

2018-2019 Reach Dane Start-up and Program Year Classroom Framework Preschool (PS)/Infant Toddler (IT/EHS)

Program _____ Classroom _____ Classroom team _____ FD or PD

Start-up inspection by Teacher DUE DATE: September 28th Date received: _____ Site Director Reviews: Date October 12th Date March 1st

Health/Safety/Licensing Regulations	Health/Safety/Licensing Regulations, Continued
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current License Posted; Non-compliances/compliances/exceptions posted until signed by Licenser then sent to Luann <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accreditation certificates posted (if applicable)(i.e. YoungStar, City of Madison Accreditation, etc.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Licensing Book posted (HFS 46, effective 1/1/09) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Parent handbook posted—2018-2019 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Menus posted (updated changes) Post on Parent Bulletin Board <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Emergency #'s by phone Include 911, CPS, poison control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evacuation plans posted by evacuation points (include tornado) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exit lights (all lit) or signs by every exit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fire/safety checklist posted & completed __ Smoke detector checked weekly __ Fire drill: monthly __ Tornado Drill: Monthly April through October __ Off-Site Emergency Evacuation Drill: once each year during the time period September-April __ Lockdown <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CPR documentation posted near license (Post copy of each site staff member's card) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Attendance/Tracking procedures posted (contacting families of children absent without notice) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tracking Sheet (must reflect children and staff in ratio) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Zoning Plan complete & in Tracking Binder <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sub Notes in Tracking Binder complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Medical log location: _____ <input type="checkbox"/> <input type="checkbox"/> Reviewed every 6 months, proper procedures followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> First aid kit complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Blood borne pathogens bucket complete; location _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evacuation Backpacks Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Flashlights operable; location _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Medication/chemicals locked—Keys labeled <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Child emergency cards updated quarterly and in necessary locations <hr/> <p style="text-align: center;">Classroom Team Requirements</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Confidentiality always maintained <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Delegation of Authority posted All staff know who is in charge during all hours of operation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Required employment posters individually posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> "And Justice For All" poster posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Site specific orientation checklist done within 5 days for each volunteer and employee new to the site <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Staff emergency cards up-to-date; location _____ *If changes – complete both change of status form and new emergency card. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Opening/closing procedures posted; location: _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Agency Blue Book (Flash Drive) available; location _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Kind recorded & turned in to Site Director <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DPI meal count completed at each meal daily, reviewed, signed and turned in weekly <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Agency Wide Expectations Posted <input type="checkbox"/> <input type="checkbox"/> Continuing Ed. records up-to-date & submitted December and June

Classroom Programming	Parent Involvement / Parent Bulletin Board
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Visual schedule posted for children and used daily <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current Weekly: <input type="checkbox"/> <input type="checkbox"/> <i>Weekly</i> team meeting documented <input type="checkbox"/> <input type="checkbox"/> Lesson Plan posted and turned into Site Director <input type="checkbox"/> <input type="checkbox"/> 30 minutes planned physical activity everyday <p style="text-align: center;">Full Day Programs</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Early am & late pm activities in place <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nap time licensing rules followed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Child sign in and out sheet available to parents <p style="text-align: center;">Part Day Programs</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TS introduced bus safety by reading story; date _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bus Route done & copy to Transportation Manager and Site Director <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Child sign in/ out sheet available to parents who walk in <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bus curriculum, planned & on lesson plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Parents sign child in and out of bus tracking sheet to be used for In Kind	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reach Dane mission statement posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Detailed daily schedule posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current Lesson plan posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Staff pictures & bios posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Parent Communication System posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Newsletter to parents done monthly and posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Policy Council info. on parent board <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Community Resources posted <input type="checkbox"/> <input type="checkbox"/> Phase In/ Sneak A Peak dates _____ (PS only) <input type="checkbox"/> <input type="checkbox"/> Bus safety video dates _____ (PS only) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PAC meetings documented and minutes posted <p style="text-align: center;"><i>Parent ideas for curriculum documented on lesson plan</i></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> System for volunteers in place (hours, in-kind, etc.) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Materials available in applicable languages
<p>Individualizations/Outcomes</p> <input type="checkbox"/> <input type="checkbox"/> ASQSE Screening done (HS/EHS Only) <input type="checkbox"/> <input type="checkbox"/> ASQ3 Screener Complete (HS/EHS Only) <input type="checkbox"/> <input type="checkbox"/> If needing a referral see Blue Book for process <input type="checkbox"/> <input type="checkbox"/> Child Development Goals/Updates done (FPA) <input type="checkbox"/> <input type="checkbox"/> Family Goals/Updates done (FPA) <input type="checkbox"/> <input type="checkbox"/> IFSP or School IEP & H.S. support plan done if applicable <input type="checkbox"/> TS Gold __Fall __Winter __Spring <input type="checkbox"/> <input type="checkbox"/> My Day Sheets completed daily, including “something I did today” for each child (IT/EHS only)	<p style="text-align: center;">Child Plus</p> <p>Under the Education Tab:</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Home visits/Parent conferences documented/entered <input type="checkbox"/> <input type="checkbox"/> ASQ3 Screeners <input type="checkbox"/> <input type="checkbox"/> ASQSE Screeners <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Progress Reports/Conference Webs/GOLD Family Conference Forms <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Child Development Goals (Form #408) <input type="checkbox"/> <input type="checkbox"/> Developmental Summary <p>Under the Family Services Tab:</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> All Significant Communication with Families entered in Family Services tab – Events – Add Event – Routine Contact (i.e. attendance phone calls, behavior concerns, etc.)

ACTION PLAN REQUIRED FOR ITEMS NOT COMPLETED BY SITE DIRECTOR AND STAFF.

All Reach Dane Agency Policies and Procedures Apply. This Checklist is not all-inclusive.