

## WA State Organization of Parenting Education Programs Safety Orientation Policies and Procedures

### General Safety Policies To Know And Follow.

- Every child comes/leaves to class with an \_\_\_\_\_
- Only \_\_\_\_\_ children may be in the classroom (our insurance only covers your children)
- \_\_\_\_\_ adults remain in classroom until the last child leaves
- Adults are responsible to keep the classroom safe. This includes \_\_\_\_\_ locked or out of child's reach, \_\_\_\_\_ removed, floor kept \_\_\_\_\_ (for safe escape),
- Know location of \_\_\_\_\_ in classroom (phone, fire extinguisher, protective gloves, emergency phone numbers, posted evacuation plan, allergy information)
- Each class will practice regular fire and earthquake drills and you should know the \_\_\_\_\_
- Children should always be \_\_\_\_\_ (ratios are provided in risk management manual)
- No \_\_\_\_\_ or \_\_\_\_\_ in classroom, and please do not use \_\_\_\_\_ when working in class
- General rules of safety: Children should walk in doors, blocks should be stacked no higher than \_\_\_\_\_, mats are required under/around \_\_\_\_\_, remove broken toys or tell teacher right away if they cannot be removed.
- Outdoor play area should be fenced with \_\_\_\_\_ inches of safety material under equipment
- Children and all adults must wash hands \_\_\_\_\_ and \_\_\_\_\_
- All surfaces must be cleaned and \_\_\_\_\_ such as counters, tables, cups. Children must \_\_\_\_\_ when they eat to avoid choking. Avoid nuts and bit size hard veggies.
- Field trips: Drivers must have valid \_\_\_\_\_ and valid \_\_\_\_\_. Vehicles must be in safe working condition and have a \_\_\_\_\_ (and car seat/booster) for each passenger. A non-driving adult must also be in the vehicle and responsible for children. Car doors must be \_\_\_\_\_ when driving and children must never be \_\_\_\_\_ in a car under any circumstances.
- For learning and fun, safety is our number one priority. Report any problems right away to the \_\_\_\_\_ and remember: Safety and fun go together!