

August 2023



Monday	Tuesday	Wednesday	Thursday	Friday
31	1 All lights are fully operational, and covers are in place.	2 Space has at least 2 separate play areas for infants Space has at least 3 different interest centers for beginners	3 Staff know and report accurate head count (# matches attendance sheet) and ratios are maintained*	4 Staff interact with children during meals/feeding.
7 All bottles, food, and/or sippy cups are labeled with each child's FIRST and LAST name and current days DATE*	8 No exposed foam - soft seating / equipment / crib mattresses / nap mats	9 A variety and adequate number of age-appropriate toys are accessible throughout the day.	10 Cots/mats are stored to reduce the spread of germs.	11 Correct diaper changing procedures are posted and observed.
14 Director, Bus Drivers and ALL other staff with any transportation or supervision responsibilities must have state approved BFTS 2-hour Transportation training (every 2 years) effective June 30, 2015 (GA)	15 Bus loading/unloading is well supervised* Checking the vehicle first check completed by staff person on the vehicle Second check completed by designated staff person (present on vehicle or not)	16 Checking the vehicle - No second person available - (1) driver will check vehicle as required (2) Driver will report by phone to the director or designated person in charge that check was completed (3) Driver will document time and verification of phone contact on checklist*	17 Safe Sleep procedures are posted in clear view near the front of the room.	18 Children shall never be left unattended in a vehicle (not for a second) - Staff must always be physically present inside the bus while occupied by any child*
21 Child Allergy and Dietary Restriction listing is posted*	22 Review Staff Files for accuracy** All required forms (Health and Safety Orientation, Application, 10 year Employment History, Employee Acknowledgement form, & Handbook and Employee Agreement), a Comprehensive Background Check, & First Aid/CPR.	23 Review 2 Transportation logs for accuracy	24 Review Children's Files for accuracy** DP Enrollment form, Infant Information Sheet, Trans. Agreement, #3231 Form, Signed Safe Sleep Letter, 2-Year-Old Letter, Vehicle Emergency Medical Form	25 Bus/Van First Aid kit is secure, closed with lid, out of reach of children and is fully stocked - COMPLETE CHECKLIST*
28 Soap and paper towels are available at ALL sinks.	29 There is evidence of adults and children following handwashing procedures at ALL required times	30 Review 2 vehicle emergency forms for accuracy	31 Review Passenger Checklists	1