

**Seattle College Parent Education Program**  
**RISK MANAGEMENT - SAFETY TRAINING**  
**Please review and sign before working in the classroom**

**VMCP** uses the **2018 Risk Management Manual** as a health and safety guide. The policies in the manual are in effect for all co-operative preschools in Washington that are affiliated with a community or technical college as a parent-child study laboratory. Compliance with these policies allows the co-operative preschools in Washington to participate in an affordable group accident and liability insurance plan set up through the Risk Management Office in Olympia.

Several features of co-operative preschools make it possible to negotiate more affordable insurance coverage.

- Community College Parent Educators make regular site visits
- Co-operatives follow current Risk Management policies
- Co-operatives are a non-profit entity registered with the State of Washington
- Parents/care-providers stay on site and maintain an appropriate adult to child ratio

Our goal is to comply with policy, keep our children safe and not expose the co-operative organization to risk or unnecessary liability. Please feel free to refer to your Coop's copy of the Risk Management Manual for detailed information. The attached **GENERAL SAFETY PROCEDURES AND PRACTICES CHECKLIST** highlights those policies that need to be understood by members prior to working with children. After you have reviewed the Checklist, please complete the form below and return it to the designated Board officer who will file it for your class.

**All the time:**

1. Sign in the child you are caring for and sign out when leaving. Remember, only designated caregivers may pick up children. ID will be required.
2. Locate the: posted emergency evacuation plan, first aid equipment (including protective gloves), fire extinguishers, emergency contact information, and allergy information if relevant.
3. If a child is injured in any way, please report immediately to the teacher or instructor so the appropriate paperwork can be filled out.
4. Please stay at the children's level during discovery time, or when communicating with children.
5. Children are **NEVER** to be left without adult supervision (nor unattended in cars).
6. Playing with children, along with observation, is encouraged and it is the adult's responsibility for learning respectful skills for supervising and interacting with children.
7. Coffee or other hot beverages can be kept in the kitchen or on the art counter.
8. Look around, if your area is slow and another parent needs help, you are welcome to help that parent, and then return to your area when appropriate.
9. Please ask for help if you feel overwhelmed in your area.
10. If you need to leave your area, ask another parent to cover for you.
11. Children need to walk at all times while inside the classroom (they can run outside).
12. We encourage inside voices during discovery time.
13. Tell children what they **can** do!

**In the Blocks Area:**

1. The blocks can only be built as tall as the shoulder of the shortest child in that area.

**At Circle Time:**

1. Please join your children at all circle times (unless your job is to clean tables).

**Snack Protocol:**

1. Each child brings their own snack.
2. Wash hands prior to eating.
3. Children eat only what they brought from home (exception: the toddler class)
4. If you are in charge of cleaning the tables, please speak to the teacher about protocol.
5. Children must be seated at tables when eating.

**During Outside Play:**

1. Watch the outside climber carefully and stay close to the children. Not all of our equipment is meant for every age.
2. Children need to be reminded to keep sand and sand toys low at all times.
3. Shoes must stay on.

**Bathroom Etiquette:**

1. We wash hands before entering the school, before snack, and after bathroom time. Have children wash hands while singing "Twinkle Little Star" to encourage thorough washing.
2. Many children have bathroom buddies (another parent who can help the child). If you are unsure of who that might be, ask the teacher.

**Safety Protocol:**

1. Only adults in the storage closet.
2. All poisons will be stored in a locked cupboard.
3. Large equipment will be anchored.
4. At least 2 adults must remain at the co-op until all children have left.
5. If hazardous situations are noted, the teacher, instructor or Health and Safety Manager must be notified immediately.
6. Proper choking prevention protocol must be followed.
7. Children not enrolled in the co-op cannot attend the Co-op on a regular basis (exceptions: newborns according to our P&P documents, open houses and family nights with a Special Event form filled out, occasional visitors).
8. No weapons or firearms (concealed or not) of any kind are allowed on the preschool grounds.

**I understand and agree to the General Safety Procedures and Practices.**

Signature \_\_\_\_\_

Date

\_\_\_\_\_

Please Print Your Name \_\_\_\_\_

Co-op

*Additional information regarding risk management is available to members in the current RISK MANAGEMENT MANUAL. Contact the teacher, or college instructor for available copies.*

PLEASE KEEP THIS INFORMATION FOR REFERENCE