

Day Camp Health and Safety Checklist

Executive Order Issued 8-15-20

C	NC	CRIMINAL RECORD CHECKS	Comments
		Director & Employees: Satisfactory CRC before present at center	
		No actual or potential Employee or Director present/reside with Unsatisfactory CRC	
C	NC	DISCIPLINE	Comments
		Appropriate Discipline Used	
		No Physical/Sexual abuse	
		No Corporal/Physical Punishment	
		Not Shake, Jerk, Pinch or Roughly Handle a Child	
		No Verbal Abuse or Humiliation	
		Not Isolated In Dark Room/Closet/Unsupervised Area	
		No Use Of Mechanical Or Physical Restraints	
		No use Of Medication To Discipline	
		Use Of Bathroom Not Restricted	
		Toileting Accident Not Punished	
		No Force Fed/Food Withheld	
		No Naps Forced/Withheld	
		No Children Discipline/Humiliate Others	
C	NC	EQUIPMENT and TOYS	Comments
		Secured heavy equipment/furniture to prevent tipping	
C	NC	MEDICATIONS	Comments
		Complete Parental Authorization	
		Dispensed in 2 week period; Original container; Labeled with child's name	
		Complete dispensing record	
		Medication inaccessible to children; Medication refrigerated	
C	NC	PHYSICAL PLANT-Safe Environment	Comments
		Safe Storage of Hazardous Items	
C	NC	PLAYGROUNDS	Comments
		Fence four feet in height; No fencing hazards; Fence gate kept closed	
		Equipment age-appropriate, free of hazards, does not obstruct supervision	
		Equipment anchored	
		Adequate resilient surface and fall zones	
		Free of litter and hazards	
C	NC	STAFF:CHILD RATIOS	Comments
		Maximum ratio 1:20	

C	NC	SUPERVISION	Comments
		Proper Supervision	
C	NC	SWIMMING POOLS and WATER RELATED ACTIVITIES	Comments
		Swimming or Wading Pool Accessible To Children	

		Inadequate Supervision and Staff:Child Ratio- Water more than 2 Ft. Deep	Under 2 ½ Yrs = 1:2	2 ½ - 4yrs = 1:5
			4Yr+ = 1:6 Cannot Swim 15ft. unassisted	4Yr+ = 1:8 Can swim 15ft unassisted
		1:6 Ratio- Swim Test On file		
		Water Over 2'-Qualified Lifeguard		
		Staff:Child Ratio- Water less than 2 Ft. Deep	Under 1 = 1:6 Under 18mth Not walking = 1:6	1Yr walking = 1:8 2yrs = 1:10
			3Yrs = 1:15 4Yrs = 1:18	5Yrs = 1:20 6Yrs = 1:25

C	NC	Transportation	Comments
		Only to access program, no field trips	
		Interior clean and safe	
		Appropriate Restraints/Seatbelts	
		Vehicle Seating Capacity	
		# of Staff For Supervision/Ratios	
		# of Staff when transporting more than 36 children >5 yrs	
		Center/Passenger Info on Vehicle center and passenger info., p/u & delivery location & time, ctr. name, driver	
		Emergency medical information on vehicle	
		Transportation checklists Separate checklist on each vehicle.	
		Children listed individually with first and last name	
		Symbol to account for loading/unloading (check attendance)	
		Arrival/departure times documented	
		Completed checklist given to director/director's designee	
		Two checks of the vehicle completed; regardless of alarm	
		Responsible person checked vehicle-1 st check; immediately upon unloading	
		Responsible person checked vehicle-2 nd check	
		2 nd person available-must report by telephone to director/director's designee	
		Person receives child at destination	
		Child not left Unattended on vehicle	
		Child does not cross street	