

## Child Family Services MONITORING INSTRUMENT

**\* Early Head Start \* Head Start \* Migrant/Seasonal Head Start \***

Agency: \_\_\_\_\_ Location: \_\_\_\_\_ Service Options: \_\_\_ Center Based \_\_\_ Home Based \_\_\_ FCCH

Self Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Grantee Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Health & Safety Checklist

	Prior to children arriving	2 wks after children arrive	Within 60 days of children arriving	<b>Comments</b> <small>*Please date &amp; initial comments</small>
	<b>Compliant</b> Yes No N/A	<b>Compliant</b> Yes No N/A	<b>Compliant</b> Yes No N/A	
<b>SECTION I: Facilities, Materials &amp; Equipment</b>				
1. Do facilities used for center-based combination options or home-based group socialization activities comply with state and local licensing requirements? <i>1306.30(c)</i>				
2. Are areas used for diapering and toileting separate from areas used for cooking, eating, and children's activities? <i>1304.53(a)(10)(xiv); T-22 101427(0)</i>				
3. Are mattresses used for infants firm? Is soft bedding (such as comforters, pillows, fluffy blankets, or stuffed toys) avoided? <i>1304.53(b)(3), 1304.22(e)(7)(2f)</i>				
4. Are all infant and toddler toys made of nontoxic materials and sanitized regularly? <i>1304.53(b)(2); T-22 10143B(d), 101438.1(d)</i>				
5. Are all toys, classroom materials, and furniture safe, durable, and in good condition? <i>1304.53(b)(1)(vi)(vii); T-22 101239(n)(9)</i>				
6. Are garbage and trash stored and disposed of in a safe, sanitary manner? <i>1304.53(a)(10)(xvi)</i>				
7. Are electrical outlets accessible to children covered or maintained to prevent shock? <i>1304.53(a)(10)(xi)</i>				
8. Are heating and cooling systems insulated to protect children and staff from injury such as burns? <i>1304.53(a)(10)(i); T-22 101239(c)</i>				
9. Are all classroom windows and glass doors constructed, adapted, or adjusted to prevent injury to children? <i>1304.53(a)(10)(xii)</i>				

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10. Are classrooms well lit, and is emergency lighting available in case of a power failure? <i>1304.53(a)(10)(ix); T-22</i>				
11. Are exits clearly visible and evacuation routes clearly marked and posted so the path to safety outside is unmistakable? <i>1304.53(a)(10)(vii)</i>				
12. Are there at least 35 square feet of usable indoor space and 75 square feet of usable outdoor space per child – excluding bathrooms, halls, kitchen, staff rooms, and storage space? <i>1304.53(a)(5); T22 101238.3(a), 101238.2(a)</i>				
13. Are approved fire extinguishers readily available to staff? <i>1304.53(a)(10)(v)</i>				
14. Are smoke detectors installed and tested regularly? <i>1304.53(a)(10)(vi)</i>				
15. Are all required policies and plans of action for health emergencies requiring rapid response (e.g., choking, asthma attack) posted? <i>1304.22(a)(1)</i>				
16. Are locations and telephone numbers of emergency response systems posted and up-to-date family contact information and consent for emergency care readily available? <i>1304.22(a)(2); T-22 101174(b)(2)(2)</i>				
17. Are emergency evacuation routes posted and safety procedures for emergencies (fire or weather-related) practiced regularly? <i>1304.22(a)(3); T-22 101174(a)&amp;(b)2</i>				
18. Are outdoor play areas at center-based programs arranged to prevent children from getting into both unsafe and unsupervised areas? <i>1304.53(a)(9); T-22 101238.2(g)&amp;(g)(1)</i>				
19. Does the agency ensure that children en route to play areas are not exposed to vehicular traffic without supervision? <i>1304.53(a)(9); T-22 101238.2(b)(2)</i>				
20. Does the agency ensure that the indoor and outdoor space in EHS or HS centers in use by mobile infants and toddlers is separated from general walkways and from area in use by preschoolers? <i>1304.53(a)(9); T-22 101216.4(a)(6)</i>				
21. Are playground equipment and surfaces maintained to minimize injury to children? <i>1304.53(a)(10)(x); T-22 101238.2(d)&amp;(h)</i>				
22. Do the grantee and delegate provide for maintenance, repair, safety, and security of all HS facilities and equipment? <i>1304.53(a)(7); T-22 101238.2(d)&amp;(h)</i>				

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<b>SECTION II: Hygiene</b>				
1. Do staff, volunteers, and children wash their hands with soap and running water after diapering and toilet use, before and after food-related preparation or activity, after hands have become contaminated with blood or other bodily fluids, after handling pets or other animals, before and after giving medications, before and after bandaging a wound, and after assisting a child with toilet use? <i>1304.22(e)(1)(i-iv); 1304.22(e)(2)(i-iii); T-22 101438.1(b)&amp;(b)1, 101227(a)(14)</i>				
2. Do staff and volunteers wear nonporous gloves when in contact with blood or other visibly bloody bodily fluids? <i>1304.22(e)(3); OSHA CCR T8, G1505193</i>				
3. Are spilled bodily fluids immediately cleaned up and disinfected according to professionally established guidelines? Are tools and equipment used to clean spills promptly disinfected, and are blood-contaminated materials disposed of in a plastic bag with a secure tie? <i>1304.22(e)(4); OSHA CCR Title 8 G1505193</i>				
4. Do the grantee and delegate adopt sanitation and hygiene practices for diapering that adequately protect children and staff's health and safety? <i>1304.22(e)(5); T-22 101438.1</i>				
5. Are potties used in center-based programs emptied into the toilet and cleaned and disinfected after each use in a utility sink for that purpose? <i>1304.22(e)(6); T-22 101428(e)(2)</i>				
6. Do the grantee and delegate ensure that cribs and cots are at least 3 feet apart to avoid spreading contagious illness and to allow for easy access to each infant or toddler? <i>1304.22(e)(7)</i>				
7. Do the grantee and delegate ensure that indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions? <i>1304.539a)(10)(viii); T-22 101238.2(d)&amp;(g)&amp;(h)</i>				
8. Do the grantee and delegate ensure that first aid kits are well supplied, age appropriate, and readily accessible to staff (but not children) at each facility and while offsite? <i>1304.22(f)(1); T-22 101226(d)</i>				

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<b>SECTION III: Food Safety and Sanitation</b>				
1. Do the grantee and delegate ensure that all applicable Federal, State, local, and Tribal food safety and sanitation laws are met and evidence of compliance, including appropriate licenses and certificates, as appropriate, is posted? To include food service vendors. <i>1304.23(e)(1); T-22 101227(a)</i>				
2. Do the grantee and delegate ensure basic food sanitation in connection with food preparation and handling? <i>1304.53(a)(10)(viii); 1304.53(a)(10)(xiii); T-22 101227(a)(15, 18, 19, 21, 22 &amp; 25)</i>				
3. Are all food service vendors licensed in accordance with State, local, or Tribal laws? <i>1304.23 (e)(1)</i>				
4. For programs serving infants and toddlers, do the grantee and delegate ensure that facilities are available for the proper refrigerated storage and handling of breast milk and formula? <i>1304.23(e)(2); T-22 101427(e4)(1)(a)&amp;(j)</i>				
<b>SECTION IV: Dental</b>				
1. Can the grantee and delegate demonstrate that they promote effective dental hygiene in conjunction with meals? <i>1304.23(b)(3)</i>				
<b>Administration of Medication</b>				
1. Procedures established and maintained regarding administration of medication to include training, storage, labeling, physician instruction, parent consent, record keeping, administering meds and identification of side effects. <i>1304.22(c)(1-4); T-22 101226(e)(1-6)</i>				