

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.**

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

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

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

Head Teacher/Site Supervisor Signature

Date

Area Manager Signature

Date