

Health and Safety Compliance Closing Procedure



Name: Health and Safety Compliance Closing Procedure
Creator: US Childcare
Creation Date: 5/12/2020
Due Date: 5/12/2020
Template: Health and Safety Compliance Closing Procedure
Version: 1
Center:
Room:

QUESTIONS

ANSWERS

CLOSING PROCEDURES

Closing does not begin until the last child has been picked up. This ensures that each child gets our full attention. Follow these procedures when closing your school:

Q1. Review the Classroom Attendance Roster to determine if all children have been signed out. If you have any doubts or a child is not signed out, you should also check the Parent Sign In/Sign Out Sheets. Remind parents to sign their child in and out each day in order to ensure the safety of the child.

Q2. In the infant and toddler rooms, make sure that all crib mattresses are turned up.

Q3. Make sure all supply closet doors are closed and locked.

Q4. Check all bathrooms, flush all the toilets, and leave the bathroom doors open.

Q5. Look for and remove any hazardous materials such as cleaning supplies, brooms, mops, etc. that might have been left accessible to children.

Q6. Lock all doors and windows including the emergency exits, if applicable.

Q7. Turn off the interior lighting, except for the lights designated to be left on for security reasons.

Q8. Ensure all kitchen appliances are off, including exhaust fans.

LOCKING PROCEDURES

Q1. Turn on the alarm system, if applicable.

Q2. Ensure that all buses are locked, including emergency doors.

Q3. Make sure that designated outside lights are left on to provide lighting for security.

Q4. Lock the door and double check it.

SIGN OFF

Q1. Anything else to note?

Q2. Name of person completing

Q3. Signature of person completing