

September 2023



Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1 Vehicle's auto insurance is current & copy in bus and at center.
4 All medication in both refrigerated and non-refrigerated has a medication authorization to go with it, including emergency medication	5 Pantry shelving in good repair and no food stored on floor	6 Handwashing sign with proper steps is posted at ALL sinks *	7 Furniture/equipment is age appropriate, rust free and in good repair with a variety and adequate number of age appropriate toys accessible.	8 Soap and paper towels are available at ALL sinks in the building
11 Statement allowing parental access to all child care areas upon notifying any staff member of his/her presence	12 Children do not have access to hazardous materials (cleaning/teacher supplies, glass, plastic, etc)	13 Flooring and rugs are in good condition	14 Child Allergy and Dietary Restriction listing is posted*	15 Classroom is set up and "Tour Ready" even if room is not being used
18 Attendance/roll call sheet is maintained daily*	19 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	20 Correct diaper changing procedures are posted and observed	21 No exposed foam - soft seating / equipment / crib mattresses / nap mats	22 Safe Sleep procedures are posted in clear view near front of room
25 Center maintains ALL transportation information and forms for 12 months	26 Drawers, doors to closets/cabinets and rooms unapproved for children are locked	27 Current activity is reflected accurately on daily schedule & lesson plan	28 Emergency plan for severe weather and fire is located at exit	29 The current week's dated menu (any substitutions are listed on menu and visible) and meets USDA guidelines and/or CACFP required)*