



The following includes safety requirements according to research based best practices.

- All furniture and materials are in safe condition**
- At least one fire extinguisher rated 2A-10BC (or 3A-40BC) is at the program site.**
- First aid kit is easily accessible to all staff members and includes:**
 - A guide to first aid and emergency care**
 - Scissors**
 - Thermometer, non-glass**
 - Tweezers**
 - Adhesive tape**
 - Antiseptic wipes or solution**
 - Multi-size adhesive bandages**
 - Sterile gauze pads**
 - Waterproof, disposable gloves**
- At least one staff member is CPR certified on site during program hours**
- Safety plan and emergency procedures are posted and easily accessible throughout the program space. Includes procedures for fire, weather, and emergency telephone numbers.**
- Emergency escape plan is clearly labeled and posted throughout the program space**
- Program has and carries out a Code of Conduct**
- Program implements and documents monthly fire drills and quarterly lockdown, earthquake and tornado drills**
- Staff checks participants in and out each day and can explain the procedure that makes them aware of coming and going of participants**
- Participants are always supervised by more than one authorized and capable adult**
- State ratios are always kept (1:26 for ages 5 and up)**
- Program has a procedure to ensure that a staff member remains at the program site until every participant has left**
- Staff members and/or security guard monitors external guests**
- All participant records are complete and include at minimum:**
 - Participant name, date of birth, address, phone number**
 - Parent/guardian name, address, phone numbers**
 - Two emergency contact names, two phone numbers, and addresses**
 - Authorized pick-up list**
 - If applicable, permission to transport, permission for water activities, permission for field trips, photo release**
 - Parent/guardian signature**
- All staff are aware and keep a comprehensive list of participants with health concerns and all health/medical forms are complete and include at a minimum:**
 - Participant allergies**
 - Participant health concerns/special needs**
 - Prescription medications participant is currently taking**
 - Permission to seek treatment in an emergency**
 - Program has a policy on administering or not administering medication**