

# HEAD START/EARLY HEAD START CENTER START-UP CHECKLIST

The items must be completed and turned into the Area Manager  
prior to first day with children.

<b>Classroom Start Up</b>	<b>HT/SS Completed</b>	<b>Follow-Up by Area Manager</b>
Emergency/Disaster Plan (LIC 610) <b>Post</b> <i>(Updated by Education Department when necessary)</i>		
Evacuation Route Map <b>Post</b>		
Emergency Phone Numbers <b>Posted next to phones</b>		
Center Maintenance – <b>post, complete daily/weekly/monthly</b>		
Food Alert with Cook's Diet Orders – <b>Post in plastic sleeve. Diet orders should be behind Food Alert for confidentiality. (as needed)</b>		
Hand Washing signs – <b>Post next to sinks</b>		
Diapering Procedure – <b>Post next to changing table</b>		
Bathroom Policy - <b>Post</b>		
Keep Me Home If... - <b>Post</b>		
Classroom daily schedule printed in languages of families – <b>Post</b>		
Lesson Plan – <b>Post or display in Binder</b>		
First aid kit – <b>Restock</b> , monitor *Hang key near kit, but not in lock* (Child's medication kept in kit-Log of treatment administered in child's file)		

<b>PARENT BOARD</b>	<b>HT/SS Completed</b>	<b>Follow-Up by Area Manager</b>
Parent Center Committee Meeting information – <b>Parent Meeting Binder</b>		
Policy Council Rep and alternate names with photo – <b>post</b>		
Food Service Postings – Choking, Meal Time Policy, CACFP Meal Pattern, Civil Rights Poster, Menu, Volunteer Guidelines, What You Say Really Matters – <b>Post</b>		
Child Passenger Restraint System poster- (PUB269) - <b>post</b>		
Personal Rights (LIC 613A) - <b>post</b>		
Parent Rights (PUB393) – <b>post</b>		
Never Shake a Baby (PUB 271) - <b>post</b>		
"No Smoking" Policy – <b>post</b>		
Discipline policy – <b>post</b>		
Kaitlyn's Law Poster - <b>post</b>		
Monthly parent calendar – <b>post and update monthly</b>		
Newsletter – <b>post and update monthly</b>		
Volunteer sign-in - <b>In binder/on clipboard</b>		

Office/Staff	HT/SS Completed	Follow-Up by Area Manager
Designation of Administration (LIC 308) <b>Keep in Licensing File</b> (Updated by Education Department when necessary)		
Personnel Report – (LIC 500) <b>Keep in Licensing File</b> (Updated by Human Resources Department when necessary)		
Child Care Facility Roster (LIC 9040) <b>ChildPlus Report #1520</b> (Add date of enrollment and keep in Licensing File)		
Director Qualification form – <b>Staff Licensing File</b>		
Copy of transcript of center director – <b>Staff Licensing File</b>		
Teacher’s Qualification form for substitute director – <b>Staff Licensing File</b>		
List of qualified substitutes – <b>Licensing File</b>		
Staff emergency information – on file – <b>update as needed</b>		
Update staff licensing files to include the most current transcripts, CPR/First Aide cards, immunizations, and permit – <b>Staff Licensing Files</b>		
Emergency Phone Numbers <b>Posted next to phones</b>		
Schedule of Emergency Drills – <b>post and update monthly</b>		
Center license – <b>post</b>		
Earthquake Preparedness Checklist (LIC9148) <b>Post</b>		
Disaster kit – <b>Restock, monitor</b>		
Safety check list – <b>post – monitor</b>		
Center Maintenance – <b>post, complete daily/weekly/monthly</b>		
Current inspection of fire extinguishers – <b>note date on extinguisher</b>		
Current inspection of smoke alarm/smoke detector and carbon monoxide detector? Batteries?		
Staffing notebook (minutes) available - <b>monitor</b>		
Training notebook available - <b>monitor</b>		
Staff board – <b>monitor</b>		
All Government notices – <b>post</b>		
Staff sign-in- <b>Turn in with Mo. Paper work</b>		
Add New Forms to Component manuals – <b>updated</b>		
Prepare Sub Packet- <b>update</b>		
Train Second Designated Supervisor(s) (within first week)		

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Head Teacher/Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Manager Signature

\_\_\_\_\_  
Date