IT Classroom Quality Review

Teacher should review the classroom (or center) for these items in September & January.

Completed form should be returned to Site Director

Name: _____ Center_____ Date:_____ **Entry to Classroom:**	**Check when done**
Welcome Sign with classroom name Note: "No Street Shoes Please, Remember to wash your hands upon entry." (Have a basket of blue shoe covers available)	
Parent Bulletin Board with: O Staff Introductions O Lesson Plan O Typical Daily Schedule O Center Newsletter O Menu O Staff List & Lines of Communication O PAC Information O SIDS information O Nutrition Information	
"My Day" form for each child	
Child Sign In/Out Sheet *This should be on a portable clipboard that is taken outside, on walks… *Emergency Contact & Child Release Authorization should be in clipboard	

Around Classroom: *Remember to hang pictures at children's eye level too!!	**Check when done**
Pictures of the children	
Multicultural Pictures	
Children's Artwork	
Is the classroom Developmentally Appropriate for the children enrolled…. Why?	
Review ITERS to ensure equipment needed is present.	
Label Cubbies	
Label items in classroom	

Emergency Procedures:	**Check when done**
Evacuation Plans (written & map) O Tornado Procedure – Post by Fire Evac Info	

	Check when done
O Fire Evacuation – Post at each door O Weather radio for site – does it work? Where is it? O Flashlight for each room – does it work? Where is it?	
Treatment Plan for Minor Injuries & Emergencies posted (both medical & dental)	
Emergency Phone Numbers posted at each phone Portable/cell phones must have emergency numbers attached to handset	

First Aid Kit
  O Where is it located? _____
  O Is it supplied?
Where is bodily spills bucket/kit? _____ Is it supplied?	

Health Procedures:	Check when done

Medical Log Book – do staff know how to use this and where it is located?
  Reviewed by Site Director at least every 6 months___ (January & July)
  Reviewed by PNP annually ___ (January)
 	
Posted "Guidelines for the Exclusion of Children & Staff from a Child Care Center"	

Labeled & Locked Boxes for Medications (staff & volunteers too) O Regular Medications O Refrigerated Medications O Diaper Ointment	
Diapering Procedure posted at Changing table Supplies: ___non latex gloves ___foot operated garbage can O List of children authorized to have diaper ointment…	
Sinks labeled for Diapering or Food Prep Hand washing Procedures posted by sink.	
Confidentially posted list of food allergies – Update regularly! Include photo of child Asthma Action Plan or Health Action Plan needed for any children? _____ Place in "Health Action Binder"	

Other Classroom Items:	Check when done
Post Opening & Closing Procedures Post Cleaning Schedule	
Sub Info Card for each child and Info for subs labeled.	
Yellow Health Action Binder with copy of "Infant & Toddler Health and Developmental History", Health Alert and Allergy Action plan for each child	
DPI Infant Meal Production Record (if needed) DPI Attendance/Meal Count Form on clipboard – turn in to Site Director at end of each week…	

To be completed by Site Director.

Lead Teacher please make sure you know where to find these items.

At Site Entrance:	Check when done
Licensing Rule Book	
Site's Parent Handbook	
Brochure: Your Guide To Licensed Child Care	
License and current Compliance form	
Fire & Safety Checklist for Group Day Care (w/ smoke detector check) Day Care Center Safety Checklist Fire Drill Record (WI Dept. of Commerce) **These three forms are turned in to 0-3 Director in June Copies of CPR cards for all staff posted by license	
City Accreditation Certificate	
Copy of EHS PAC minutes	
Site "Chain of Command" posted by license	

Somewhere on site:	Check when done

Posters: Federal Law
       Justice For All
       Fair Employment Poster (DPI)	

Blue Book (Reach Dane Procedure Manual) with Union Contract & Personnel Policies Head Start Performance Standards	
Resources for staff (curriculum, behavior, etc.)	
0-3 Family Handbooks 0-3 Enrollment Packets Locked Box or Locked File with children's files *Master File for each child is at Red Arrow Administration Building Locked box or file with staff information—Continuing Ed, Evals, etc. Secure storage for staff personal items.	

Post:

____**Agency Calendar**

____**In & Out board for staff (dry erase)**

_____**Notebook with copy of Staff Meeting agendas and attendance**

Parent Information: Check if available on file:

___**Waitlist Form**

___**0-3 Family Handbook**

___**Extra 0-3 Enrollment Packets**

SIDS Prevention brochure

"**Babies Sleep Safest On Their Backs**"

___**English version**

___**African American version**

___**Spanish version**

___ "**Your Guide To Licensed Care**" **brochure**

___**Nutrition Information**

___**Parent Advisory Council Information (PAC)**

___**Licensing Rules – a copy in entry**

____**Notebook with copies of all newsletters and parent communication**

Form 813 (01/17)