



Safety & Security Checklist

- All leaders are 18 years old or older and have a currently completed application and background check.
- Every classroom has a minimum of two unrelated adults and recommended student/teacher ratios are followed.
- Every child has a completed registration form that includes parent's location and emergency contact numbers.
- All teachers and parents follow a check-in/pick-up system that has been designed for the safety and security of the children and teachers.
- Preschool/children's hallways and classrooms are safe and secure so that unauthorized adults cannot come into contact with the children.
- All preschool classrooms are located on the first floor/ground level.
- Allergy Alerts are posted and parents notified of activities involving possible allergic reactions.
- All teachers inspect the classroom toys, furniture, and materials to make sure they are age appropriate, clean, and in good condition.
- All preschool classrooms have supplies to clean toys and diaper changing stations that are safe and supplied with gloves and wax paper. These items are stored safely in the classroom out of the reach of children.
- All cribs are inspected and it is confirmed that they meet all current safety guidelines.
- All playground equipment has been checked to make sure it is in good repair, free of sharp edges, loose nails or broken parts.
- The church fire evacuation plan is updated and the evacuation route is posted in each classroom.
- Repair or replace equipment where necessary.