



# Office of Head Start Monitoring Protocol

## Child Health and Safety Observation Guides

**FY 2012**

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# Child Health and Safety Observations

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## Safety Observation—Center-Based Classrooms

### Child Health & Safety Compliance Framework #3—Physical Environments

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- ▶ Does the program provide sufficient equipment, toys, materials, and furniture (including diapers and wipes) to meet the needs and facilitate the participation of children and adults?

#### CHS 3.2

- ▶ Are toys, materials, and furniture age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary for children with disabilities?

Look to see if there are enough toys for the children, if furniture is of the right size for the age group served and if items like diapers and wipes are provided when necessary. Look to see if accommodations have been made for children with disabilities.

Share the results of your observations with the CDE Reviewer and see if they have any additional information to add about the safety, developmental appropriateness of the settings, and accommodations made for children with disabilities.

#### CHS 3.2

- ▶ Are evacuation routes posted in the classroom?

#### CHS 3.3

- ▶ Are emergency procedures (such as fire or weather related emergencies) posted?

#### CHS 3.3

- ▶ Is lighting sufficient and adequate for classroom activities?

#### CHS 3.3



- ▶ Is adequate emergency lighting available?

CHS 3.3

- ▶ Is there a fire extinguisher available and easily accessible and is there a service date on the fire extinguisher showing that it has been updated at least annually?

CHS 3.3

- ▶ Are an appropriate number of smoke detectors installed and is there documentation showing that the smoke detectors are tested regularly?

CHS 3.3

- ▶ Are exits clearly visible and evacuation routes clearly marked and posted so that the path to safety outside is unmistakable?

CHS 3.3

- ▶ Are medications labeled and stored, under lock and key and refrigerated if necessary?

CHS 3.4

- ▶ Are electrical outlets that are accessible to children covered and maintained to prevent shock?

CHS 3.5

- ▶ Are windows and glass doors constructed, adapted, and adjusted to prevent injury to children?

CHS 3.5

- ▶ Are toilets and hand washing facilities adequate, clean, in good repair, and easily reached by children?

CHS 3.5



- ▶ Are garbage and trash being stored in a safe and sanitary manner?

**CHS 3.5**

- ▶ Are children safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc.)?

**CHS 3.5**

- ▶ Does the program ensure that the sleeping area is free of soft bedding materials? (i.e. soft mattress, pillows, stuffed animals, fluffy blankets, comforters within the sleeping arrangements (cribs, play pens, bassinets, etc.).

If soft bedding is found please alert the RTL to have the bedding removed (soft bedding can lead to SIDS).

Please describe the type of soft bedding material used and how many sleeping arrangements use the material.

*Note: Applies only to programs serving infants and toddlers*

**CHS 3.6**

- ▶ Do all toys appear to be cleaned and sanitized? If no, please explain further. What did you observe on the toys that made you determine that they were dirty? How many toys were dirty? Were the children actively using these toys?

*Note: Applies only to programs serving infants and toddlers*

**CHS 3.7**

- ▶ If available, review the toy sanitizing schedule for the classroom. Is the schedule sufficient for ensuring toys are sanitized on a regular basis?

*Note: Applies only to programs serving infants and toddlers*

**CHS 3.7**



- ▶ Does the classroom have at least 35 square feet of usable indoor space –excluding bathrooms, halls, kitchen, staff rooms, and storage space—and 75 square feet of usable space per child?

**CHS 3.8**

- ▶ Were provisions made to ensure the safety, comfort and participation of children with disabilities?

**CHS 3.11**

#### Child Health & Safety Compliance Framework #4—Healthy Practices and Routines

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- ▶ If you observed any situation where hand washing was necessary (i.e. after diapering or toilet use, before food preparation, whenever hands are contaminated with blood or other bodily fluids and after handling pets or other animals) did volunteers, staff, and children wash their hands with soap and running water?

**CHS 4.1**

- ▶ If you observed staff come in contact with spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) were nonporous (e.g., latex) gloves worn by staff when they came in contact with the spill? Also, was the spill cleaned up immediately and all exposed areas cleaned and sanitized?

**CHS 4.2**

- ▶ If you observed diapering during your classroom observation did teachers/aides practice proper sanitation and hygiene procedures for diapering?

If no, describe diapering practices in detail, where the practices occurred, how many occasions you observed them, and who was involved.

**CHS 4.3**

- ▶ Are facilities available for the proper storage and handling of breast milk and formula?

*Note: Applies only to programs serving infants and toddlers*

**CHS 4.4**



- ▶ If the observation takes place at mealtime did teachers promote effective dental hygiene including wiping infants' gums in an EHS or migrant program after meals?

**CHS 4.5**

Child Health & Safety Compliance Framework #5—Group Size

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- ▶ Are 20 or less children present in the classroom?

*Note: Applies only to programs serving preschool- age children*

**CHS 5.1**

- ▶ Does the class roster show that 20 or less children are enrolled in the classroom?

*Note: Applies only to programs serving preschool- age children*

**CHS 5.1**

- ▶ Did the program ensure that the required infant/toddler group size of 8 or less was not exceeded?

*Note: Applies only to programs serving infants and toddlers*

**CHS 5.2**

- ▶ Were teachers assigned responsibility for no more than 4 infant/toddlers each?

*Note: Applies only to programs serving infants and toddlers*

**CHS 5.2**



## Safety Observation—Family Child Care Centers

### Child Health & Safety Compliance Framework #3—Physical Environments

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- ▶ Does the program provide sufficient equipment, toys, materials, and furniture (including diapers and wipes) to meet the needs and facilitate the participation of children and adults?

#### CHS 3.2

- ▶ Are toys, materials, and furniture age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary for children with disabilities?

Look to see if there are enough toys for the children, if furniture is of the right size for the age group served and if items like diapers and wipes are provided when necessary. Look to see if accommodations have been made for children with disabilities.

Share the results of your observations with the CDE Reviewer and see if they have any additional information to add about the safety, developmental appropriateness of the settings, and accommodations made for children with disabilities.

#### CHS 3.2

- ▶ Are smoke and carbon monoxide detectors installed and properly located?

#### CHS 3.3

- ▶ If the family child care home has a basement, are radon detectors installed (as recommended by local health officials)?

#### CHS 3.3

- ▶ Is there a system of supervision in place that ensures the safety of children not within view for any period?

#### CHS 3.3



- ▶ Does the provider ensure the safety of children when a body of water, a road, or other potential hazard is present or when children are being transported?

If no situations are observed when children are near a body of water, road, or other potential hazard when children are being transported then select N/A.

CHS 3.3

- ▶ Is there a fence to prevent children's unsupervised access to all water hazards, such as pools or other bodies of water?

CHS 3.3

- ▶ Did the provider secure health certificates for pets to document up to date immunizations and freedom from conditions that may pose a threat to children's health?

If the provider does not have any pets then select N/A.

CHS 3.3

- ▶ Did the provider ensure that pets are managed appropriately to ensure children's safety at all times?

CHS 3.3

- ▶ Are medications labeled and stored, under lock and key and refrigerated if necessary?

CHS 3.4

- ▶ Are children safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc.)?

CHS 3.5

- ▶ Are the premises free from pests?

CHS 3.5



- ▶ If needed, are chemicals for controlling pests used while children are not on the premises?

CHS 3.5

- ▶ Are firearms or other weapons accessible or kept in areas occupied by children?

CHS 3.5

- ▶ Does the provider ensure that alcohol and/or drugs are not consumed while children are present?

CHS 3.5

- ▶ Does the provider ensure that alcohol and drugs are not accessible to children at all times?

CHS 3.5

- ▶ Does the program ensure that the sleeping area is free of soft bedding materials? (i.e. soft mattress, pillows, stuffed animals, fluffy blankets, comforters within the sleeping arrangements (cribs, play pens, bassinets, etc.).

If soft bedding is found please alert the RTL to have the bedding removed (soft bedding can lead to SIDS).

Please describe the type of soft bedding material used and how many sleeping arrangements use the material.

*Note: Applies only to programs serving infants and toddlers*

CHS 3.6

- ▶ Do all toys appear to be cleaned and sanitized? If no, please explain further. What did you observe on the toys that made you determine that they were dirty? How many toys were dirty? Were the children actively using these toys?

*Note: Applies only to programs serving infants and toddlers*

CHS 3.7



- ▶ If available, review the toy sanitizing schedule for the classroom. Is the schedule sufficient for ensuring toys are sanitized on a regular basis?

*Note: Applies only to programs serving infants and toddlers*

**CHS 3.7**

- ▶ Does the family child care home have sufficient indoor and outdoor space usable and available to children?

**CHS 3.8**

- ▶ If outdoor play area is observed when children are present did you observe any instances where children left the premises and were able to access unsafe and unsupervised areas or where children were exposed to vehicular traffic without supervision en-route to play areas at one or more centers?

**CHS 3.8**

- ▶ Were provisions made to ensure the safety, comfort and participation of children with disabilities?

**CHS 3.11**

**Child Health & Safety Compliance Framework #4—Healthy Practices and Routines**

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- ▶ If you observed any situation where hand washing was necessary (i.e. after diapering or toilet use, before food preparation, whenever hands are contaminated with blood or other bodily fluids, and after handling pets or other animals) did volunteers, staff, and children wash their hands with soap and running water?

**CHS 4.1**

- ▶ If you observed staff come in contact with spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) were nonporous (e.g., latex) gloves worn by staff when they came in contact with the spill? Also, was the spill cleaned up immediately and all exposed areas cleaned and sanitized?

**CHS 4.2**



- ▶ If you observed diapering during your classroom observation did teachers/aides practice proper sanitation and hygiene procedures for diapering?

If no, describe diapering practices in detail, where the practices occurred, how many occasions you observed them, and who was involved.

#### CHS 4.3

- ▶ Are facilities available for the proper storage and handling of breast milk and formula?

*Note: Applies only to programs serving infants and toddlers*

#### CHS 4.4

- ▶ If the observation takes place at mealtime did teachers promote effective dental hygiene including wiping infants' gums in an EHS or migrant program after meals?

#### CHS 4.5

### Child Health & Safety Compliance Framework #5—Group Size

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- ▶ Does the FCC provider ensure that they have not exceeded the maximum group size?

#### CHS 5.1



## Safety Observation—Center

### Child Health & Safety Compliance Framework #3—Physical Environments

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- ▶ Is there a safe and effective heating and cooling system that is insulated to protect children and staff from potential injuries?

CHS 3.5

- ▶ Does the design of the playground as well as the selection and layout of playground equipment and/or surfaces minimize the possibility of injury to children?

CHS 3.5

- ▶ Is all sewage and liquid waste disposed of properly?

CHS 3.5

- ▶ Are indoor and outdoor premises cleaned daily and kept free of undesirable and hazardous materials and conditions?

CHS 3.5

- ▶ Does the program maintain a smoke free environment on center grounds?

CHS 3.5

- ▶ Are outdoor play areas arranged to prevent children from leaving the premises and getting into unsafe and unsupervised areas?

CHS 3.9

- ▶ If outdoor play area is observed when children are present did you observe any instances where children left the premises and were able to access unsafe and unsupervised areas or where children were exposed to vehicular traffic without supervision en-route to play areas at one or more centers?

CHS 3.9



- ▶ Were the sites, facilities, materials and equipment well maintained, in good repair, safe and secure?

**CHS 3.10**



## Bus Inspection

### Child Health & Safety Compliance Framework #6—Safe Transportation

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- ▶ Is the bus equipped with a two-way communication system?

CHS 6.1

- ▶ Is the bus equipped with safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location?

CHS 6.1

- ▶ Is the bus equipped with a first aid kit and a sign indicating the location of such equipment?

CHS 6.1

- ▶ Is the bus equipped with a seat belt cutter for use in an emergency evacuation and a sign indicating its location?

CHS 6.1

- ▶ Is the bus equipped for use of height- and weight-appropriate child restraint systems?

CHS 6.1

- ▶ Is the bus equipped with a reverse beeper?

CHS 6.1