

# Risk Management

## CLASSROOM PARENT/ VOLUNTEER TRAINING CHECKLIST

- **Why is parent/volunteer training important and a requirement for working in the preschool classroom?**

Cooperative preschools follow risk management policies and procedures developed by the Organization of Parent Education for the State of Washington. These policies and procedures are implemented by the preschools to prevent and minimize accidents and liability. The Parent /volunteer Training classes enables the preschools to train parents in maintaining a healthy and safe program for families and enables preschools to obtain affordable insurance through the Organization of Parent Education for the State of Washington.

- **All parents/volunteers working in the preschool lab setting must receive, understand and abide by the following risk management information on policies and procedures before working in the classroom.**

### Emergency information you will need to know:

- \_\_\_ Location of the phone
- \_\_\_ Call 911
- \_\_\_ Location of the first aid supplies
- \_\_\_ Use of latex gloves when handling bodily fluids (universal precaution)
- \_\_\_ Location of emergency contact phone/address numbers (children's and community emergency resources)
- \_\_\_ Location of emergency consent form (medical permission to treat)
- \_\_\_ Emergency procedure plan (Who does what in the case of an emergency?)
- \_\_\_ If an accident occurs, immediately alert the teacher who will administer first aid
- \_\_\_ Do not move the child or adult until the person has been assessed for any injuries
- \_\_\_ Follow certified first aid procedures
- \_\_\_ Location of the allergy list (lists children with medical or food allergies)
- \_\_\_ Medication policies
- \_\_\_ Fire & earthquake procedures & location of emergency kits
- \_\_\_ Special safety issues relevant to your preschool

### Safety and Health

- \_\_\_ Ratios of adult to children must be followed when conducting a regular preschool class.
- \_\_\_ No one adult will be left alone with a child/children (includes working parents & teachers) that is not their own.
- \_\_\_ Parent shall escort child into the classroom and leave only when the teacher and at one working parent is ready to supervise the children.
- \_\_\_ When leaving, a parent must notify the teacher or designated responsible adult of the departure. Parents must escort their children out of the building and encourage parking lot safety.
- \_\_\_ Children will be release only to those listed on the release forms.
- \_\_\_ Children should not be left unattended in or out of the classroom or in a car.
- \_\_\_ Help keep classroom and outdoor area free of hazards (evaluate daily, remove if possible and report immediately to the teacher).
  - Check for:
    - \_\_\_ age appropriate materials and equipment
    - \_\_\_ broken toys
    - \_\_\_ furniture blocking safe evacuation
    - \_\_\_ floor in good conditions
- \_\_\_ Hot beverages and smoking are not permitted.
- \_\_\_ All possible poisons must be clearly marked and stored in a locked cabinet at all times.
- \_\_\_ Supervise and encourage children to follow safety guidelines for each play area.
- \_\_\_ Co-op staff or volunteers may not physically, verbally, or emotionally abuse or punish children.

## Indoor safety guidelines

- Children should use walking feet.
- Blocks should only be stacked no higher than the shoulder of the shortest child.
- Impact absorption mats are required under climbing equipment & slides.
- Working parents must be trained in setting up any special equipment such as portable climbers.

## Outdoor safety guidelines

- Fence gates are closed and area is secure and free of hazards when children are playing.
- No child shall be outside the classroom without adult supervision.
- Check that digging areas are free from animal contamination and area is covered when not in use.

## Disease Control

- If you suspect you or your child is ill or getting ill, please keep your child at home.
- Inform your preschool teacher or Health and Safety Chair if your child develops a communicable disease.
- All enrolled children must meet the co-op's immunization requirements and have an immunization form on file before a child can start attending.
- Use gloves when handling bodily fluids.
- Use a bleach solution, made daily (1/4 t. of bleach per quart of water, 1t. per gallon of water) to clean and sanitize tables and equipment.
- Toys that have been mouthed need to be removed and cleaned with bleach solution and air dried.
- Tables and place mats must be cleaned before and after eating.
- Children and adults must wash hands before eating, after toileting, coughing nose blowing, and diapering.
- Use running water and liquid soap to wash hands.
- Dispose of garbage daily to help eliminate insect and rodent problems.

## Food Preparation

- Select foods that are age appropriate (not a choking hazard) and healthy for children.
- Foods must be stored properly to prevent spoiling or contamination.
- Wash hands before and after preparing food.
- Food preparation tables must be sanitized before and after preparing food.
- Dishes are to be washed with hot soapy water, sanitized with disinfecting rinse and air dried.

All volunteers working in the preschool lab setting must receive, understand and abide by the **Risk Management Policies and Procedures & Guidelines for Working with Children in the Classroom** before working in the classroom.

# CLASSROOM PARENT/VOLUNTEER TRAINING CHECKLIST SIGN OFF FORM

School \_\_\_\_\_ Class \_\_\_\_\_

All parents/volunteers working in the preschool lab setting must receive, understand and abide by the **Risk Management Policies and Procedures & Guidelines for Working with Children in the Classroom** before working in the classroom.

I here by acknowledge that I have received, understand and will abide by the Risk Management Policies and Procedures and Guidelines for Working with Children in the Classroom as presented at Parent Training.

Name \_\_\_\_\_ Date \_\_\_\_\_

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# CLASSROOM PARENT/VOLUNTEER TRAINING INSTRUCTIONS

TEACHERS,

- HAND OUT CLASSROOM PARENT/VOLUNTEER TRAINING CHECK LIST TO PARENTS AT THE BEGINNING OF THE TRAINING.
- INSTRUCT PARENTS THAT YOU WILL BE COVERING THIS INFORMATION AS PART OF THE CLASSROOM PARENT/VOLUNTEER TRAINING.
- AFTER COMPLETING CLASSROOM PARENT/VOLUNTEER TRAINING HAVE PARENTS SIGN THE **CLASSROOM, PARENT TRAINING SIGN OFF FORM**.
- **REMINDE PARENTS THAT ANYONE WORKING IN THE CLASSROOM WITH CHILDREN MUST HAVE GONE THROUGH PARENT TRAINING PRIOR TO BEING ASSIGNED OR SUBSTITUTING AS A WORKING PARENT IN THE CLASSROOM.**
- MAKE COPIES OF THE **CLASSROOM PARENT/VOLUNTEER TRAINING SIGN OFF FORM** AND TURN THEM INTO YOUR Home & Family Life Instructor