

# Site Readiness and Safety Checklist Procedure

## Purpose

This procedure tells site teams how to complete the *Site Readiness and Safety Checklists*. The list identifies specific areas of concern when planning for a safe learning environment.

## Procedure

Safety in the Early Learning classroom is vital to the functioning and success of the program. Federal and state regulators, as well as program funders, require standards for health and safety to be met. The *Site Readiness and Safety Checklist* is a tool for Early Learning Teams and staff at PSESD to help ensure the health and safety of all children, families and staff present at PSESD Early Learning sites.

## When to Complete

The *Site Readiness and Safety Checklist* must be completed each year and uploaded prior to the first day of class. Full Year programs must complete the checklist no later than September 15<sup>th</sup> of each calendar year.

## Uploading Requirements

There are two types of documents you will use: [Center Director Site Readiness and Safety Checklist](#) AND [Classroom Site Readiness and Safety Checklist](#).

1. Submit a single Center Director checklist for **each site** in your program.
2. Submit Classroom checklists for **each classroom** at each site.
3. Items marked as “Not Yet” on your checklists will require entry into “Follow-Up Forms” database activity.
4. The **Center Director’s Signature** is required on each submission. Unsigned submissions will be deemed incomplete and not counted.

## Preparing for Your Uploads

After completing and signing your checklists, you will need to rename the documents using this format: **CenterName\_SiteName\_Type\_Date**. (*Type* = Either **CTRDIR** for Center Director checklist, or **CLASS** for Classroom checklist)

### EXAMPLE:

**For Center Director checklists:** BethelSD\_Evergreen\_CTRDIR\_01SEPT2017

**For Classroom checklists:** BethelSD\_ElkPlain\_CLASS\_KVELC1\_01SEPT2017

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## Upload Directions

### The Center Leader must do the following:

1. Make sure both the [Center Director Site Readiness and Safety Checklist](#) AND [Classroom Site Readiness and Safety Checklist\(s\)](#) are complete.
2. Make sure that one box is checked for every row of every checklist.
  - If you mark a row as “Not Yet,” fill-out the “Action Plan” list at the end of the checklist.
3. Log-in to your account at [Classes.EarlyLearningWA.org](http://Classes.EarlyLearningWA.org).
4. Go to the “2019-20 Site Readiness and Safety Checklists” for your Center.
5. Click the green “Enroll Me” button to enter (only needed the first time you enter).
6. Under “Checklist Uploads,” click the appropriate link and upload the corresponding checklist.
7. Confirm that the “Completion” checkbox on the main page is marked with a green check.
  - If you upload a checklist that is incomplete or incorrect, the PSESD Reviewer will change your completion checkbox to red and send you an email regarding next steps.

### If you have Follow-Up Action Items, please do the following:

1. After uploading the checklist, move down the main page to the “Follow-Up Forms Data Entry” section.
2. On the “Add Entry” tab, enter each Follow-up Action Item into the “New Item” yellow section.
  - Use the “save and add another” button to enter multiple follow-up items.
3. As you resolve each Follow-Up Item, log back into the system and complete the “Action Completed” green section.
4. If completed, be sure that you check the “Follow-Up Completed” and mark it as “Yes” and select the date it was completed – this is the prompt for our reviewers to know that the item is complete.