

Form Explanation Sheet

Form Name: Daily Safety Checklist

Why It Is Used: This form is used to ensure that the classroom and playground are safe places for the children.

How It is Used: Each day the first member of the classroom staff is to inspect the classroom to make sure that it is safe. They initial each checkbox for the day. Every day before the children are allowed to go to the playground, a staff member completes a visual inspection of the yard to ensure that it is a safe place for the children to play. That individual initials the check box for the day.

Deadlines: This is completed each day that school is in session.

Who Is Responsible: Center staff

Where It Goes: This form is kept in a file in the center. At the end of the year the file is stored with the rest of the center files for that year (i.e., child files, etc.)