

Health and Safety Standards Seventh Day Adventist Early Childhood Programs



Southern Union Conference
www.adventistedge.org



<http://adventistaccreditingassociation.org/>



National Council for Private School Accreditation
<http://ncpsa.org/>

INTRODUCTION

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) is the denominational accrediting authority for all educational institutions operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education.

The AAA provides a process by which the educational community holds an institution accountable for its own objectives. It assures the church and constituency that an accredited Adventist educational institution offers programs of quality to the youth of the church and provides professional personnel who meet both church and national standards. This process ensures a basis for reciprocity among Adventist schools.

The North American Division Commission on Accreditation serves as the agent of the AAA for accreditation of all schools in the North American Division.

Section VI

6.0 HEALTH AND SAFETY

RATIONALE

The early education program has a responsibility for the health, safety, and general welfare of each child in attendance. The staff should have continuing and required training in emergency first aid and in special medical needs in order to be alert and prepared for emergencies. Staff members need to be safety conscious with a view toward prevention (Caring for Our Children 2002).

STANDARDS

6.1 DOCUMENTATION OF INSPECTIONS

The program is inspected by city/state agencies as applicable for licensing or exemption under state or federal law (i.e., fire department, health department, food services, etc.). Inspection documentations are on file. If the program is exempt from licensing, voluntary inspection has been sought, and recommendations for improvement have been followed.

Self-study document #		Provide a copy of the program's license to operate where applicable.
Rating	<input type="checkbox"/>	Standard met: For licensing/compliance purposes, documentation of inspections is on file for each required area (e.g., fire marshal's report).
	<input type="checkbox"/>	Standard not met: The program provides inadequate documentation of compliance with any areas in which it is required to be inspected.

6.2 CHILDREN'S HEALTH RECORDS

Up-to-date, complete, and confidential health records for each child enrolled in the program are maintained in a safe and secure area and are available to authorized personnel. These files may include such information as the child's life history, developmental milestones, screening or assessment results, typical behaviors, and interests. Children in attendance are in compliance with the requirements of civil authorities regarding immunizations, physical examinations, and communicable diseases.

Self-study document #		Include copies of any documents kept in a child's file regarding the health and immunization of children as required by civil authorities.
Rating	<input type="checkbox"/>	Standard met: All children have a file documenting that their health records and immunizations are up to date.

- ☐ Standard not met: Children's files indicate that children whose health records and immunizations are not up to date are attending the program.

6.3 EMERGENCY, HEALTH, AND SECURITY INFORMATION

Current emergency information is maintained for each child enrolled in the program, including expected attendance, parent/guardian contact information, people authorized to take the child off the premises, allergies, and other important health information.

On-site observation	On-site observation verifies whether the standard has been met.
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| Rating | <input type="checkbox"/> Standard met: Children's files include all the current emergency information described above.

<input type="checkbox"/> Standard not met: Children's files do not contain all the current emergency information described above. |
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6.4 POLICIES REGARDING ILLNESSES

A written policy regarding the attendance of children who are ill, have been diagnosed with a contagious disease, or have been found to have a communicable condition has been developed and made available to parents/guardians. An isolation area is made available for ill or contagious children while they wait for someone to take them home.

Self-study document #	Provide a copy of the ill-child policy given to parents/guardians. Describe how children are cared for when they are ill and waiting to be taken home.
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| Rating | <input type="checkbox"/> Standard met: Parents/guardians are provided with a policy that includes when ill children are removed and are permitted to return to the program. An isolation area is made available for ill or contagious children while they wait to be taken home.

<input type="checkbox"/> Standard not met: A policy regarding ill children has not been provided to parents/guardians, and/or an isolation area for ill or contagious children is not provided. |
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6.5 SPECIAL HEALTH NEEDS OF CHILDREN

Staff are alerted to special health conditions of children and are equipped, when applicable, to handle such concerns.

Self-study document #		Describe how staff are equipped to handle children who have special medical conditions (e.g., asthma or severe allergies).
Rating	<input type="checkbox"/>	Standard met: Information about the special health conditions of children is provided in detail to the staff. When applicable, training is provided on such topics as medicines and the handling of equipment.
	<input type="checkbox"/>	Standard not met: Little or no information is provided to the staff regarding the special health conditions of children. Appropriate training has not been provided on topics such as medicine and the handling of equipment.

6.6 ADMINISTERING AND STORING OF MEDICINES

A written policy that complies with the requirements of civil authorities for administering and storing medications has been developed and made available to the parents/guardians of the children in the program.

Self-study document #		Provide a copy of the policy pertaining to administering and storing medications on the program's premises and a copy of the information made available to parents/guardians pertaining to medication.
Rating	<input type="checkbox"/>	Standard met: Included in the self-study are a copy of an appropriate policy pertaining to administering and storing medications on the program's premises and a copy of the information made available to parents/guardians pertaining to medication.
	<input type="checkbox"/>	Standard not met: A copy of an appropriate policy pertaining to administering and storing medications on the program's premises is not included in the self-study, and/or a copy of the information made available to parents/guardians pertaining to medication is not included in the self-study.

6.7 MEDICAL LOG

A detailed medical log is maintained that includes a record of all medications given to children, the time the medication was given, and the person administering the medication.

Self-study document #		Provide a copy of the program's medical log for the past two months.
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Rating	<input type="checkbox"/>	Standard met: The medical log as described above is complete.
	<input type="checkbox"/>	Standard not met: The medical log as described above is incomplete.

6.8 BLOOD-BORNE PATHOGENS

The program has developed policies and procedures to protect the staff and children from blood-borne pathogens by developing a blood-borne exposure control plan and by providing annual in-service to the staff regarding protective procedures. As a result, the staff use “universal precautions” when encountering children’s body fluids.

Self-study document #		Describe the program’s blood-borne exposure control plan, the education of the staff regarding blood-borne pathogens, and the use of universal precautions.
Rating	<input type="checkbox"/>	Standard met: A blood-borne exposure control plan is in place, and annual training is provided to the staff regarding blood-borne pathogens and the use of universal precautions.
	<input type="checkbox"/>	Standard substantially met: The staff are encouraged to use universal precautions when handling body fluids. However, a blood-borne exposure control plan is not in place, and/or annual training is not provided to the staff regarding blood-borne pathogens and the use of universal precautions.
	<input type="checkbox"/>	Standard not met: Policies and procedures that include universal precautions are not followed.

6.9 CLEANLINESS REQUIREMENTS

Children and adults wash their hands after toileting, before eating or handling food, and as otherwise necessary to prevent the spread of disease.

Self-study document #		Describe the program’s hand-washing policy and how the policy is implemented throughout the facilities.
Rating	<input type="checkbox"/>	Standard met: A hand-washing policy is in place, and it includes not only training for the children and staff but also monitoring for compliance.
	<input type="checkbox"/>	Standard not met: An official hand-washing policy that includes monitoring is not in place.

6.10 WASHING OF INFANT AND TODDLER BEDDING

Infant and toddler bedding is washed at a minimum of twice per week and more often when soiled, and it is used by only one child between washings. Bedding used by preschoolers is washed a minimum of once per week and more often when soiled, and it is used by only one child between washings.

Self-study document #		Describe when and how laundry is provided for the program.
Rating	<input type="checkbox"/>	Standard met: Soiled bedding and other items are laundered and used as suggested above.
	<input type="checkbox"/>	Standard not met: Bedding is used by more than one child between washings and/or is not washed as suggested above.

6.11 HEALTH SCREENINGS

The program makes visual, auditory, speech, language development, physical development, cognitive development, and other health screening assessments when available to the children, having the consent of their parent or guardian, in the program at least annually.

Self-study document #		Describe how the program makes visual, auditory, speech, and other health and developmental screenings available to the children at least annually.
Rating	<input type="checkbox"/>	Standard met: The program makes developmental and health screening as described above available to the children at least annually.
	<input type="checkbox"/>	Standard not met: The program does not make developmental and health screening as described above available to the children at least annually.

6.12 SAFETY

6.12.1 Supervision of Arrivals and Departures Safe arrival and departure procedures have been developed that ensure all children in the program are accounted for throughout the day and released only to authorized adults. Children are supervised by sight at all times, and transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times.

Self-study document #		Describe how the program ensures children are accounted for throughout the day and released only to
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6.10 WASHING OF INFANT AND TODDLER BEDDING

Infant and toddler bedding is washed at a minimum of twice per week and more often when soiled, and it is used by only one child between washings. Bedding used by preschoolers is washed a minimum of once per week and more often when soiled, and it is used by only one child between washings.

Self-study document #		Describe when and how laundry is provided for the program.
Rating	<input type="checkbox"/>	Standard met: Soiled bedding and other items are laundered and used as suggested above.
	<input type="checkbox"/>	Standard not met: Bedding is used by more than one child between washings and/or is not washed as suggested above.

6.11 HEALTH SCREENINGS

The program makes visual, auditory, speech, language development, physical development, cognitive development, and other health screening assessments when available to the children, having the consent of their parent or guardian, in the program at least annually.

Self-study document #		Describe how the program makes visual, auditory, speech, and other health and developmental screenings available to the children at least annually.
Rating	<input type="checkbox"/>	Standard met: The program makes developmental and health screening as described above available to the children at least annually.
	<input type="checkbox"/>	Standard not met: The program does not make developmental and health screening as described above available to the children at least annually.

6.12 SAFETY

6.12.1 Supervision of Arrivals and Departures Safe arrival and departure procedures have been developed that ensure all children in the program are accounted for throughout the day and released only to authorized adults. Children are supervised by sight at all times, and transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times.

Self-study document #		Describe how the program ensures children are accounted for throughout the day and released only to
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6.10 WASHING OF INFANT AND TODDLER BEDDING

Infant and toddler bedding is washed at a minimum of twice per week and more often when soiled, and it is used by only one child between washings. Bedding used by preschoolers is washed a minimum of once per week and more often when soiled, and it is used by only one child between washings.

Self-study document #		Describe when and how laundry is provided for the program.
Rating	<input type="checkbox"/>	Standard met: Soiled bedding and other items are laundered and used as suggested above.
	<input type="checkbox"/>	Standard not met: Bedding is used by more than one child between washings and/or is not washed as suggested above.

6.11 HEALTH SCREENINGS

The program makes visual, auditory, speech, language development, physical development, cognitive development, and other health screening assessments when available to the children, having the consent of their parent or guardian, in the program at least annually.

Self-study document #		Describe how the program makes visual, auditory, speech, and other health and developmental screenings available to the children at least annually.
Rating	<input type="checkbox"/>	Standard met: The program makes developmental and health screening as described above available to the children at least annually.
	<input type="checkbox"/>	Standard not met: The program does not make developmental and health screening as described above available to the children at least annually.

6.12 SAFETY

6.12.1 Supervision of Arrivals and Departures Safe arrival and departure procedures have been developed that ensure all children in the program are accounted for throughout the day and released only to authorized adults. Children are supervised by sight at all times, and transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times.

Self-study document #		Describe how the program ensures children are accounted for throughout the day and released only to
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where these items are located, and how a detailed medical log is maintained regarding the use of these items.

- Rating
- ☐ Standard met: First aid supplies (as defined by civil authorities) and a universal precaution kit are conveniently available to staff and are located in areas accessible only to adults. A detailed medical log is maintained regarding the use of these items.
 - ☐ Standard not met: First aid supplies and/or a universal precaution kit is not conveniently available to the classrooms, and/or a detailed medical log is not maintained regarding the use of the items.

6.12.7 Written Record of Accidents and Illnesses A written notice of accidents and/or illnesses is kept on file, and a copy is given to the parents/guardians of the children in the program.

Self-study document # Provide a copy of the program's accident/illness form. Describe the process that staff follow when notifying a parent/guardian of an illness or accident.

- Rating
- ☐ Standard met: A system is in place to contact the parent(s)/guardian(s) of an ill or injured child. An accident/illness form is completed and filed, and a copy is given to the parent(s)/guardian(s).
 - ☐ Standard not met: No system is in place to contact the parent(s)/guardian(s) of an ill or injured child, and/or accident/illness forms are not completed, filed, and given to the parent(s)/guardian(s).

6.12.8 Emergency Preparedness Plans The program has a general disaster plan and/or an Emergency Crisis Manual that includes evacuation procedures and inside actions in the event of a disaster or crisis (e.g., snowstorm, tornado, lightning, flooding, fire, bomb threat, violence, and hostage situation). The plan includes directions for disasters common to the geographic area. Staff members are familiar with routes and procedures, which are posted in each classroom, and staff regularly practice drills with the children. Such plan should be reviewed periodically by the local law enforcement, emergency personnel, and conform to that recommended by the Office of Homeland Security.

Self-study document # Provide a copy of the policies and procedures relating to emergency drills and evacuations and of the records of drills and evacuations for the past twelve months. Include a copy of any requirements of civil authorities.

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| Rating | <input type="checkbox"/> Standard met: Disaster drills are held at least monthly, their occurrence is recorded, and the reports are filed. Escape routes and procedures are posted in each classroom. |
| | <input type="checkbox"/> Standard substantially met: Escape routes and procedures are posted in classrooms. However, disaster drills are not held at least monthly. |
| | <input type="checkbox"/> Standard not met: Disaster drills are held less than monthly, and escape routes and procedures are not posted in each classroom. |

6.12.9 Fire Extinguishers and Detectors Fire extinguishers and smoke detectors are provided and checked as mandated by the local fire marshal, and staff is trained in the use of fire extinguishers.

Self-study document #	Describe the location of fire extinguishers and smoke detectors, their maintenance, and the training of staff regarding the use of fire extinguishers.
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| Rating | <input type="checkbox"/> Standard met: Fire extinguishers and smoke detectors are located in areas as regulated by civil authorities. Staff are trained in the use of fire extinguishers. |
| | <input type="checkbox"/> Standard not met: Fire extinguishers or smoke detectors are not in use in the facilities as mandated by civil authorities, or the staff are not trained in the use of fire extinguishers. |

6.12.10 Emergency Phone Numbers Emergency phone numbers or 911 is posted by readily accessible telephones that have 911 access in order to allow for quick reference in contacting the fire department, police department, poison center, and rescue squad.

Self-study document #	Describe the location of all telephones with 911 access.
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|--------|---|
| Rating | <input type="checkbox"/> Standard met: Readily accessible telephones with 911 access have emergency numbers clearly posted and quickly accessible in the case of an emergency. |
| | <input type="checkbox"/> Standard not met: One or more of the following are true: Telephones with 911 access are not readily accessible, they do not have emergency numbers clearly posted, and the numbers are not quickly accessible in the case of an emergency. |

6.12.11 Notifying Parents/Guardians in Emergencies A plan is in place to contact parents/guardians in case of an emergency closing, and the parents/guardians have been made aware of the plan.

Self-study document # Provide a copy of the information given to parents/guardians regarding the program's emergency closure policy.

- Rating
- ☐ Standard met: A policy is in place for notifying parents/guardians in the case of an emergency closing, and the parents/guardians have been made aware of the policy.
 - ☐ Standard not met: A policy is not sufficiently in place for notifying parents/guardians of an emergency closing.

6.12.12 Proper Chemical Labeling and Storage All chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers. All potentially dangerous products are stored in a locked area. An MSD (Material Safety Data) sheet is strategically placed near harmful chemicals.

Self-study document # Describe the location where potentially "dangerous if swallowed" materials are kept. Address whether all chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers and whether an MSD (Material Safety Data) sheet is strategically placed near harmful chemicals.

- Rating
- ☐ Standard met: All chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers, all potentially dangerous products are stored in a locked area, and an MSD sheet is strategically placed near harmful chemicals.
 - ☐ Standard not met: One or more of the following are true: Chemicals, medicines, and other "dangerous if swallowed" materials are stored in containers other than their original containers, potentially dangerous products are not stored in a locked area, and an MSD sheet is not strategically placed near harmful chemicals.

6.12.13 Vehicle Inspection, Permits, and Qualified Drivers Current documentation is available on all vehicle safety inspections and driver qualifications, verifying that all requirements of civil authorities and all specific vehicle transportation requirements are being met.

6.12.11 Notifying Parents/Guardians in Emergencies A plan is in place to contact parents/guardians in case of an emergency closing, and the parents/guardians have been made aware of the plan.

Self-study document # Provide a copy of the information given to parents/guardians regarding the program's emergency closure policy.

- Rating
- ☐ Standard met: A policy is in place for notifying parents/guardians in the case of an emergency closing, and the parents/guardians have been made aware of the policy.
 - ☐ Standard not met: A policy is not sufficiently in place for notifying parents/guardians of an emergency closing.

6.12.12 Proper Chemical Labeling and Storage All chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers. All potentially dangerous products are stored in a locked area. An MSD (Material Safety Data) sheet is strategically placed near harmful chemicals.

Self-study document # Describe the location where potentially "dangerous if swallowed" materials are kept. Address whether all chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers and whether an MSD (Material Safety Data) sheet is strategically placed near harmful chemicals.

- Rating
- ☐ Standard met: All chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers, all potentially dangerous products are stored in a locked area, and an MSD sheet is strategically placed near harmful chemicals.
 - ☐ Standard not met: One or more of the following are true: Chemicals, medicines, and other "dangerous if swallowed" materials are stored in containers other than their original containers, potentially dangerous products are not stored in a locked area, and an MSD sheet is not strategically placed near harmful chemicals.

6.12.13 Vehicle Inspection, Permits, and Qualified Drivers Current documentation is available on all vehicle safety inspections and driver qualifications, verifying that all requirements of civil authorities and all specific vehicle transportation requirements are being met.

Self-study document # Include a copy of the policies and procedures regarding all aspects of field trip protocol, including supervision, transportation, and parent/guardian approval.

- Rating ☐ Standard met: The program has written field trip policies and procedures that ensure the supervision of all children at all times and thus promote the safety of the children. These are shared with parents/guardians and implemented by the program, and they include the elements described above.
- ☐ Standard not met: One or more of the following are true: The program does not have written field trip policies and procedures that ensure the supervision of all children at all times and thus promote the safety of the children, these are not shared with parents/guardians and implemented by the program, and they do not include the elements described above.

6.12.16 Cleanliness of Facilities The facilities are cleaned on a daily basis, including sanitizing the bathrooms and removing trash. The facilities are free of mold and offensive odors.

Self-study document # Describe the arrangements for maintaining clean facilities.

- Rating ☐ Standard met: Facilities are thoroughly cleaned on a daily basis, and they are free of mold and offensive odors.
- ☐ Standard not met: Facilities are not thoroughly cleaned on a daily basis, and/or they are not free of mold and offensive odors.

6.12.17 Sanitizing Toys and Equipment The program has an established plan of sanitizing toys and equipment regularly (infants: daily, toddlers: semiweekly, preschoolers: weekly—with all three groups of toys and equipment receiving more frequent sanitization as needed to maintain a healthy environment for the children).

Self-study document # Describe the procedures and schedule for sanitizing toys and equipment as described above.

- Rating ☐ Standard met: The procedures and schedule are documented as described above.
- ☐ Standard not met: The procedures and schedule are not documented as described above.

6.12.18 Hot Water Conditions Hot water heaters are set for 110°F or less if the heated water is accessible to children.

On-site observation On-site observation verifies whether the standard has been met.

Rating ☐ Standard met: Hot water heaters are set for 110°F or less if the heated water is accessible to children.

☐ Standard not met: Hot water heaters are set higher than 110°F, and the heated water is accessible to children.

6.12.19 Safe Electrical Outlets Electrical outlets in the wall are covered to prevent children from being shocked by electricity.

On-site observation On-site observation verifies whether the standard has been met.

Rating ☐ Standard met: Outlets within the reach of children are covered.

☐ Standard not met: Some or all the outlets within the reach of children are not covered.

Section V

5.0 PHYSICAL ENVIRONMENT

RATIONALE

Programs should provide equipment, materials, and space to facilitate the children's success in learning, by encouraging teachers to effectively organize the classroom and playground environments in a way that not only promotes the achievement of each child's educational goals but also increases the number of opportunities for achieving these goals during both child- and teacher-initiated activities (Bowman, et al. 2001).

STANDARDS

5.1 LIGHTING AND VENTILATION

The physical environment of the program provides sufficient lighting, good ventilation, and a comfortable temperature.

On-site observation		On-site observation verifies whether the standard has been met.
Rating	<input type="checkbox"/>	Standard met: The program provides sufficient lighting, good ventilation, and a comfortable temperature for the children.
	<input type="checkbox"/>	Standard not met: The program does not maintain sufficient lighting, good ventilation, or a comfortable temperature for the children; and/or maintenance is needed.

5.2 CLASSROOMS

5.2.1 Suitable for Class Size. Classrooms are suitable for the age and activities of the children in the program. Floor space meets or exceeds a minimum of thirty-five square feet of usable space per child.

Self-study document #		Provide a diagram of the early education facility and note on the diagram the square footage of all classrooms and children's play spaces.
Rating	<input type="checkbox"/>	Standard met: The program meets all local and state space requirements governing children's classrooms and indoor play spaces.

- ☐ Standard not met: The program does not meet the minimum space requirements governing children's classrooms and/or play spaces.

5.2.2 Classroom Maintenance Classrooms are clean and well maintained.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: The classrooms are clean and in good repair and well maintained.
 - ☐ Standard substantially met: The classrooms show signs of needing some attention. For example, the walls are in need of fresh paint, the carpets are dirty and show obvious wear and tear, the furniture is in need of repair, and/or other such conditions exist.
 - ☐ Standard not met: The classrooms show numerous signs of neglect and/or are in disrepair.

5.2.3 Classroom Arrangement of Furnishings The physical environment of the classroom is arranged not only to stimulate learning by accommodating large and small groups of children but also to encourage exploration and experimentation. The following are examples:

Infants have a protected space for crawling and playing away from more mobile babies. Mirrors, pull-up bars, and/or other interactive items are placed on the walls at babies' eye level.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: Infants have a protected space for crawling and playing. Interactive items are at babies' eye level.
 - ☐ Standard substantially met: Infants have a protective place for crawling and playing, or interactive items are at babies' eye level. However, both conditions do not exist.
 - ☐ Standard not met: Infants do not have a protective place for crawling and playing, nor are there interactive items available for babies at their eye level.
 - ☐ Standard not applicable: Infants are not enrolled in the program.

5.2.4 Age Appropriate Furniture and Equipment The environment designed for toddlers and two-year-olds facilitates optimal age-appropriate learning experiences. Shelving and storage units provide an organized flow to the room and thereby invite children to interact with materials and equipment.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Exemplary compliance: The environment is designed for toddlers and two-year-olds, and it facilitates numerous optimal age-appropriate learning experiences. The organization of the classroom invites the children's focused and purposeful interaction with a wide variety of materials and equipment.
 - ☐ Standard met: The environment is designed for toddlers and two-year-olds, and it facilitates optimal age-appropriate learning experiences. Shelving and storage units provide an organized flow to the room and thereby invite the children to interact with sufficient materials and equipment.
 - ☐ Standard substantially met: Sufficient equipment is available, but the design of the room limits the opportunities for optimal age-appropriate learning experiences. Shelving and storage units provide an organized flow to the room and thereby invite the children to interact with materials.
 - ☐ Standard not met: Inadequate equipment is available to support learning experiences. The design of the room does not allow for optimal age-appropriate learning experiences. The arrangement of the shelving and storage units does not provide an organized flow to the room and thus does not invite the children to interact with materials.

5.2.5 Children's Personal Storage Space Children are provided with individual spaces, such as cubbies, in which they can store their work and personal belongings.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: Children are provided with individual storage spaces.

- ☐ Standard not met: Children are not provided with individual storage spaces.

5.2.6 Appropriate Classroom Flooring The physical environment includes not only appropriate furnishings, such as tables and chairs, that allow children's feet to touch the floor but also appropriate room flooring and soft areas that are comforting to children.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: Children are provided with such furnishings as age-appropriate tables and chairs as well as soft areas that are comforting to children.
 - ☐ Standard not met: Either children are not provided with age-appropriate tables and chairs, or they are not provided with soft areas that are comforting to children.

5.2.7 Drinking Water Drinking water is adequately provided to the children as regulated by civil authorities.

Self-study document # Describe the location of drinking water in relation to the children in the program.

- Rating
- ☐ Exemplary compliance: Drinking fountains are accessible to children in each classroom, and drinking water is available to the children on the playground.
 - ☐ Standard met: Drinking water is accessible to children indoors and on the playground.
 - ☐ Standard not met: Drinking water is not accessible to children indoors and/or on the playground.

5.3 RESTROOM FACILITIES

5.3.1 Accessible & Appropriate Sinks and Toilets Sinks and toilets are readily accessible to children. The number of sinks and toilets (child-sized ones are recommended) must be in compliance with civil authorities and adequate for the number of children in attendance.

Self-study document # Describe the number and location of sinks and toilets in relation to the number of children in the program.

- Rating
- ☐ Exemplary compliance: A minimum of one sink and one flush toilet is available for ten or fewer toddlers and

preschoolers as recommended by the National Health and Safety Performance Standards.

- ☐ Standard met: Child-sized toilets are being used, restrooms are easily accessible to the children, and the facilities are in compliance with the regulations of civil authorities.
- ☐ Standard substantially met: The number of sinks and/or toilets is adequate for the number of children enrolled in the program, but adult-sized toilets are being used for toddlers and preschool-age children, are accessible to the children, and have secured platforms or steps to ensure child safety.
- ☐ Standard not met: Children's restrooms are accessible, but the number of sinks and/or toilets is inadequate for the number of children enrolled in the program.

5.3.2 Location and Adequacy of Lavatories Sinks are located in the area near the toilets, with soap and paper towels accessible to the children.

On-site observation	On-site observation verifies whether the standard has been met.
Rating	<ul style="list-style-type: none"><input type="checkbox"/> Standard met: Sinks are located near toilets, and soap and paper towels are accessible to the children.<input type="checkbox"/> Standard substantially met: Sinks are located near toilets. However, children are not able to access soap and paper towels without assistance.<input type="checkbox"/> Standard not met: Sinks are not located near toilets.

5.4 DIAPERING OF INFANTS AND TODDLERS

The diapering area is in good repair and is sanitized after each use, and soiled diapers are stored in a sealed container. Gloves as well as running water and soap for hand washing are accessible and utilized by the staff during diapering.

On-site observation	On-site observation verifies whether the standard has been met.
Rating	<ul style="list-style-type: none"><input type="checkbox"/> Standard met: The diapering area contains gloves, running water, and soap, which are utilized by the staff during diapering; is in good repair; and is sanitized after each use. Soiled diapers are stored in a sealed container.

- ☐ Standard not met: At least one of the following is true: The diapering area is not sanitized after each use; diapers are not stored in a sealed container; and gloves, running water, and soap for hand washing are not accessible and utilized by the staff during diapering.
- ☐ Standard not applicable: Infants and toddlers in diapers are not enrolled in the program.

5.5 STAFF SPACE

5.5.1 Director's Office The facilities include appropriate office space for the director of the program.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: The director has an office that is of sufficient size and location to effectively administrate the early education program.
 - ☐ Standard substantially met: Space is designated for the director's use. However, it is not of sufficient size or location for effective administration of the program, including meeting with parents or staff.
 - ☐ Standard not met: An office is not provided for the director or one is included inside a classroom.

5.5.2 Staff Meeting Room The facilities include an appropriate area for staff meetings and breaks.

Self-study document # Describe the location of staff meetings and of the area designated for staff breaks, and address the sufficiency of this space.

- Rating
- ☐ Standard met: An area is provided for staff meetings, and an area for staff breaks is provided.
 - ☐ Standard not met: No area is provided for staff meetings and/or for staff breaks.

5.5.3 Storage Space The facilities provide suitable storage space.

Self-study document # Describe the areas designated for storage and include how adequate and accessible the provided storage and shelving are.

- ☐ Standard not met: At least one of the following is true: The diapering area is not sanitized after each use; diapers are not stored in a sealed container; and gloves, running water, and soap for hand washing are not accessible and utilized by the staff during diapering.
- ☐ Standard not applicable: Infants and toddlers in diapers are not enrolled in the program.

5.5 STAFF SPACE

5.5.1 Director's Office The facilities include appropriate office space for the director of the program.

On-site observation On-site observation verifies whether the standard has been met.

- Rating
- ☐ Standard met: The director has an office that is of sufficient size and location to effectively administrate the early education program.
 - ☐ Standard substantially met: Space is designated for the director's use. However, it is not of sufficient size or location for effective administration of the program, including meeting with parents or staff.
 - ☐ Standard not met: An office is not provided for the director or one is included inside a classroom.

5.5.2 Staff Meeting Room The facilities include an appropriate area for staff meetings and breaks.

Self-study document # Describe the location of staff meetings and of the area designated for staff breaks, and address the sufficiency of this space.

- Rating
- ☐ Standard met: An area is provided for staff meetings, and an area for staff breaks is provided.
 - ☐ Standard not met: No area is provided for staff meetings and/or for staff breaks.

5.5.3 Storage Space The facilities provide suitable storage space.

Self-study document # Describe the areas designated for storage and include how adequate and accessible the provided storage and shelving are.

designed and equipped to provide optimal learning experiences for children.

5.6.3 Playground Supervision Children are supervised at all times, and the child-adult ratio is maintained while the children are on the playground.

On-site observation On-site observation verifies whether the standard has been met.

- Rating ☐ Standard met: Child-adult ratios remain the same when children are in the outdoor play area.
- ☐ Standard not met: Child-adult ratios do not remain the same when children are in the outdoor play area.

5.6.4 Playground Safety, Security, and Protection The program provides adequate protection for the play area, including fencing and a balance of sun and shade.

Self-study document # On a diagram of the outdoor play area, include indications of where fencing has been placed and where sunny and shaded areas are located.

- Rating ☐ Standard met: The outdoor play area is fenced and provides a balance of sun and shade.
- ☐ Standard not met: The outdoor play area is not fenced and/or does not provide a balance of sun and shade.

5.6.5 Playground Surfaces Wood chips, sand, and other cushioning materials of recommended depths are used under equipment such as swings and climbing apparatus, as recommended by civil authorities or national playground safety standards.

Self-study document # Include a description of the playground coverings required in fall zones, and note who is responsible for maintaining the upkeep of the cushioning materials.

- Rating ☐ Standard met: All fall zones are appropriately covered, and there is a person responsible for maintaining the upkeep of the cushioning materials.
- ☐ Standard not met: Fall zones are not covered with appropriate types of material, and/or the depths of the material are substantially lower than the recommended depths.

5.6.6 Inspections and Repairs Through routine inspections and resulting timely repairs, the outdoor play area is well maintained to prevent children from being injured by broken equipment, sharp edges, and rusty parts.

Self-study document # Describe the procedure used to maintain safe equipment on the playground, and note how concerns are reported, logged, and addressed.

- Rating
- ☐ Standard met: The outdoor play area and equipment are routinely inspected for maintenance needs, and procedures are in place for reporting concerns and for timely repair.
 - ☐ Standard not met: A procedure is in place for reporting concerns, but concerns are not consistently addressed to ensure the safety of the children.

5.6.7 Substitute and Adequate Space Indoors for Large Group Play When inclement weather prevents children from playing outdoors, alternative activities are planned to ensure large-motor exercise and to foster large-motor development.

Self-study document # Describe what alternative activities are provided to children in the program when inclement weather prevents outdoor play.

- Rating
- ☐ Exemplary compliance: During inclement weather, children have the opportunity to participate in large-motor activities in an indoor play area, other than their regular classroom, with varied equipment and appropriate floor cushioning.
 - ☐ Standard met: Children have the opportunity to participate in large-motor activities during inclement weather.
 - ☐ Standard not met: No alternative large-motor activities are provided for the children during inclement weather.

5.6.8 Maintenance of Buildings and Grounds There is a process in place that ensures proper maintenance of the buildings, grounds, and equipment.

Self-study document # Describe the process that ensures proper maintenance of buildings, grounds, and equipment.

- Rating
- ☐ Standard met: A written description of the maintenance process for the facility confirms a safe and healthy environment for the children and is included in the self-study.

- ☐ Standard substantially met: There is a maintenance process, but the process is not followed.
- ☐ Standard not met: The maintenance of the facility is insufficient and may be unsafe and/or unhealthy.