

**Enrichment Portfolio
Safe Environment Checklist**

Date: _____ Delegate Agency Name: _____ YSD Staff: _____

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|----|---|--|
| 1 | Staffing patterns support contractual requirements regarding class size & number of adults per child. | |
| 2 | Parent emergency contact information is available and updated. | |
| 3 | First aid kit is available and well stocked. | |
| 4 | Is there a portable first aid kit available for activities outside of the classroom | |
| 5 | Fire extinguisher(s) are readily available and have a current tag. | |
| 6 | Smoke and Carbon Monoxide detectors are working. | |
| 7 | In program locations, two exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable. | |
| 8 | Do exit doors open easily | |
| 9 | Are there any exit lights, or emergency lights | |
| 10 | Are Fire and tornado drills performed and if so is there a schedule available | |
| 11 | Emergency telephone numbers are clearly posted (EMS, Fire, Police, Poison Control) | |
| 12 | Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from the children and are accessible only to authorized persons. (this includes cleaning materials and detergents) | |
| 13 | Staff, volunteers and children wash their hands with soap and warm running water whenever hands are in contact with food, blood or bodily fluids, etc. | |
| 14 | Toilets and hand-washing facilities are adequate, clean, in good repair and equipped with necessary paper supplies. | |
| 15 | The site is adequately safe, clean, and well-maintained, furnished and designed to provide contracted services to children and families. | |
| 16 | Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. | |
| 17 | Heating and cooling systems are working correctly in appropriate climates. | |
| 18 | Facility is handicap accessible. | |
| 19 | If applicable, outside and inside play area has been cleaned, free of debris and dangerous equipment. | |
| 20 | Rubber gloves are available and used when serving food. | |
| 21 | Is there a written emergency agency plan and an alternative location in place | |

Agency Contact Name and Title: _____

Agency Contact Name Signature: _____

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Youth Services Division
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Observations and Recommendations

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