

Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Due: _____
 Scheduled: _____
 Actual: _____

All Hazard Preparedness, Emergency, and First Aid		
1	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] All Hazard Preparedness (AHP) Procedures, plans, evacuation maps posted by emergency exits. [Earthquake, lockdown, flood, etc.]. Annually reviewed and signed by director/staff when applicable. Notes:
2	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] All Hazard Preparedness and Fire Drill Record. At least one AHP drill conducted/evaluated/documentated quarterly for all classrooms of children. Fire drills practiced/documentated monthly. Notes:
3	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Emergency supplies, including parent and emergency contact information, first aid kits, Child Health Plans, emergency medications, etc. are readily portable whenever the children leave the classroom. [Fire drills/evacuation, playground/premises, field trips. etc.] Notes:
4	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Child Health Plans and Child Supplemental Food Plans are readily accessible/confidential. Notes:
5	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Monthly First Aid Kit Inspection Checklist-(in backpack) completed with all items present. PSESD supplied items: Current First Aid Manual* (1), Disposable Tweezers* (2), Resusci Face Shield* (1). Notes:

Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

All Hazard Preparedness, Emergency, and First Aid		
6	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Daily Attendance Records are readily accessible at all times to update (carried when leaving classroom) and reflects current status of each child's attendance. Notes:
7	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Classroom Emergency Board Procedure completed. Check procedure. Are all in one place? Are they in an obvious place? Notes:
8	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Current CPR/First Aid Card for All Staff. Notes:
9	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Daily Classroom Safety Checklist-completed daily. Notes:
10	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Monthly Health and Safety Classroom Checklist-Completed monthly. Notes:
11	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Sign showing location of First Aid Kit. Notes:

Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Facility - Classroom Premises - General		
12	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Gates used to prevent children from entering unsupervised areas or stairways are securely anchored, openings small enough to prevent entrapment of a child's head (spaces less than three and a half inches), and rigid (no accordion-type gates). Staff do not step over gates. Notes:
13	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Hot Surfaces, such as a stove, are out of reach or covered to prevent burns in the classroom. Can be marked non-compliant (generates a CAP) Notes:
14	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Personal staff/volunteer belongings (i.e. handbags) are stored out of children's reach or locked up if containing medications. Staff emergency medications can remain unlocked, out of children's reach. Notes:
15	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Practice] Pesticide Policy and Procedures are followed. Pesticides and lawn chemicals are used in strict compliance with labeling and are used only when children are not present. Pesticide notices posted as required. Notes:
16	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Animal Care Plans posted near animal and procedures followed. Notes:
Classroom Equipment and Supplies		
17	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Arts and craft materials are stored in labeled containers and are non-toxic. Notes:

2018 - 2019 Site Safety Checklist - Classroom

Classroom Equipment and Supplies		
18	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Choking hazards identified/removed for children under 3 years old: Toys/objects are larger than 1 ¼" in diameter and 2 ¼" in length. Round objects are 1 ¾" or larger. (Use paper towel tube as guide). Notes:
19	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Clothing for children is in ample supply (backup). Notes:
20	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Clothing (additional) for adults is readily available within the classroom in the event that clothing is soiled or contaminated. Notes:
21	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Coats and other personal items are stored separately without touching. Notes:
22	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Floors are kept dry and there are no slippery throw rugs. Notes:
23	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Furniture is arranged to provide optimal supervision. Notes:

Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Classroom Equipment and Supplies		
24	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Gloves (medically-rated, latex free) are readily accessible. Notes:
25	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Heavy items stored above a child's height are removed or secured to prevent from falling. Can be marked non-compliant (generates a CAP) Notes:
26	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Heavy items/toys are stored closest on the ground, lowest shelf in place where children spend time. Notes:
27	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Magnets are not used by children under three years of age. All high powered magnets are banned entirely. Notes:
28	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Plastic bags, foam or Styrofoam objects, matches/lighters, candles are not accessible. Notes:
29	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Push pins and thumb tacks are not used to display items. If staples used, cover with clear packing tape if within reach of children. (Preschool alternative: nontoxic adhesive putty). Notes:

Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Classroom Equipment and Supplies		
30	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Strings/cords on toys are 12 inches or shorter; straps on hats and guitars are removed; purses/bags have short straps or are tied; telephone cords are out of reach to prevent strangulation. Notes:
31	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Firearms, pellet or BB guns, darts, bows and arrows, cap pistols, paint ball guns, or objects manufactured for play as toy guns are not used. Notes:
32	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Equipment, toys, materials, and furniture are safe, age, and developmentally appropriate. Notes:
33	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Toys, materials and equipment are in good condition, and stored in a safe manner. (No sharp edges or points, pinch points, chipped paint, splinters, or loose nuts or bolts). Notes:
34	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Toys are cleaned and sanitized as needed between each use by individual children or when mouthed. Notes:
35	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Safety straps are always used when a child is placed in a piece of equipment (highchairs, swings, etc.) Not used on diaper pads and changing tables. Notes:

2018 - 2019 Site Safety Checklist - Classroom

Classroom Equipment and Supplies

36	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Infant equipment (car seats, bouncer, etc.) is not placed on any elevated surface or near top of stairs. Notes:
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Classroom Activities: Cleaning, Sanitation, Disinfecting, Chemicals Practices

37	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Cleaning/Sanitizing/Disinfecting Checklist is followed. Notes:
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Classroom Activities: Diapering Practices

38	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Posted] Diaper-Changing Procedure [Recommended Steps for Changing Diapers Poster] is followed and posted in the changing area(s). Notes:
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Classroom Activities: Food Practices

39	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Practice] Hot liquids and food (more than 120 degrees F) are kept out of children's reach. Adults do not consume hot liquids where children are present. Notes:
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Classroom Activities: Infant Food and Bottle Feedings (if applicable)

40	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	All bottles are labeled with the child's full name and date. Notes:
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2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Infant Food and Bottle Feedings (if applicable)

41	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Bottles are heated in warm water or bottle warmer. Microwaves are not used to heat bottles or infant food. Crock pots used to warm bottles of formula only is cleaned/sanitized daily. Notes:
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42	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	The temperature of bottles and food are tested before serving to children. Notes:
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Classroom Activities: Handwashing Practices

43	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Sink is dedicated for handwashing and never used for food preparation or cleaning of soiled clothes. Notes:
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Classroom Activities: Health Practices

44	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	A "conditional" or "exempt" immunization status list of children is available so that children can be excluded in the case of a communicable disease outbreak. Susceptible List Procedure. Notes:
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45	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Illness Log and Injury Report Form are completed for all incidents according to Agency/School District procedure. Notes:
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46	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Ill children are kept in a comfortable area away from others until family arrives. Notes:
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Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Health Practices		
47	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	A system is in place to notify families of illness, injuries, and communicable disease immediately upon detection. Notes:
Classroom Activities: Posted		
48	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Child Care Center License, if applicable. Notes:
49	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Standard of Conduct: Child Guidance and Support Policy. Notes:
50	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Daily Class Routine (schedule). Notes:
51	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	McKinney-Vento Homeless Assistance poster.* Notes:
52	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Policy Council schedule and most recent meeting minutes (FCC: provide copies to families). Notes:

Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Posted		
53	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Staff Name with duties, hours and operating hours (Center-based only). Child Care only. Notes:
Classroom Activities: Posted Near Phone		
54	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Site Information (address, room number, phone number). Posted near phone Notes:
Classroom Activities: Sleeping		
55	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Infants: Sleeping arrangements for infants are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). Can be marked non-compliant (generates a CAP) Notes:
56	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Infants/Toddlers: Evacuation cribs (infants) as well as wagons and/or strollers are available to be wheeled out and are used for evacuation in emergency situations. Can be marked non-compliant (generates a CAP) Notes:
57	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Infants: are placed completely flat on their backs to sleep. Can be marked non-compliant (generates a CAP) Notes:

2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Sleeping

58	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Infants: heads are always uncovered; bibs removed. Pacifiers are not clipped to clothing. Infants are not swaddled. Notes:
59	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Items are stored separately for each child. Notes:
60	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Nap mats/cots are spaced a minimum of 36 inches apart or when space is limited, children are placed head-to-toe as far apart as possible. Notes:

Classroom Activities: Toothbrushing

61	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Tooth Brushing Procedure is followed. Notes:
62	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Toothbrushes (TBs)* are labeled with the child's name and stored properly (bristles up, open to air, not touching, outside of toilet area). If using net to cover, it must fit properly without touching toothbrushes at any time. Notes:

Classroom Activities: Outdoor (May apply to indoor play spaces)

63	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Garbage is disposed of in a durable, leak proof trash receptacle with a tight-fitting lid or is emptied throughout the day. Notes:
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2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Outdoor (May apply to indoor play spaces)

64	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	[Practice] Sunscreen and Sun Protection Procedure is followed. Notes:
65	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Children use the equipment as intended by the manufacturer. i.e. cannot climb outside sliding tubes. Notes:
66	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Portable equipment, riding toys, helmets are age appropriate, in good condition and safely stored. Notes:
67	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Children one year of age and older wear helmets when riding toys with wheels (i.e. tricycles, bikes) or using any wheeled equipment (i.e. rollerblades, skateboards). Helmets fit properly and meet CPSC standards. Children take off helmets after riding or using wheeled toys or equipment. Can be marked non-compliant (generates a CAP) Notes:

Classroom Activities: Supervision

68	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Teachers directly supervise children by sight and hearing at all times. This includes indoors, outdoors and when children are sleeping, going to sleep, or waking up. Notes:
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Puget Sound ESD - HS/EHS

8020 - Monitoring Worksheet

2018 - 2019 Site Safety Checklist - Classroom

Classroom Activities: Supervision		
69	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards). Notes:
70	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure. Can be marked non-compliant (generates a CAP) Notes:
71	<input type="checkbox"/> Compliant - Needs TA <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent. EHS: 1:4 with no more than 8 per class; HS/ECEAP: 1:10 with no more than 20 per class (differs depending on predominant age of children). Can be marked non-compliant (generates a CAP) Notes: