



WY 21ST CCLC SAFETY CHECKLIST

Use this checklist to guide development and implementation of safety processes and procedures for the program. Additional local requirements may be added.

Learning Environment

- Staff check students in and out each day and are able to demonstrate procedures for finding and contacting students at any point in the program and the time and with whom a student left.
- Staff to student ratios do not exceed 1:10 for pre-K-1st, 1:15 for 2nd-5th grade and 1:18 for 6th-12th.
- Participants are always supervised by more than one authorized and capable adult.
- Program has a procedure that ensures a staff member remains at the program site until every participant has left.
- Staff check-in and monitor all external guests.
- Program has a cell phone policy for staff and students.
- Program has a policy and procedure for having volunteers and youth employees under 18 years of age regarding background checks, disclosures, and strict no-supervision rules.
- All program spaces are monitored for exposure to harmful substances such as lead, insecticides, fumes, cleaning materials, etc, and all necessary cleaning materials are in locked storage with appropriate Material Safety Data Sheet accessible.
- Electrical outlets are covered and items that are plugged in are surge protected and have circuit interrupters near water areas.
- All furniture and materials are in a safe condition and cleaned/disinfected daily.
- Fire extinguishers are available at the program site and inspected as per regulation.
- Safety equipment, sprinklers, kits and detectors are stationed throughout the learning spaces for easy access and effective monitoring. Items are inspected and tested yearly as per regulation.
- Program site has a schedule for and documentation of equipment change, battery change, inspection, and detector replacement for smoke, carbon monoxide and radon. This includes water testing.

Safety and Training

- Sites have first aid kits in each room and includes at least: a written guide to first aid, scissors, non-glass thermometer, tweezers, duct tape, wound tape, antiseptic wipes/solution, multiple sized- band-aids and sterile gauze bandages, waterproof, disposable gloves.
- Escape and evacuation plans are reviewed yearly, posted throughout the space, and practiced by staff and participants with the help of local emergency agencies.
- Staff are first aid and CPR trained and receive suicide prevention training and cyberbullying awareness training at least every other year.
- Program has and carries out a Code of Conduct or other behavior expectations policy for staff that includes how to report adult misconduct.
- All participant records are complete and accessible by assigned staff and include at least: participant name, date of birth, address (physical and mailing), daytime and evening phone numbers, parent(s) guardians contact information, emergency contact information, authorized pick up list, permission for transport, field trips, photo release, and active consent form for survey and data collection, parent/guardian signature.
- All staff are aware of participants with health concerns and all health/medical forms are complete and include at a minimum: allergies/sensitivities, concerns/special needs, prescription medication student is

currently taking, permission to seek treatment in an emergency, signed agreement to policy on administering /not administering medication.

- All staff are trained in allergy and appropriate medical response for students with health concerns on a case by case basis.
- Students with ongoing and/or severe medical needs on an IEP or 504 Plan should be served in the program in direct consultation with a parent(s) or legal guardian and with the school district IEP team to determine reasonable inclusion processes.
- Site on school property should clearly accept and be included in modifications/addendum to relevant district safety policies.

Outside Environment

- Playground safety check: equipment, play surfaces, perimeter, grounds, barriers, external building features, utilities, drainage systems, pavement/sidewalk infrastructure, vegetation. Documented and signed each Fall and Spring.
- Communication between inside and outside spaces are facilitated by a communication plan for emergency scenarios including weather, natural disaster, aggressive individuals, individuals with firearms or other weapons, and other relevant scenarios.
- Clear entry and exit access procedures for students before, during and after the program (school year and summer).
- Outside spaces assessed for unseen entry or exit and safety vulnerabilities are mitigated.

Family

- Families have a copy of safety and evacuation plans that include the secondary meet-up location during a building evacuation.
- Family Engagement policy covers where to find program safety information and how parents can receive answers to their questions.
- Family members are asked to assist in policy review, participate in practice of fire and weather drills, assist the program in asset mapping and connecting with community resources.
- Written communications to family are provided in a language they understand.
- Program orientation for students and family members provides reinforcement on drop off/ pick up procedures, do's and don't's, program technology/online use policies, family emergency procedures, etc.