc.), according to EEC guidelines?</li> </ul>
<b>Proper cleaning, sanitizing, and disinfecting</b> Equipment, materials, items, and surfaces shall be monitored for cleanliness, washed with soap and water, and sanitized or disinfected as needed to maintain a sanitary environment.			<ul style="list-style-type: none"> <li>Are all surfaces washed with soap and water before sanitizing or disinfecting?</li> <li>Are the correct sanitizer and/or disinfectant solution used, as appropriate for the surface and in accordance with EEC or manufacturer's guidelines?</li> <li>Are staff careful to not spray solutions near children?</li> <li>Are sanitizers, disinfectants, and any other cleaning solutions stored safely and inaccessible to children?</li> </ul>
<b>Proper storage of personal belongings</b> The program shall provide sufficient space for safe and sanitary storage of all personal items and items intended for individual use.			<ul style="list-style-type: none"> <li>Are all personal belongings labeled with each child's name?</li> <li>Is there enough space so that all personal belongings and items intended for individual use are stored so they do not touch?</li> <li>Are adult belongings stored so they are not accessible to children?</li> <li>Is all children's bedding labeled and stored separately?</li> </ul>
<b>Policies for the prevention and control of Infectious Diseases</b> The program shall have written policies for the prevention and control of contagious illnesses and infectious diseases.			<ul style="list-style-type: none"> <li>Does the program have written policies for the prevention and control of serious illnesses and infectious diseases?</li> <li>Does the program follow Department of Public Health guidelines on the use of insect repellent?</li> <li>Are all staff aware of and trained on infection control guidelines and health precautions, including the use of personal protective equipment, hand washing, and disposal of contaminated waste?</li> </ul>
<b>Safe sleep policies and practices</b> <input type="checkbox"/> N/A All providers in programs serving infants shall follow safe sleep practices.			<ul style="list-style-type: none"> <li>Are all children younger than six months of age under direct visual supervision at all times, during the first six weeks they are in care?</li> <li>Are all staff caring for infants trained in safe sleep practices?</li> <li>Are all infants under 12 months placed on their backs for sleeping?</li> <li>Do all cribs and other sleeping equipment meet CPSC and ASTM safety standards?</li> <li>Do all cribs have a firm, properly fitted mattresses with a clean fitted sheet?</li> <li>Is each child put to sleep in an individual sleep space?</li> <li>Are all cots/cribs arranged so that they are at least 2 feet apart?</li> <li>Are children who are napping easily accessible during an emergency?</li> </ul>

<b>Proper labeling of medications</b> All medications shall be labeled accurately and completely, in accordance with EEC standards.			<ul style="list-style-type: none"> <li>• Are prescription medications in original containers with pharmacists' labels?</li> <li>• Are over-the-counter medications properly labeled in accordance with EEC guidelines and in manufacturer's packaging?</li> <li>• Are all medications frequently checked for expiration?</li> </ul>
<b>Proper storage of medications</b> All medications shall be stored under the proper conditions for sanitation, preservation, security, and safety at all times.			<ul style="list-style-type: none"> <li>• Are all medications stored out of reach and inaccessible to children?</li> <li>• Are all controlled substances kept secured and locked at all times?</li> <li>• Are prescription medications requiring refrigeration properly maintained at the necessary temperature?</li> <li>• Are emergency medications readily available at all times to the children for whom they are prescribed?</li> </ul>
<b>Policies for the documentation, administration, handling, and disposal of all medications</b> The program shall have clear policies for the documentation, administration, handling, and disposal of all medications, in accordance with EEC standards.			<ul style="list-style-type: none"> <li>• Does the program have clear, written policies related to the documentation, administration, handling, and disposal of all medications?</li> <li>• Is at least one adult with training in medication administration present at all times?</li> <li>• Is all documentation complete and accurately maintained, each time a medication is administered or a dose is missed?</li> <li>• Is required parental consent current and maintained on file for each child in care?</li> </ul>
<b>Policies and protocols regarding allergies, chronic medical conditions, and individual children's health care needs</b> The program shall have a plan for meeting individual children's specific health care needs, including the procedure for identifying children with allergies and protecting children from that to which they are allergic.			<ul style="list-style-type: none"> <li>• Does the program have a written health care policy? Does the policy include a plan for meeting children's specific health care needs?</li> <li>• Do program staff consistently follow the directions of parents/the child's physician regarding food allergies and/or special diets?</li> <li>• Are emergency or life-saving medications immediately available at all times for the children for whom they are prescribed?</li> <li>• Are all required medication and treatment consent forms on file and current for each child?</li> </ul>
<b>Emergency preparedness plans, policies, and procedures</b> The program shall have plans, policies, and procedures in place to handle all emergency situations in an appropriate manner.			<ul style="list-style-type: none"> <li>• Does the program have current, written plans detailing emergency procedures, including those related to missing children, emergency evacuation due to fire, natural disaster, loss of power, and other emergency situations?</li> <li>• Are all providers aware of the location of children's records, First Aid Kit, all health care, emergency procedures, and First Aid procedures, including children's individual health care plans?</li> </ul>
<b>Emergency information posted</b> Emergency information shall be posted in an area easily visible to parents, providers, and visitors.			<ul style="list-style-type: none"> <li>• Is the emergency information posted so that it is easily visible?</li> <li>• Does the posting include 911, program information, poison control, emergency back-up, emergency medical/allergies, location of health care policy, health consultant information (if applicable), and location of First Aid Kit?</li> <li>• Is all children's information posted in a manner that protects children's privacy?</li> </ul>
<b>Exits accessible and safe</b> Exits and evacuation routes shall be accessible, safe, and easily identified.			<ul style="list-style-type: none"> <li>• Are all exits easily identified and clear of obstructions?</li> <li>• Are evacuation routes and procedures posted?</li> <li>• If evacuation cribs are used, are they easily movable and small enough to fit through exit doors to the outside?</li> </ul>

<b>Emergency drills practiced monthly</b> Emergency drills, including evacuation, relocation, and lockdown procedures, shall occur monthly with the children and shall be documented in accordance with EEC standards.			<ul style="list-style-type: none"> <li>• Are practice emergency and evacuation drills held every month, with all groups of children and from each floor level?</li> <li>• Are the drills held at different times of the day, using alternative exits?</li> <li>• Are all drills properly documented, including the date, time, exit route used, number of children evacuated, and general effectiveness notes?</li> </ul>
<b>First Aid Kit properly assembled and easily accessible</b> First Aid supplies shall be properly assembled, portable, and easily accessible available at all times.			<ul style="list-style-type: none"> <li>• Is the First Aid Kit easily and readily available at all times?</li> <li>• Do providers bring First Aid Kits with them any time children leave the premises in the care of the program?</li> <li>• Is the First Aid Kit complete, including adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers, thermometer, and CPR mouth guard?</li> </ul>
<b>Working phone accessible</b> A working telephone shall be made available at all times.			<ul style="list-style-type: none"> <li>• Is there a working telephone available for providers to use at any time, on or off site, whenever they are responsible for the supervision of children?</li> </ul>
<b>Fire safety compliance</b> The program shall be in compliance with all applicable fire codes.			<ul style="list-style-type: none"> <li>• Are monthly safety tests conducted on all smoke detectors?</li> <li>• Are all carbon monoxide detectors working?</li> <li>• Do you have evidence of compliance with all applicable fire safety codes readily accessible?</li> </ul>
<b>Heating system safety</b> The heating system shall be operated and maintained in a manner that ensures the safety of all children.			<ul style="list-style-type: none"> <li>• Are all steam and hot water pipes protected?</li> <li>• Are all staff aware that the use portable heaters and radiators are prohibited during child care hours?</li> <li>• Are all staff knowledgeable about how to ensure the safety of children when any heating system/source is used during child care hours?</li> </ul>
<b>Certifications and Inspections</b> Applicable certifications and inspections shall be current and available for review.			<ul style="list-style-type: none"> <li>• Does the program have a current building inspection certificate readily available?</li> <li>• If the program serves children younger than 5 years, is there evidence of a lead paint inspection?</li> <li>• If the program uses a private well or water source, has it been inspected and approved within the past year?</li> </ul>
<b>Indoor space</b> Indoor space shall be safe, clean, in good repair, and free from clutter, hazards, and immediate health risks			<ul style="list-style-type: none"> <li>• Is the environment monitored daily to identify and remove or repair any hazards?</li> <li>• Are all toxic substances stored, labeled, and handled according to EEC requirements?</li> <li>• Are there clear pathways for movement and supervision of children?</li> <li>• Are all windows used for ventilation used in ways that protect children from injury, including approved barriers and screens in good repair?</li> <li>• Are electrical outlets covered, as appropriate for the ages of the children in care?</li> <li>• Are all electrical cords secured and monitored for fraying and other damage?</li> <li>• Are all stairways equipped with handrails?</li> <li>• Are all staff aware of EEC's requirements regarding animals kept in the child care program?</li> </ul>

<b>Indoor materials and equipment</b> All indoor equipment, materials, furnishing, and toys shall be safe, clean, and in good repair.			<ul style="list-style-type: none"> <li>• Are all equipment, materials, furnishings, and toys clean and in a safe, secure, and workable condition?</li> <li>• Is all indoor furniture and equipment sturdy, safely constructed and installed, non-tippable and free from hazards that could be dangerous to children, including entrapment hazards?</li> </ul>
<b>Outdoor space</b> Outdoor space shall be safe, adequately maintained, and free from hazards and immediate health risks.			<ul style="list-style-type: none"> <li>• Is there outdoor space that is appropriate for each age group served?</li> <li>• Is the outdoor space accessible to children with disabilities?</li> <li>• Is the outdoor space monitored before each use for hazards, including those related to traffic, poisonous plants, water hazards, debris and trash, broken glass, chipping or peeling paint, dangerous machinery or tools, weather related hazards, and sharp or small objects that could present choking hazards? Are all hazards removed or protected by a fence (at least 4 feet high) or other barrier?</li> <li>• Is the outdoor play space covered with a safe, non-toxic material?</li> </ul>
<b>Outdoor Materials and Equipment</b> All outdoor equipment, materials, furnishing, and toys shall be safe, clean, and in good repair.			<ul style="list-style-type: none"> <li>• Are all equipment, materials, furnishings, and toys clean and in a safe, secure, and workable condition?</li> <li>• Is all outdoor furniture and equipment sturdy, safely constructed and installed, non-tippable and free from hazards that could be dangerous to children, including entrapment hazards, protruding nails, and rust?</li> <li>• Are all staff aware of EEC's policy prohibiting the use of trampolines by child care children?</li> <li>• Is all playground equipment securely anchored and located within use zones that are covered with an adequate depth of ground surfacing material, in accordance with EEC policy?</li> </ul>
<b>Pool and Water safety</b> <input type="checkbox"/> N/A The program shall ensure that the area is safe and children are directly supervised at all times during activities involving water, including tubs, pools, showers, or standing water.			<ul style="list-style-type: none"> <li>• Are provider to child ratios sufficient to maintain safety of children in or near water at all times?</li> <li>• Whenever children are swimming is there always an adult present who is: <ul style="list-style-type: none"> <li>○ Certified as a lifeguard (and CPR/First Aid)?</li> <li>○ Aware of the pump location?</li> <li>○ Able to access a second adult on the premises to assist in the event of an emergency?</li> </ul> </li> <li>• Are all pools made inaccessible whenever they are not in use?</li> <li>• Are all swimming and wading pools treated, cleaned, supervised, and maintained according to sound health and safety practices, guidelines, and regulations?</li> <li>• Are current copies of the pool and pool roof inspections available?</li> </ul>

<b>Suspension/Expulsion Policy</b> The program shall have a written policy in place for avoiding the suspension or termination of a child from the program.			<ul style="list-style-type: none"> <li>Does the program have a written description of procedures for avoiding the suspension or termination of a child from the program?</li> <li>Are opportunities provided for parents/guardians to meet with providers to discuss options other than suspension or termination?</li> <li>Does the program have a resource for supportive services to program staff, including consultation and provider training?</li> </ul>
<b>Supervision</b> All providers shall exercise appropriate supervision of children at all times.			<ul style="list-style-type: none"> <li>Do all providers exercise appropriate supervision strategies (i.e. positioning, proximity, active attentiveness) to ensure children's health and safety at all times?</li> <li>Is supervision careful and consistent during child care hours, including during indoor and outdoor activities, mealtimes, nap times, transportation, on field trips, and during transitions between activities?</li> <li>Are providers aware that infants and toddlers should never be left unattended, including when the child is in an infant seat, on a changing table, or on any other surface that could result in a fall?</li> </ul>
<b>Appropriate discipline</b> Child guidance shall be provided in a positive, consistent, and developmentally appropriate way.			<ul style="list-style-type: none"> <li>Do all providers use appropriate behavior management techniques with the children?</li> <li>Is guidance provided to children in a positive and consistent way, based on an understanding of their individual needs and development?</li> <li>Are all providers aware of prohibited discipline practices, including but not limited to spanking, deprivation of food or outdoor time, confinement, or excessive time out?</li> </ul>
<b>Prevention of child maltreatment</b> The program shall be operated in ways that protect children from abuse or neglect.			<ul style="list-style-type: none"> <li>Does the program have written procedures for protecting children from abuse and neglect?</li> <li>Are all providers aware of their responsibilities as mandated reporters?</li> <li>Do all providers know how to make a report to the Department of Children and Families to report child abuse or neglect?</li> <li>Is the program aware that EEC must be contacted immediately: <ul style="list-style-type: none"> <li>After filing or learning that a report (51A) has been filed alleging abuse or neglect of a child while in care?</li> <li>Upon learning that a report has been filed naming a provider or person regularly on the premises as an alleged perpetrator of abuse or neglect of a child?</li> </ul> </li> <li>Does the program share written information with parents regarding the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment?</li> </ul>

<b>Vehicle Requirements</b> <input type="checkbox"/> N/A All motor vehicles used to transport children are maintained and operated in accordance with state law.			<ul style="list-style-type: none"><li>Are all vehicles used for the transportation of children registered and have passed an annual inspection in accordance with the laws of the state?</li><li>Does the program maintain copies of vehicle registrations for any and all vehicles used to transport children?</li><li>Does the program maintain copies of annual vehicle inspection reports for any and all vehicles used to transport children?</li></ul>																																				
<b>Transportation plan, policies, and procedures in place</b> <input type="checkbox"/> N/A The program shall have a written plan for the safety and supervision of all children during transport.			<ul style="list-style-type: none"><li>Does the program have a written plan for the safety and supervision of all children during transport, including how children are transported, emergency procedures, children who walk or arrive by public transportation, and any special arrangements for children with disabilities?</li><li>Does the program maintain parental consent forms for each child’s individual transportation plan?</li><li>Do all transportation staff (including contracted staff) maintain an accurate transportation attendance log (taken before and after each trip) and inspect the vehicle at end of the run to ensure that no child is left?</li><li>Is the operator of any vehicle transporting children licensed in accordance with MA law?</li><li>Is at least one person on each vehicle currently certified in pediatric First Aid and CPR?</li><li></li></ul>																																				
<b>Provisions for transportation safety</b> <input type="checkbox"/> N/A The program shall ensure adequate provisions for transportation safety.			<ul style="list-style-type: none"><li>Does each vehicle transporting children have a First Aid Kit, seat belt cutter, a working telephone, and emergency numbers for each child present?</li><li>Are all potentially dangerous objects securely restrained during transportation?</li><li>Are suitable car restraints/car seats used as appropriate for the ages and sizes of the children, and checked to meet all vehicle safety guidelines?</li></ul>																																				
<b>Group sizes and Adult-Child Ratios</b> The program shall maintain sufficient numbers of staff and appropriate group sizes necessary to ensure adequate and safe supervision at all times.			<table><tr><th>Fixed Age Group</th><th>Max. Group Size</th><th>Adult/Child Ratio</th><th>Mixed Age Group</th><th>Max. Group Size</th><th>Adult/Child Ratio</th></tr><tr><td>Infant</td><td>7</td><td>1:3</td><td>Infant/Toddler</td><td>9 total w/ max. 3 infants</td><td>1:3</td></tr><tr><td>Toddler</td><td>9</td><td>1:4</td><td>Toddler/Pre</td><td>9</td><td>1:5</td></tr><tr><td>Preschool</td><td>20</td><td>1:10</td><td>Pre/School Age</td><td>20 (max. age 8 yrs.)</td><td>1:10</td></tr><tr><td>Kindergarten</td><td>25</td><td>1:12</td><td>K/School Age</td><td>25</td><td>1:12</td></tr><tr><td>School Age</td><td>26</td><td>1:13</td><td></td><td></td><td></td></tr></table>	Fixed Age Group	Max. Group Size	Adult/Child Ratio	Mixed Age Group	Max. Group Size	Adult/Child Ratio	Infant	7	1:3	Infant/Toddler	9 total w/ max. 3 infants	1:3	Toddler	9	1:4	Toddler/Pre	9	1:5	Preschool	20	1:10	Pre/School Age	20 (max. age 8 yrs.)	1:10	Kindergarten	25	1:12	K/School Age	25	1:12	School Age	26	1:13			
Fixed Age Group	Max. Group Size	Adult/Child Ratio	Mixed Age Group	Max. Group Size	Adult/Child Ratio																																		
Infant	7	1:3	Infant/Toddler	9 total w/ max. 3 infants	1:3																																		
Toddler	9	1:4	Toddler/Pre	9	1:5																																		
Preschool	20	1:10	Pre/School Age	20 (max. age 8 yrs.)	1:10																																		
Kindergarten	25	1:12	K/School Age	25	1:12																																		
School Age	26	1:13																																					
<b>Adequate, appropriate, and safe provisions for toileting and diapering</b> The program shall provide enough adequate, appropriate, and safe facilities and supplies for the toileting and diapering of all children.			<ul style="list-style-type: none"><li>Are all bathrooms readily accessible to all children, including children with disabilities?</li><li>Are all sinks used for handwashing after diapering/toileting separate from food preparation facilities and areas?</li><li>Are diapering surfaces used only for diapering?</li><li>Are diapering areas separate from food service areas?</li><li>Are diapers disposed of in a safe and sanitary manner?</li><li>Is there running water near each diapering area?</li></ul>																																				

<b>Notification policies in place</b> The program shall have policies in place to notify families, EEC, or the appropriate agency as required by EEC standards.			<ul style="list-style-type: none"> <li>Does the program have policies in place to notify families, as required by EEC?</li> <li>Does the program have policies in place to notify EEC, as required by EEC?</li> <li>Does the program have policies in place to notify other appropriate agencies, as warranted and in accordance with EEC policies?</li> </ul>
<b>Required health and safety trainings</b> All program staff shall complete all required health and safety trainings.			<ul style="list-style-type: none"> <li>Have all program staff working directly with children completed the following 12 EEC Essentials training modules: <ol style="list-style-type: none"> <li>1. Child Abuse and Neglect;</li> <li>2. Emergency Response Planning;</li> <li>3. First Aid and Cardiopulmonary Resuscitation (CPR) Overview;</li> <li>4. Food Related Risk and Response;</li> <li>5. Hazardous Materials;</li> <li>6. Infant Safe Sleeping Practices;</li> <li>7. Infectious Diseases and Immunizations;</li> <li>8. Introduction to Child Development;</li> <li>9. Medication Administration;</li> <li>10. Physical Premises Safety;</li> <li>11. Shaken Baby Syndrome; and</li> <li>12. Transporting Children.</li> </ol> </li> </ul>
<b>CPR and First Aid Certifications</b> There shall be at least one staff member currently trained and certified in age-appropriate CPR at all times when children are present.			<ul style="list-style-type: none"> <li>Does the program ensure that there is at least one staff member on the premises whenever children are present who has current certification in both age-appropriate CPR and age-appropriate first aid?</li> <li>Does the program ensure that there is at least one staff member accompanying children whenever they are participating in activities off-site, including during transport between activities, who has current certification in both age-appropriate CPR and age-appropriate first aid?</li> </ul>
<b>Complete and accurate record keeping-attendance</b> The program shall maintain complete and accurate records of child, staff, and visitor attendance.			<ul style="list-style-type: none"> <li>Does the program maintain complete and accurate records of all child and staff attendance, including arrival and departure times?</li> <li>Does the program have a method of knowing exactly who is on the premises at any given time?</li> <li>Are all visitors required to sign in and out?</li> </ul>
<b>Complete and accurate record keeping – children’s records</b> The program shall maintain complete, accurate, and confidential children’s records.			<ul style="list-style-type: none"> <li>Does the program maintain a confidential file for each child, in one central location?</li> <li>Is each file current and complete, in accordance with EEC requirements?</li> </ul>



<p><b>Complete and accurate record keeping – staff records</b></p> <p>The program shall maintain complete, accurate, and confidential staff records.</p>			<ul style="list-style-type: none"> <li>• Does each the program maintain a confidential file for each staff member that includes: <ul style="list-style-type: none"> <li>• evidence that the provider has had a physical examination within one year prior to employment;</li> <li>• evidence that the provider has been immunized in accordance with the recommendations of the Department of Public Health;</li> <li>• a statement of any limitations on the provider in working with children;</li> <li>• evidence of completed background record checks;</li> <li>• evidence of current Pediatric First Aid and Pediatric CPR certifications;</li> <li>• evidence of current lifeguard certification, if applicable;</li> <li>• documentation of completion of all health and safety trainings; and</li> <li>• documentation of any disciplinary actions or investigations?</li> </ul> </li> </ul>
<p><b>Background Records Checks</b></p> <p>(a) Each person employed by the funded Program, who has potential for unsupervised contact with children, shall have a background free of conduct which bears adversely upon his or her ability to provide for the safety and well-being of a child, pursuant to Department policy.</p> <p>(b) Each Designated Administrator shall ensure that employees shall not have unsupervised contact with children until the Designated Administrator determines that the requirements identified in 8.14 (a) and 606 CMR 14.00 et seq. are met.</p>			



## Staff Summary

Program Staff		Background Records Check			Health and Safety Training		
Name	Title/Assignment	Expiration Date	Determination	Letter on file	CPR	First Aid	EEC Essentials Trainings
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		
					Cert Date: Exp Date:		