

DECE Resource Guide (Deck B)

Checklist Guide

Daily Opening Checklist

- Facility unlocked and alarm deactivated
- Classrooms inspected for hazards
- Cleaning/sanitizing completed
- Bathrooms stocked
- Attendance system ready
- Medication cabinet secured
- Emergency exits unobstructed
- Playground inspected
- Staff-to-child ratios confirmed
- Breakfast/snack prep verified
- Incident forms available

Health & Safety Checklist

- Handwashing procedures followed
- Toys sanitized per schedule
- Diapering procedures compliant
- First aid kits stocked
- Medications labeled and locked
- Allergy lists posted and updated
- Sleep checks documented
- Drinking water accessible

- Hazardous materials secured
- Fire extinguishers inspected
- Emergency contact information current

Classroom Operations Checklist

- Lesson plans posted
- Learning centers prepared
- Materials age-appropriate and safe
- Attendance recorded
- Development observations completed
- Behavior incidents documented
- Parent communication logs updated
- Transition times managed
- Nap/rest procedures followed
- End-of-day classroom reset completed

Staffing & Compliance Checklist

- Staff attendance verified
- Required certifications current
- Background clearances active
- Ratio compliance maintained
- Break schedules assigned
- Training hours tracked
- Substitute coverage arranged
- Licensing postings visible

- Mandated reporting procedures reviewed

Food Service Checklist

- Meal counts documented
- Food temperatures logged
- Allergies cross-checked
- Surfaces sanitized
- CACFP documentation completed (if applicable)
- Expiration dates checked
- Refrigerators/freezers within temperature rang

Playground Safety Checklist

- Equipment inspected
- Surfacing intact
- Gates latched
- Standing water removed
- Shade/water available
- Staff supervision zones assigned
- Injury hazards removed

Closing Checklist

- Attendance reconciled
- Children released to authorized adults
- Incident reports completed
- Trash removed
- Toys sanitized



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- Bathrooms cleaned
- Doors/windows secured
- Lights/equipment turned off
- Daily reports sent to families
- Alarm activated

Monthly/Periodic Administrative Checklist

- Licensing documentation reviewed
- Fire drills completed/documented
- Emergency preparedness reviewed
- Inventory updated
- Parent files audited
- Staff evaluations scheduled
- Tuition/accounts reviewed
- Policy handbook updates distributed