







# Health, Nutrition, Safety To-Do List




 = Health  = Nutrition  = Safety (Also review [COVID-19 Guidance](#))











Jump to: [Ongoing](#) | [September](#) | [October](#) | [November](#) | [December/January](#) | [February](#) | [March](#) | [April](#) | [May](#) | [Summer](#)




 = Look for this icon throughout the program year. This indicates a new or updated item.













## Ongoing

When	Deliverable	Who
Frequently	Visit the <a href="#">Early Learning Program Manual (ELPM)</a> to review procedures and download required forms.	All staff
Monthly	Review this <i>Health, Nutrition, Safety To-Do List</i> document and all current month due dates to make sure your tasks are carried out accurately within established timelines.	All staff
  At time of application	Make sure that health- and nutrition-related questions on the application are complete. Follow up with the family during application review as needed. Use the <a href="#">Health/Nutrition Enrollment Flow Chart</a> and the <a href="#">Dietary Accommodations and Food Preferences Flow Chart</a> to determine next steps.	Family Support
 At enrollment	Complete all Health Enrollment forms. See the <a href="#">ERSEA Procedure: Enrollment</a> for a list of required forms and visit <a href="#">Health and Nutrition</a> for more information.	Family Support
 At enrollment	Review the <a href="#">Immunization Requirements Procedure</a> . Obtain the current Certificate of Immunization Status form for each child. Visit <a href="#">Health and Nutrition: Immunizations</a> for more information.	Family Support
 At enrollment	Review the <a href="#">Child Health Plans Procedure</a> and develop the necessary <a href="#">Child Health Plan</a> in consultation with your Nurse Consultant/School District Nurse. If medication is required, make sure that it is received, the label matches the medical provider orders, and check the expiration date before the child's 1 <sup>st</sup> day of class. Visit <a href="#">Health and Nutrition: Child Health Plans</a> for more information.	Family Support
 Before child's 1 <sup>st</sup> day of class	Review the <a href="#">Child Health Plans Procedure</a> and the completed <a href="#">Child Health Plan</a> . Make sure that a copy is stored with any rescue medication in the emergency/first aid backpack and with any locked, non-emergency medication. Visit <a href="#">Health and Nutrition: Child Health Plans</a> and <a href="#">Health and Nutrition: Medications</a> for more information.	Teaching Staff and Family Support








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When	Deliverable	Who
  Within 5 days of child's 1 <sup>st</sup> day of class	<p><b>For PSESD USDA Sites:</b> Fully complete the USDA Enrollment Form (EF) using the <a href="#">USDA Enrollment Form Template Creator</a>. Visit <a href="#">USDA CACFP Enrollment and Reimbursement Procedure</a> for more information.</p> <p><b>New this year – All Programs:</b> Upload EF in ChildPlus</p>	Teaching Staff and/or Family Support
  At enrollment	<p>Review and/or sign the following forms:</p> <ul style="list-style-type: none"> <li>• <a href="#">Emergency Treatment and Consent Form</a></li> <li>• <a href="#">Health History</a> / <a href="#">Pregnancy Health History</a></li> <li>• <a href="#">Over-the-Counter Non-Medical Items Form</a> (includes Sunscreen authorization)</li> <li>• <a href="#">Declining Early Learning Health Services</a> (if applicable)</li> <li>• <a href="#">Child Health Plan(s)</a> / <a href="#">Child Supplemental Food Plan</a> (if applicable)</li> </ul>	Teaching Staff and Family Support
  Within 45 days of child's 1 <sup>st</sup> day of class	Complete Health and Growth screenings. Visit <a href="#">Health and Nutrition: Health and Growth Screenings</a> for more information. See <a href="#">COVID-19 Guidance</a> for safe screening practices.	Teaching Staff and/or Family Support
 6 months after the initial screening is completed	Complete 2 <sup>nd</sup> Growth screenings. Visit <a href="#">Health and Nutrition: Health and Growth Screenings</a> for more information.	Teaching Staff and/or Family Support
 Within 90 days of child's first day of class	Make sure every child's well-child/dental exam is up to date. Track and follow up with families as needed. Visit <a href="#">Health and Nutrition: Well-Child and Dental Exams</a> for more information and data entry steps.	Family Support
 Daily	Use the <a href="#">Daily Classroom Safety Checklist</a> to check the classroom environment for any safety hazards. Keep in a binder in the classroom.	Teaching Staff
 Daily	Record menu items and modifications on your site's menu template or on <a href="#">PSESD Blank Menu Template</a> . Use <a href="#">Daily Infant Meal Record</a> for infants. Upload menus, modifications, and <a href="#">Special Diet Lists</a> by the 5 <sup>th</sup> of each month. Visit <a href="#">Health and Nutrition: Meals, Menus, and Meal Count</a> for more information.	Teaching Staff and/or Family Support
 Weekly (by end of day every Friday or the following Monday morning)	<p>Review the <a href="#">Attendance and Meal Count Procedure</a> and the <a href="#">ERSEA Procedure: Attendance</a>. Enter electronic attendance in Child Plus.</p> <p><b>For PSESD USDA Sites:</b> Enter meal counts in Child Plus.</p>	Teaching Staff and/or Family Support





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When	Deliverable	Who
  <b>Monthly</b>	Include Health and Nutrition activities in your lesson plan at least once per month. Visit <a href="#">Education: Curriculum and Instruction</a> for more information.	Teaching Staff
  <b>Monthly and as new staff are hired</b>	Complete the <a href="#">Monthly Health and Safety Checklist</a> before the first day of class and update each month. Post in the classroom.	Teaching Staff
 <b>Monthly</b>	Complete the <a href="#">Monthly First Aid Kit Inspection Checklist</a> and replenish required supplies as needed.	Teaching Staff
 <b>Annually</b>	Complete Medication Administration Skills Training.	All staff
 <b>As new children are enrolled and as changes occur</b>	Complete the <a href="#">Special Diet List</a> to include children with special dietary needs and update as needed. Communicate needs with food service. Ensure that the list is posted in the classroom and food prep area.	Teaching Staff and/or Family Support
 <b>As drills occur</b>	Conduct drills as required in the <a href="#">All-Hazard Preparedness Procedure</a> . Document drills on the <a href="#">All-Hazard Preparedness and Fire Drill Record</a> for each classroom.	All staff
 <b>As injuries occur</b>	Review the <a href="#">Injury Reporting Procedure</a> and complete the <a href="#">Injury Report</a> as injuries occur.	All staff
 <b>As incidents occur</b>	Review the <a href="#">Incidents and Findings Notification Procedure</a> and the <a href="#">Child Abuse and Neglect Procedure</a> . Complete the <a href="#">Incident Report / Child Abuse Report</a> as incidents occur. Report emergencies to PSESD immediately and non-emergencies within 24 hours.	All staff
 <b>Upon renewal</b>	Maintain current First Aid/CPR card and post in the classroom.	Staff working with children
 <b>Upon renewal</b>	Maintain current <a href="#">Food Worker Card</a> and post in the classroom.	Staff working with food and at least one person per classroom



## September

When	Deliverable	Who
 Before the 1 <sup>st</sup> day of class	<b>Programs on school year schedule:</b> Complete <a href="#">Site Readiness and Safety Checklist – Center Director</a> and Classroom <i>Site Readiness and Safety Checklists</i> ( <a href="#">Preschool</a> / <a href="#">Infant Toddler</a> ). Visit <a href="#">Safety and Transportation: Site Readiness and Safety</a> for more information. Submit forms in <a href="#">Moodle</a> .	Center Director and Teaching staff
 Before the 1 <sup>st</sup> day of class	<b>Programs on school year schedule:</b> Complete the <a href="#">Safe Arrival and Departure Self-Assessment</a> and/or the <a href="#">Transportation Self- Assessment</a> . Submit completed forms in <a href="#">Moodle</a> . See the <a href="#">Safe Arrival and Departure/Transportation Process</a> for more information.	Center Director
 Daily for the first 6 weeks of class	Complete the applicable <a href="#">Daily Safe Arrival/Departure/Transportation Checklist</a> . Visit <a href="#">Safety and Transportation: Safe Arrival and Departure</a> for more information.	Designated staff
 September 5	<b>Programs on year-round schedule:</b> Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to <a href="#">Moodle</a> . Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 September 15	<b>Programs on year-round schedule:</b> Complete <a href="#">Site Readiness and Safety Checklist – Center Director</a> and Classroom <i>Site Readiness and Safety Checklists</i> ( <a href="#">Preschool</a> / <a href="#">Infant Toddler</a> ). Visit <a href="#">Safety and Transportation: Site Readiness and Safety</a> for more information. Submit forms in <a href="#">Moodle</a> .	Center Director and Teaching staff
 September 15	<b>Programs on year-round schedule:</b> Complete the <a href="#">Safe Arrival and Departure Self-Assessment</a> and/or the <a href="#">Transportation Self- Assessment</a> . Submit completed forms in <a href="#">Moodle</a> . See the <a href="#">Safe Arrival and Departure/Transportation Process</a> for more information.	Center Director
 September 30	Complete <a href="#">Active Supervision Plans</a> for each classroom and submit in <a href="#">Moodle</a> . Visit <a href="#">Safety and Transportation: Site Readiness and Safety</a> for more information.	Center Director and Teaching staff



## October

When	Deliverable	Who
As soon as possible	For classrooms starting at the end of September/beginning of October: Review the <a href="#">September To-Do List</a> and complete deliverables. Contact your Team Manager for support.	All staff
 Before the 1 <sup>st</sup> day of class	<b>Programs on school year schedule:</b> Complete <a href="#">Site Readiness and Safety Checklist – Center Director</a> and Classroom <i>Site Readiness and Safety Checklists</i> ( <a href="#">Preschool</a> / <a href="#">Infant Toddler</a> ). Visit <a href="#">Safety and Transportation: Site Readiness and Safety</a> for more information. Submit forms in <a href="#">Moodle</a> .	Designated staff
 Before the 1 <sup>st</sup> day of class	<b>Programs on school year schedule:</b> Complete the <a href="#">Safe Arrival and Departure Self-Assessment</a> and/or the <a href="#">Transportation Self- Assessment</a> . Submit completed forms in <a href="#">Moodle</a> . See the <a href="#">Safe Arrival and Departure/Transportation Process</a> for more information.	Designated staff
 Daily for the first 6 weeks of class	Complete the applicable <i>Daily Safe Arrival/Departure/Transportation Checklist</i> ( <a href="#">Self-Transport / Transportation Route</a> ). Submit Weeks 1 and 2 each Monday to <a href="#">Moodle</a> . Visit <a href="#">Safety and Transportation: Safe Arrival and Departure</a> for more information.	Designated staff
 October 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff


## November

When	Deliverable	Who
 November 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 November 7	Complete the applicable <i>Daily Safe Arrival/Departure/Transportation Checklist</i> ( <a href="#">Self-Transport / Transportation Route</a> ). Submit Weeks 1 and 2 each Monday to <a href="#">Moodle</a> . Visit <a href="#">Safety and Transportation: Safe Arrival and Departure</a> for more information.	Designated staff




## December/January

When	Deliverable	Who
 December 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 January 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 Within the week after children return from Winter Break	Complete the <a href="#">Safe Arrival and Departure/Transportation – Self-Monitoring Checklist</a> .	Designated staff




## February

When	Deliverable	Who
 February 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff



## March

When	Deliverable	Who
 March 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 Within the week after children return from Spring Break	<b>Programs on year-round schedule:</b> Complete the <a href="#">Safe Arrival and Departure/Transportation – Self-Monitoring Checklist</a> .	Designated staff
 6 months after the initial screening is completed	Complete 2 <sup>nd</sup> Growth screenings. Visit <a href="#">Health and Nutrition: Health and Growth Screenings</a> for more information.	Teaching Staff and/or Family Support




## April

When	Deliverable	Who
 April 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 Within the week after children return from Spring Break	<b>Programs on year-round schedule:</b> Complete the <a href="#">Safe Arrival and Departure/Transportation – Self-Monitoring Checklist</a> .	Designated staff
 6 months after the initial screening is completed	Complete 2 <sup>nd</sup> Growth screenings. Visit <a href="#">Health and Nutrition: Health and Growth Screenings</a> for more information.	Teaching Staff and/or Family Support

## May

When	Deliverable	Who
 May 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 6 months after the initial screening is completed	Complete 2 <sup>nd</sup> Growth screenings. Visit <a href="#">Health and Nutrition: Health and Growth Screenings</a> for more information.	Teaching Staff and/or Family Support

## Summer

When	Deliverable	Who
 June 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 July 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff
 August 5	Submit monthly menu and <a href="#">Special Diet List</a> for the previous month to Moodle. Review <a href="#">Menu and Special Diet List Upload Instructions</a> as needed.	Designated staff