



Hearts & Hands
Christian Childcare Center & Preschool
Ministry by Values Inspection Checklist

 (Location of School)

 (Date)

+ = Meets HH standards

0 = Needs Improvement

N/A = Not Applicable

Safety:

Safety Rating: _____

	Parking Lot Clean and Safe		Office Area/Entry Clean and Safe
	Plug In Protectors in use		Food Trash Cans covered at all times
	All Toys in Good condition		All Chairs in Good condition
	All sharp objects out of reach		All spray bottles out of reach
	Teacher materials out of reach		Cubbies clean and safe
	All cabinet tops and upper surfaces safe/secure		Playground Safe/Clean
	Kitchen Safe/Clean		Supply Room Safe/Clean
	Children's Bathroom Safe/Clean		Staff Bathroom Safe/Clean
	Children's Records Locked in File Cabinet		Classrooms Safe/Clean
	Children's Allergy Alerts current		No Tripping hazards
	Teachers using Good Supervision in class and transition		Center count known by all staff
	Emergency Backpack Available		First Aid Kit (Plentiful and updated)
	Classroom/Outside First Aid Kit		Water Availability in Classroom
	Water Availability on Playground		Cots Safe/Clean

Comments:

Required Postings:

	Facility Roster (Children/Updated)		Facility License (Posted)
	Personal Rights form (Posted)		Menu's updated and current
	Child Passenger restraint system poster (Posted)		Daily Activity Schedule (Posted)
	Parents Rights Poster (Posted)		Personnel Report (Posted)
	Emergency Disaster Plan (Posted)		Designation of Facility Responsibility (Posted)

Required Items:

	Medication/Log Book		Medication Lock Box (Office/Refrigerator)
	Sign In/Out Book Signatures		Fire Drill Report Current
	Earthquake Drill Report Current		

Love:

	Friendly Greetings to Parents and Children		Greetings by Name
	Smiles/Hello's /Goodbye's		Interaction with Parents
	Interaction with Families		Current High 5's displayed
	Staff Interacting positively with each other		Voice Tone

Other:

	Parent Survey (Sent:)		Parent recognition received
	Teacher notes/greeting cards/sent-communication		

Comments:

Excellence:

Classrooms:

	Cleanliness		Classroom Displays
	Teacher Supplies		Cubbies/Top of Cubbies
	Floors		Chairs
	Doors/Door Jambs		Floor Boards
	Tables		Windows/Window Ledges
	Toys/Manipulatives		Bulletin Boards
	Children's Centres		Book Area
	Curriculum Being Taught		Children's Daily Log
	Children's Achievements (Twice a Year)		Parent Board
	Classroom Schedule (Year/Month/Weekly)		Parent Conferences Requested (Amount:_____)

Comments:

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Bathrooms:

	Sinks		Soap
	Paper Towels		Toilets
	Floors		Garbage Cans

Comments:

Diaper Changing Area's:

	Diaper Changing Pad		Gloves
	Diaper Changing Records		Disinfectant

Comments:

Kitchen:

	Food Storage Areas		Floor (Swept/Mopped)
	Garbage Cans		Supplies
	Counters		Refrigerator
	Medication Lock Box		Sharp Tool Accessibility
	Kitchen Door Locked		Hazardous Materials Locked

Comments:

Janitorial Closet/Storage (If on site):

	Door Locked		Hazardous Materials Locked
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Comments:

Playground :

	Sand		Wood Chips
	Equipment		Water
	First Aid Kit		Trash Can

Comments

Communication Log:

	Center Count Current		Morning Count/Afternoon Count
	Class Count Current		White Board in use for Count (Visible to all staff)
	Transition Count		Communication Log Book

Needs Attention (List by Importance)

Deadline

Completion Date

Needs Attention (List by Importance)	Deadline	Completion Date

Supervisor Signature

Date

Sign Off on All Deadlines:

Supervisor Signature

Date