**New Employee Classroom Safety 90-Day Observation Checklist**

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Observed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Personal Belongings locked up/inaccessible
* Cellphone not on person (out of sight)
* No hot beverages, drinks kept in opaque container (except water)
* Washes hands when entering classroom
* Can locate emergency cards, 8 on 8 checklist, playground checklist and sanitization schedule
* Updates ratios matter
* I.D’s families as necessary, checks emergency cards
* Signs in/out children as children arrive/leave
* Locks classroom doors
* Knows allergies in classroom
* Family style dining - has conversations at mealtimes, Serv Safe Procedures
* Uses walking rope
* Teacher to Teacher Communication
* Roll call throughout the day
* Counts, counts, counts throughout the day
* Locks playground gate when outside
* Unlocks gate when inside
* Zoning (in classroom, naptime and on playground)
* Nap mats are 3 feet apart
* Classroom is dim, not dark during nap
* Hands off Discipline
* Re-Direction techniques used

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date