

Safety Checklist

For Childcare Centers



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Whether your facility is a newly converted childcare center, an overflow center or a well-established childcare site, here are some basic guidelines to ensure the safety of the children, parents and staff.

Security Measures and Infrastructure

Ensure all exterior doors and windows are lockable.

Only permit parents, guardians, and authorized caregivers inside. No unauthorized visitors.

Perform formal identification checks for all parents, guardians and authorized caregivers.

Implement video monitoring.

Install and maintain smoke alarms, CO detectors and fire extinguishers.

Establish a sign-in/sign-out system for authorized visitors. Place the monitor directly in front of you while at the keyboard. Try to eliminate glare.

Physical Safety Measures

Install appropriately-rated gates at the top and bottom of stairways.

Establish safe sleeping and play environments.

Ensure toys are in good condition and appropriate for the age group.

Keep cleaning supplies and similar items locked away.

Plan for windows in every classroom to provide fresh air.

Lock partially open window hardware where needed.

Make sure the facility is well-ventilated and provides necessary heat or AC.

Keep furniture and equipment in good repair.

Certify that shelves over 60 inches are secured.

Cover all electrical outlets.

Remove all candles and candle warmers.

Set up barriers to kitchen areas.

General Safety Measures

Maintain low teacher-to-student ratios.

Perform regular teacher-to-student ratio checks.

Enforce strict/frequent hygiene procedures, especially around diapers and food preparation areas.

Supervise children at all times.

Establish separate diaper and play areas.

Complete regular inspections for health and cleanliness.

Emergency Safety Measures

Keep exit paths clear at all times.

Include windows in every room for emergency exits.

Identify designated places or areas where all employees, guests or visitors can assemble in case of an emergency.

Document an emergency evacuation plan.

Provide first aid kits in every room.

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