

 Policy #: FME-2	Effective Date: 8/1/99	Page #: 1 of 2
Ref #: 1304:53(a)(8)-(9), 1304.53 (a)(10)(x)	Policy Council Approval Date: 8/28/07, 2/26/08	Revision Date: 4/10/07, 2/13/08

COMPONENT: FACILITIES, MATERIALS, AND EQUIPMENT

SUBJECT: DAILY PLAYGROUND CHECKLIST TO ENSURE SAFE AND SECURE ENVIRONMENTS.

PERFORMANCE OBJECTIVE: To ensure that all Head Start indoor and outdoor environments are maintained in a safe and secure condition.

OPERATIONAL PROCEDURES:

1. Ensure that an indoor and outdoor environment is established that is free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other pollutants. (ex: trash, poisonous plants, etc.)
2. Ensure that soil and water are free of contaminants.
3. Ensure that children are never present during the spraying of pesticides or herbicides. Children are not allowed to return to areas where spraying has been conducted until it is safe to do so.
4. Ensure that outdoor play areas are secure to the extent that children may not leave the premises. (ex: gates secured, fences, in good repair)
5. Ensure that playgrounds are arranged so as to prevent children from engaging in unsafe or unsupervised activities. (ex: safety mats in play area)
6. Ensure that children are not exposed to vehicular traffic without supervision while enroute to play areas.
7. Ensure playground checklist are conducted daily by the center cook, teacher or teachers assistant prior to the children going outside.
8. The observing staff member should check the end of the checklist to ensure the playground has been deemed safe to use.
9. The current week's checklist will be kept on the emergency board.
10. The checklist is to be completed daily in each center by two staff and signed on the checklist.
11. The checklists are to be sent to the Marketing Manager weekly.

CENTER: _____

WEEK OF: _____

DAILY PLAYGROUND CHECKLIST

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Gates secured										
Fences in good repair										
Trash removed										
Snake/Wasp check										
No poisonous plants/etc.										
Mulch raked and in place. safety mats covered.										
Bike track swept										
Bikes/helmets in good repair										
Outside activities present										
Free of broken glass and debris										
Time of playground checked										
Playground checked by	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Playground Maintenance										
Plan										

REMINDER BIKE RULES:

1. Helmets must be worn by all children on the bike track.
2. No more than four children on the bike track at one time.
3. Teacher present by the bike track at all times.
4. Only one child on a bike at a time – No pushing.