

## Classroom/Socialization Posters and Signs Checklist

Classroom: \_\_\_\_\_ FES(s): \_\_\_\_\_  
 (Head Start and EHS FES for Socialization Space)

The following postings and signs support requirements put forth by MN Rule 3 Child Care Licensing, Caring for our Children (*adopted by OHS*), CACFP, and MN Depart. of Health food sanitation health and safety standards. Complete this checklist as part of the Facility Health and Safety Inspection before classes begin and in January before classes resume. Use [highlighted links](#) to access external forms as reference. Please contact Head Start Supervisor/Health Supervisor with questions about postings.

Poster or Sign	Where to post	Poster/Sign ✓
Standards of Conduct	Near entrance for staff, parents and visitor to read	
WCMCA bans weapons	Near entrance for staff, parents and visitor to read	
Daily Schedule/PIWI Schedule	Near entrance for staff, parents and visitor to read	
Weekly Planning Forms	Near entrance for staff, parents and visitor to read	
Menus	Near entrance for staff, parents, and visitor to read	
Fire Drill Map	Near the exit of the classroom	
Tornado Map	Near the exit of the classroom	
Emergency Response Procedures for Classrooms (Clearly label relocation site and evacuation routes on visuals.)	Near all exits of a classroom, near the fire drill/tornado maps	
Exit	At <b>all</b> designated emergency exits	
Playground Safety Plan	Near classroom door leading to the playground	
Smoke Free Facility	Near the entrance to the center/classrooms	
Emergency Phone	At designated location of the classroom telephone/cell phone and within clear view of the whole classroom	
Emergency Numbers including:	Near designated classroom/cell phone location and within clear view of the whole classroom	
<ul style="list-style-type: none"> <li>• 911 for Medical and Dental care</li> <li>• Poison Control 1-800-222-1222</li> <li>• Local Law Enforcement/Sheriff</li> <li>• Local Public Health</li> <li>• Local Human/Social Services</li> <li>• MN DHS-Licensing Div. 651-431-6500</li> </ul>		
Active Supervision At-A-Glance	Clearly visible in the classroom	
First Aid Kit	Near the first aid kit, in proximity to emergency backpack, within clear view of the whole classroom	
<a href="#">First Aid Wall Chart</a>	Near the first aid kit and emergency care info	
<a href="#">CPR Poster and Choking Wall Chart</a>	Near the first aid kit and emergency care info	
Fire Extinguisher	In classroom, near location of fire extinguisher	
P.A.S.S. procedure for Fire Extinguishers	At location of the fire extinguisher	
<a href="#">Hand Washing Posters</a>	At all designated hand washing locations	
Tooth Brushing Poster	Near designated tooth brushing location	
Cleaning, Sanitation, and Disinfecting Schedule	In each classroom and/or where the cleaning materials are mixed daily	
Diapering and Pull-Up Procedures	At designated diapering/changing area	
Coversheet for Food Allergies (lime green) and Allergy List w/Pictures	Clearly visible in classroom, near the food service/preparation area	
<a href="#">Justice for All</a> (CACFP)	One per center – visible to all visitors	
<a href="#">Building for the Future</a> (CACFP)	One per center – visible to all visitors	
<a href="#">WIC</a> (CACFP)	One per center – visible to all visitors	