



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

- S1.** All furniture and materials are in safe condition.
- S2.** At least one fire extinguisher rated 2A-10BC (or 3A-40BC) is at the program site*.
- S3.** First aid kit is complete and includes all of the following*:
- 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
- S4.** First aid kit is easily accessible to all staff members.
- S5.** At least one staff member is CPR certified on site during program hours*.
- S6.** Safety plan and emergency procedures are easily accessible to each classroom or group throughout the program space*.
- S7.** Emergency escape plan is clearly labeled and posted in each classroom*.
- S8.** Program has and carries out a Code of Conduct that is accessible to each classroom or group throughout the program space*.
- S9.** Program implements and documents monthly fire drills and quarterly lockdown, earthquake, and tornado drills*.
- S10.** Staff checks participants in and out each day and can explain the procedure that makes them aware of coming and going of participants.
- S11.** Participants are always supervised by an authorized and capable adult.
- S12.** State ratios are always kept (1:26 for ages 5 and up).
- S13.** More than one authorized and capable adult is at the program site at all times*.
- S14.** Program has a procedure to ensure that a staff member remains at the site until every participant has left.
- S15.** Staff members and/or security guard monitors external guests*.
- S16.** 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
- S17.** 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
- S18.** All staff are aware and keep a complete list of participants with health concerns*.

****Items with asterisks have additional information provided on the Safety Checklist Appendix.***



Safety Checklist Appendix

- S2.** There should be at least one fire extinguisher for every 3,000 sqft of floor space or within 75ft of travel. Fire extinguishers behind a locked door are not accessible and will not be sufficient to pass safety. Fire extinguishers should be serviced once every calendar year, regardless of status, as required by the state/local fire marshal. This should be indicated on a service tag or sticker.
- S3.** Each program space should be equipped with at least one main first aid kit complete with all listed items and accessible to all staff. For larger spaces, smaller first aid kits with basic supplies (i.e. adhesive bandages, antiseptic wipes, and gloves) with each class or group are acceptable if there is at least one main kit for the site. This will allow you to treat most injuries without having to leave the program space.
- S5.** A staff member with a current CPR certification must be available and on site for the entirety of your program time. A school nurse or staff member only available for part of programming is not sufficient.
- S6.** Safety plans and emergency procedures include procedures for fire, weather, evacuation, and emergency telephone numbers. They should be accessible in each space that your program uses. If you move together as a group, you may carry a set of procedures with you in a binder. If you are split into more than one group, you will need a copy for each group or program area.
- S7.** It is important to have an evacuation route posted in each classroom and area that students use. If you are unable to get the school to post the needed routes, you may make your own copies and put them up daily on a poster board/tri-fold/whiteboard while you are in the space. Escape plans can be copied, as long as you clearly mark on each copy where you are in the building as well as the primary escape route from that room. It is also recommended that you include a secondary escape route as well as a designated meeting area.
- S8.** The code of conduct can be provided by the organization or created with the students. It should be posted in every space or carried with the group from room to room.
- S9.** Safety drills should be conducted during after school programming. This allows your staff and participants to practice together evacuating from the spaces they will be in during program hours.
- S13.** More than one staff member should be on site at all times; however, staff members may be in different classrooms/areas with separate groups, as long as ratios are kept. Sites that maintain ratio with one staff member may meet this requirement by ensuring that there is another adult on site and a procedure for students to notify that adult in case of emergency. However, it is best practice and recommended to maintain at least two staff members on site, even if the program has 26 or fewer students.
- S15.** While a priority, monitoring external guests should be done within reason as to not take away from programming.
- S16.** Each child must have at least two separate phone numbers listed on their enrollment form. Listed parents/guardians may also serve as the two required emergency contacts. If participants are no longer enrolled in the program, their forms should be grouped separately. New enrollment should be collected every year, even for returning participants.
- S17.** If any health concerns are not applicable for a participant, "N/A" must be written in to indicate that the form has been completed. You may keep medical forms in the nurse's office, as long as the nurse's office is unlocked during program hours or a staff member of your program has a key.
- S18.** Program ensures that staff members are aware of participants with health concerns and any information shared is done so in consideration of program's confidentiality policy. Each staff member in each classroom/group should have access to a list of health concerns for their students in the event that an emergency occurs.