

WV Universal Pre-K Health and Safety Checklist

August 14, 2015

Presented by:

[The WV Universal Pre-K Steering Team](#)



Overview

The WV Universal Pre-K Health and Safety Checklist was designed to assist county collaborative early childhood teams in ensuring healthy and safe environments in all universal pre-k classrooms.

- Items from the health and safety checklist replace items previously reviewed through completion of the ECERS-R.

Overview

The WV Universal Pre-K Health and Safety Checklist was developed through the work of a comprehensive stakeholders group, which was comprised of early childhood experts in universal pre-k programs from across the state to meet state and federal requirements.

- Requirements from the Head Start Health and Safety Screener
- WVBE Policy 2525, which also included Child Care Center Licensing Regulations

Overview

The WV Universal Pre-K Health and Safety Checklist must be completed each year within 45 calendar days of the first day of the school year.

Instructions for Use

1. The county collaborative early childhood team will determine the composition of the observation team and the observation schedule for each classroom.
 - Each observation team must include a minimum of two observers.
 - Observers cannot be classroom staff.

Instructions for Use

2. Each observation team will conduct the assigned observations and complete the WV Universal Pre-K Health and Safety Checklist, as scheduled.
- The team may utilize paper or electronic copies of the WV Universal Pre-K Health and Safety Checklist during the observation.

Instructions for Use

One member of each classroom observation team must enter results from the WV Universal Pre-K Health and Safety Checklist into the online observation platform.

- The observation team member designated to enter results from the Health and Safety Checklist must have access to the ELRS: Pre-K.
- The online observation platform is located on the ELRS: Pre-K.

Instructions for Use

3. The WV Universal Pre-K Health and Safety Checklist: Sections

- Environmental Checklist: Indoor
- Environmental Checklist: Outdoors
- Supervision
- Health and Safety Procedures
- Transportation

Instructions for Use

3.a. Mark yes or no in the space provided to answer each question on the checklist.

Environmental Checklist: Indoor

Requirement	Yes	No	Comments
1. There are 35 square feet of usable space per child.			



Instructions for Use

- 3.b. If a question is answered no, a comment must be included on the checklist.

Environmental Checklist: Indoor

Requirement	Yes	No	Comments
1. There are 35 square feet of usable space per child.			



Instructions for Use

3.c. Address any items requiring immediate attention with the classroom administrator and/or teacher prior to exiting the building.

Instructions for Use

4. Enter results on the ELRS: Pre-K- WV Universal Pre-K Health and Safety Checklist. All questions marked *no must* include comments (on the online platform).

<https://wvde.state.wv.us/apps/elrs/>

Instructions for Use

- 4.a. Place a checkmark in the box in the section titled, Immediate Follow-up: Requirement/Action if there were items that required immediate attention.
- Include notes for items requiring immediate follow-up with the classroom administrator and/or teacher prior to exiting the building.

Immediate Follow-up: Requirement/Action

Instructions for Use

4.b. Place a checkmark in the box in the section titled, *Corrective Action Plan* if corrective action is necessary.

- Corrective Action Plan (Completed by County Collaborative Early Childhood Team, Classroom Administrator, Classroom Staff- Attach WV Universal Pre-K Health and Safety Observation Corrective Action Plan to the signed copy of the WV Universal Pre-K Health and Safety Checklist)

Instructions for Use

- 4.c. Print a copy of the completed online WV Universal Pre-K Health and Safety Checklist to review with the classroom administrator and staff.

Instructions for Use

5. Complete a debriefing meeting within ten days of the observation to review results from the WV Universal Pre-K Health and Safety Checklist with the classroom administrator and staff.

Instructions for Use

6. Each debriefing meeting participant should sign the WV Universal Pre-K Health and Safety Checklist in the section titled, Debriefing Meeting Participants.

Debriefing Meeting Participants

_____ Teacher Name (Please Print)	_____ Teacher Signature	_____ Date
_____ Classroom Administrator Name (Please Print)	_____ Classroom Administrator Signature	_____ Date
_____ Observer Name (Please Print)	_____ Observer Signature/Title	_____ Date
_____ Observer Name (Please Print)	_____ Observer Signature/Title	_____ Date
_____ Observer Name (Please Print)	_____ Observer Signature/Title	_____ Date
_____ Additional Participant (Please Print)	_____ Signature/Title	_____ Date
_____	_____	_____

Instructions for Use

7. Complete a WV Universal Pre-K Health and Safety Observation Corrective Action Plan to address any items requiring changes or follow-up during the debriefing meeting.

Corrective Action Plan

WV Universal Pre-K Health and Safety Checklist Corrective Action Plan

School:	Classroom(s):
Administrator:	Date of Completion:
Teacher:	Assistant Teacher:

Directions:

Complete the following plan of correction for items identified on the WV Universal Pre-K Health and Safety Checklist. Indicate the end result desired by completing corrective action plan in the *outcome* section below. List the section and item from the WV Universal Pre-K Health and Safety Checklist necessitating the corrective action plan in the Section/Item section. Include all action steps essential to achieve the outcome. List the projected date of completion, person/group responsible, projected cost, and funding source for each action step. Add rows for each action step necessary to achieve the outcome. Attach additional pages for more outcomes.

Outcome:		WV Universal Health and Safety Checklist Section/Item:		
Action Steps	Projected date of completion	Person/Group Responsible	Projected Cost (if any)	Funding Source (if needed)

Q & A