

# 2013

# Risk Management Manual

**Parenting Education Cooperative Preschools  
Affiliated with Community and Technical  
Colleges in Washington State**



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**Organization for Parenting Education Programs (OPEP)**

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# RISK MANAGEMENT MANUAL

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**WASHINGTON COMMUNITY & TECHNICAL COLLEGES  
PARENTING EDUCATION  
COOPERATIVE PRESCHOOL PROGRAMS  
  
RISK MANAGEMENT MANUAL**

**I. PURPOSE AND SCOPE**

The purpose of this manual is to provide the parenting education cooperative programs (hereinafter called co-ops) conducted by post-secondary educational institutions in the state of Washington with policies for implementing an effective risk management program. This manual will present policies for implementing safety and loss control techniques appropriate for the activities of the cooperatives. It will include a guide for managing claims that may arise. This manual is to be supplemented by written standard operating procedures specific to each location.

All participating adults must complete an orientation to co-op safety (including indoor and outdoor equipment and procedures) before participating in the classroom. A Risk Management video is available to supplement the orientation. YouTube ([www.youtube.com](http://www.youtube.com)) search for "OPEP Safety Orientation"

**II. GENERAL DEFINITIONS**

**RISK MANAGEMENT**

**Risk management** is making and carrying out decisions that will minimize the adverse effects of accidental loss upon the co-ops.

**LOSS CONTROL**

**Loss control** includes those risk management techniques which minimize the frequency or severity of accidental losses or which make losses more predictable.

**PARENT**

The term **parent** as used in this manual refers to adults enrolled as students and adults designated as responsible for a child by the parent(s) as well as the child's legal parent or guardian.

**PARTICIPANT**

The term **participant** as used in this manual includes adults enrolled as students in the parenting education class and children enrolled in the co-op preschool laboratory.

**EMPLOYEE**

For the purpose of this manual an **employee** is defined as persons whose wages or salaries are paid by the co-op preschool.

### III. ATTENDANCE AT CO-OP PRESCHOOL

Only enrolled children may attend. Any child **NOT ENROLLED** in the co-op **CAN NOT BE ATTENDING** the co-op's regular program, nor can the preschool be running a concurrent child care/nursery operation for siblings. Because of safety concerns and insurance costs, siblings are not allowed to attend class unless properly enrolled.

This attendance policy does not apply to certain special activities that can be authorized for guests and family members to attend (e.g. child fairs, family nights). A risk management "Special Events" form must be completed and on file in the college parenting education office for all co-op special events. (See section IX Special Events and Appendices H)

Non-enrolled sibling attendance at board or parent meetings may be approved provided there is adequate supervision by assistant teachers in an environment suitable for the ages of all children attending. Required minimum adult to child ratios must be met and all other risk management procedures and policies followed.

All preschool classes, co-op meetings, and co-op activities must meet the insurance definition of appropriate minimum adult to child ratio.

<b>MINIMUM ADULT TO CHILD RATIOS</b>	
Children age 18 months or younger:	1 adult to 2 children
Children age 19 months - 35 months:	1 adult to 3 children
Children age 3-5 years:	1 adult to 5 children

College coordinators must authorize multi-age classes. If an individual co-op offers a college approved multi-age class, the class shall be designed and operated accordingly, and it shall include enrolling each child who attends and purchasing accident insurance for each enrolled child. The ratio for the youngest enrolled child each parent brings will apply for calculating adult to child ratios. Approved multi-age classes will involve multi-ratios. Each attending adult may have a different ratio that is based on the youngest child that adult brings to class. All enrolled children in multi-age classes must be listed on the daily attendance records. When younger siblings are authorized to enroll in multi-age classes, the college parenting program and preschool must set policies regarding use of infant -packs and designated infant-areas that are appropriate to each facility and classroom.

### IV. SAFETY AND HEALTH

#### A. PARENT/CHILD(REN) ARRIVAL

Upon arrival, parent shall escort child(ren) into classroom being certain the teacher and at least one working parent are present before leaving.

Each adult and child attending class must be signed in on the daily attendance record. Attendance sheets must be kept at the preschool for one year.

#### **B. PARENT /CHILD(REN) DEPARTURE**

Departures must also be recorded on the attendance record.

When leaving, a parent must notify the teacher or designated responsible adult of the departure and must escort child(ren) out of the building.

The co-op assumes no responsibility for unescorted children on the grounds.

At least two (2) adults must remain at the co-op until all children have left.

All co-ops must have on file a list of the persons regularly authorized to take a child from the co-op. Updated forms shall be kept on file for the duration of the child's enrollment in the co-op. (See Appendices D)

In the event the child is to be taken from the co-op by those not on the list of the persons regularly authorized, the parent/guardian must send a form authorizing the release of the child. (See Appendices D) S/he shall also notify the person who takes the child that photo identification shall be required. The teacher must check the photo identification.

**Under no circumstances will a child be released without prior authorization.**

#### **C. TRANSPORTATION TO AND FROM SCHOOL**

The co-ops must not operate carpools for the purpose of transportation to and from co-op classes and activities because there is no liability coverage. Any carpool formed for this purpose is the sole responsibility of the parents. The implementation of appropriate measures to safeguard and insure the financial protection of all participants is the responsibility of the parents. If, at the parent's risk, a child other than his/her own child is in the vehicle, it is recommended that the measures outlined in the field trip section of this manual for the protection of the co-op, its employees and enrollees, be considered as prudent measures to be taken by any responsibly operated carpool.

#### **D. ADULT SAFETY RESPONSIBILITIES IN COOPERATIVE LABORATORY**

Children using hazardous tools or equipment (i.e. food preparation or carpentry tools) must be closely supervised by an adult.

Furniture is to be arranged for safe evacuation in case of fire and for safe traffic flow around activities.

All materials used by children are to be evaluated for age appropriateness and degree of risk.

All cleaning and other hazardous materials must be kept in locked cupboards and out of reach of children at all times.

Floors are to be kept in good repair and free of spills, toys, paper, or other tripping hazards.

Any adult discovering a safety hazard (i.e. broken toys, equipment, or health hazard) shall immediately remove the hazard from use and shall report the problem to the teacher.

Hot beverages are to be kept out of the children's classroom(s).

Smoking is not permitted.

Adults responsible for children must not be impaired by substance use (i.e. medications, drugs, alcohol or marijuana).

#### **E. POLICIES FOR CHILDREN'S INDOOR SAFETY**

Each work or play area is to be evaluated as to the safe limits of occupancy for the intended use and only the appropriate number of children will be allowed in each area.

To prevent injury, wooden blocks should be stacked no higher than the shoulder of the shortest child who is playing in the area.

Children should walk indoors; running is not allowed.

Floor mats are required under all indoor climbing equipment and slides. Mats must be designed for impact absorption. Sleeping mats or carpeting materials are not acceptable.

#### **F. POLICIES FOR CHILDREN'S OUTDOOR SAFETY**

When outdoors, the teacher must assure the daily attendance roster, emergency contact information and a basic emergency backpack is accessible, in case there is a situation preventing re-entry to the building.

No child shall be outside the classroom without adult supervision. Required adult to child ratios must be maintained when children are outdoors.

Children's outdoor play areas must be fenced or secured.

Protective surfacing is essential under and around equipment where a child might fall. The National Program for Playground Safety recommends that in general 12" of uncompressed loose-fill material be used for equipment up to 8' in height. Grass and turf lose their ability to absorb shock through wear and climate or environmental conditions. United States Consumer Product Safety Commission (CPSC) provides fall surfacing guidelines for playgrounds.



!2 “uncompressed or 9” compressed material will provide safety for equipment with critical height up to 6 feet. This material must be assessed annually.

- Wood play chips
- Fine – pea gravel
- Shredded rubber

Surface material must provide good drainage and be appropriate for the climate and environment.

Platforms more than 30 inches above the ground should have guardrails to prevent falls.

Equipment must be spaced with a fall zone of approximately 6’ that is free of other obstacles and equipment.

All digging areas must be free of animal contamination before children play. The areas should be covered when not in use.

Equipment must be inspected regularly for wear, pinch points, sharp or protruding edges, and other hazards.

**G. FOOD PREPARATION AND CLEAN-UP**

Dishes are to be washed with hot, soapy water. Additionally, dishes are to be sanitized with appropriate equipment or a disinfecting rinse. **If bleach water is used, it must be mixed daily.** Use clean towels and dish clothes for dish washing. Dishes should be air dried

Sanitizer	Sanitizer
General Purpose	Diaper & Toileting Area & body fluids
¼ teaspoon bleach	1 Tablespoon bleach
1 quart cool water	1 quart cool water

Sinks, counters, and tables should be cleaned with a soap solution first, rinsed with clear water and then disinfected with General Purpose bleach solution before and after snack preparation. (Appendices L) Most other antibacterial solutions are not adequate to prevent disease, and/or may be required to stay on surfaces for ten minutes or longer.

All children and adults must wash hands before preparing or eating food. Washington State Labor and Industries Regulation (WAC 296) states that running hot and cold (or tepid) water, soap, and single use towels or warm air blowers must be available.

Garbage/waste paper must be emptied daily. Any edible items left in the co-op, including items intended for craft purposes, shall be stored in a manner to permit safe eating at a future date and in a manner to prevent the attraction of insects and rodents. Refrigerators and stoves shall be cleaned at least quarterly.

## H. DISEASE CONTROL

### 1. HANDWASHING

Washing hands thoroughly and often is critical to preventing the spread of illnesses. Liquid soap and running water shall be used. If running water is not available, other sanitary methods must follow Washington State Health Department guidelines. Water temperature should be between 85 and 120 degrees F. The temperature should never exceed 120 degrees F. to prevent scalding. Antibacterial soaps are not necessary. Wash hands for at least 20 seconds.

Paper towels and tissues shall always be available. No shared common towels will be used. (WAC 296)

The use of hand sanitizers should not replace proper hand washing with soap and water.

Hand washing steps:

- Wet hands
- Apply liquid soap
- Wash – make bubbles for at least 20 seconds
- Dry with paper towel or air blower
- Use a paper towel to turn off the water or activate the air blower

There are many times throughout the day when children and adults must wash their hands.

- Immediately upon arrival

After

- Using the restroom
- Helping a child with toileting/diapering
- Sneezing, coughing, or wiping a runny nose
- Eating
- Playing outside
- Cleaning or using chemicals
- Handling raw meat, poultry, or fish
- Giving medication
- Contact with blood or body fluids
- Touching animals or cleaning their environments
- Assisting a sick child
- Taking out the garbage
- Removing protective gloves

Before

- Preparing or serving food
- Eating
- Setting the table
- Giving medications

- Touching eyes, nose, or mouth
- Adminstrating first aid (if possible)
- Putting on protective gloves

## **2. ILLNESS AND COMMUNICABLE DISEASE**

Children and adults with a known or suspected communicable disease are not permitted to attend class.

Children and adults with any of the following symptoms will not be permitted at school:

- Fever of 100°F (under arm) or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Sore throat
- Earache
- Diarrhea – 3 or more watery stools within a 24 hour period or 1 bloody stool
- Rash, especially with fever or itching
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities, sick appearance, not feeling well.
- Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment.
- Lice and scabies - children and staff may return to school after treatment. Contact local Health District for treatment protocol.

Any child who becomes ill must be isolated (not necessarily in another room) from the other children and the parent or emergency person notified.

All adults shall follow public health policies to avoid contact with blood or bodily fluids. Protective gloves must be available and worn when appropriate. Employees must have documentation of training for Blood Borne Pathogens. Parents must be familiar with co-op policies and procedures for handling bodily fluids.

## **3. OTHER PRECAUTIONS AND PREVENTION**

Precautions shall be taken to eliminate insects and rodents, except pets. Elimination of insect and rodent problems shall be accomplished in a manner consistent with the safety of children.

Rooms shall be kept clear of clutter and cleaned each session. This cleaning includes bathroom fixtures and floors. General cleaning of rooms and toys shall be scheduled no less than monthly. Toys and other objects which have been in a child's mouth shall be cleaned, sanitized with General Purpose bleach solutions (Appendices L), and air-dried.

## **I. IMMUNIZATIONS**

Children, employees, and parents in the co-op must meet all local and state health department immunization requirements.

Immunizations are a safe and effective way to keep children healthy and to prevent disease in the preschool setting. Diseases that vaccines prevent spread easily in group settings, so children, teachers, and parents are particularly at risk for these in the preschool setting. In addition, those not fully vaccinated are susceptible to vaccine-preventable diseases.

### **IMMUNIZATIONS REQUIREMENTS AND RECORDS**

Immunization information and other confidential information must be secured or sealed and labeled.

1. **Confidentiality:** Access to immunization records should be limited only to people who need know this information (e.g. preschool immunization person, teacher/instructor, director). Information contained in immunization forms should be kept confidential. Immunization records should be stored separately from other preschool records in a secure location at the preschool.
2. **Requirements:** Children in the program must meet all local and state health department immunization requirements.

For immunization information and forms, go to the Washington State Department of Health website at:

<http://www.doh.wa.gov/YouandYourFamily/Immunization/Children.aspx>

- **Certificate of Immunization Status (CIS)** shall be completed upon registration and updated for each child yearly. To avoid excess work, parents can simply update the same **CIS** that the preschool has on file. Parents can get their child's immunization record from their provider or ask for a copy from the Child Profile Immunization Registry. Do not attach a list of immunizations to the CIS. Immunization information must be transferred to the CIS form.
- **Certificate of Exemption (COE)** For a child to be exempt (excused) from a required vaccine, parents must give the preschool a completed **COE** that has been signed by both the parent or guardian and a licensed healthcare provider. The healthcare provider must sign to verify that the parent got information about the benefits and risks of immunization. A child can be exempt (not immunized) against one or more of the vaccine-preventable diseases due to medical, religious, or personal/philosophical reasons.

By signing the **COE**, parents acknowledge that their child may be excluded from attending the preschool in the event of an outbreak of a vaccine-

preventable disease for which the child is exempt. The child would be excluded until the local public health officer decides it is safe to return.

3. **Immunization Record Keeping:** Each preschool should designate 1-2 people to be in charge of immunization record keeping. Having this information readily available is important during an outbreak or suspected outbreak to protect children, teachers, and parents from the spread of diseases that vaccines can prevent.

This role could be assigned to a parent, teacher, or director. A new parent board or committee position could be created for this role. This person's duties would include the following:

Gather, check, and assess **Certificates of Immunization (CIS)** and **Certificates of Exemption (COE)**

Determine each child's immunization status as complete, conditional, exempt, or out of compliance:

- Complete: fully immunized according to minimum requirements.
- Conditional: in the process of being immunized according to minimum requirements.
- Exempt: if parent/guardian and health care provider signs a **COE** indicating a vaccine or full required dosage of vaccine will not be received.
- Out of Compliance: if child does not have any of the other statuses.

Create and maintain a secure storage system for immunization records to identify susceptible children to use in the event of a disease outbreak.

It is recommended that four separate sealed envelopes be created for each class, labeled as follows:

- Complete (fully immunized)
- Conditional (in the process of being immunized)
- Exempt (have a signed COE)
- Out of Compliance (none of the above statuses)

The confidentiality statement at the beginning of this section should be written prominently on the outside of each envelope.

Keep immunization forms on file for as long as the child remains in the preschool, then return form to caregiver when child leaves program.

## **J. REPORTING DISEASE OUTBREAKS**

Child care and preschool providers should report contagious disease outbreaks to their local health department. If you are unsure when to make a report, contact your local health department for advice. During a disease investigation, local health staff will give teachers and parents step-by-step guidance on how to deal with the situation. Depending on the situation and type of disease, guidance may include:

- Preventative treatment for affected individuals.
- Exclusion of at-risk persons or persons showing symptoms.
- Information on the disease for parents and teachers.
- Review of immunization records at the preschool.
- Temporary closure of the preschool.

To help control the spread of the disease, you should determine who in the facility could have been exposed to the disease and who is susceptible to developing disease. For this reason, you should be able to identify children considered at risk for the disease. At-risk children are those whose immunizations are not complete, including those who are:

- Exempt for medical, religious, or personal/philosophical reasons.
- In the process of completing their immunization series, which means they have a “conditional” status.
- Medically fragile or immune-compromised.
- Infants not old enough to have received the vaccine yet.

Having immunization certificates separated into status envelopes ready will save time and make the investigative process efficient and thorough.

## **K. SAFETY AND HEALTH INSPECTIONS**

### **1. Routine Safety Checks**

Activity areas must be checked monthly or more frequently for toys and furniture needing to be repaired.

The building, grounds, and facilities shall be inspected quarterly and safety hazards reported to the person responsible for maintenance and repair (i.e. landlord or custodian). The Safety Checklist (Appendix K) shall be used to record quarterly inspections and kept on file at the co-op for a period of three (3) years. Each quarter an inspection report shall be submitted to the chairman of the co-op board. A copy of the Safety Checklist and actions taken shall be sent to the office of the Coordinator of the sponsoring College at established due date(s). These copies are to be kept for a minimum of three (3) years.

## 2. Routine Evacuation and Earthquake Drills

Multi-day co-op classes must conduct monthly fire drills and twice yearly earthquake drills.

Single day classes must conduct fire drills quarterly and twice yearly earthquake drills

Record of Drills must be kept for 3 years. (Appendix J)

# V. FIRST AID AND EMERGENCY PROCEDURES

## A. FIRST AID

The co-op teacher, paid teacher's aide(s), and teacher substitutes must hold valid first aid/CPR cards. The person(s) holding the first aid/CPR card must be present during the entire co-op session. A copy of the current first aid/CPR card for the co-op teacher(s) and paid teacher's aide(s) is to be filed at the office of the Coordinator of the sponsoring College.

Annually, all parents in the co-op classroom must be informed about the policies and procedures in the proper handling of blood borne pathogens. Protective gloves must be available and worn when appropriate. At time of employment, all employees must provide evidence of training in the handling of blood borne pathogens. (Appendix F)

A current first aid kit will be kept at the co-op. First aid kits must be checked and restocked each fall and as needed.

Established first aid procedures are to be used in case of a medical emergency.

In case of accident or illness, except as necessary in a life-threatening situation, attempts will be made to contact the parents before any kind of action is taken beyond necessary first aid.

If necessary, sunscreen must be provided by a child's parents and written authorizations for use and application provide.

No medications of any kind may be administered without the authorization of a licensed physician

In specific circumstances, the co-op may have a policy of giving prescription medication to a child. (Appendices B) If the policy includes giving prescription medication to a child, the authorized adult:

- shall give prescription medications as authorized, in writing, by a physician or other person legally authorized to prescribe medication;
- shall accept prescribed medication from the parent in the original container labeled with the child's name, date prescription was filled, expiration date, and legible instructions for administration;
- shall assure that the prescription medication is stored properly; and

- shall keep a record of prescription medication disbursed and provide a copy for the parent.

## **B. MEDICAL EMERGENCY PROCEDURES**

An emergency medical response unit will be called in cases where an employee or participant needs immediate emergency medical attention. The emergency telephone number shall be posted at all phones.

An adult from the co-op will accompany the ill or injured person to the doctor or hospital when emergency medical treatment is required and shall stay until a parent or designated adult relief arrives. When a child is involved, the teacher/designee will contact the parent as soon as possible.

## **C. FATAL/MULTIPLE INJURY ACCIDENT**

If an immediate fatality occurs, equipment involved in the accident shall not be moved except to prevent further accidents/injuries or to extricate the victim. Such equipment can be released only by a Labor and Industries investigator.

In case of fatality, or if two or more employees are hospitalized, the supervisor will report the accident to the Department of Labor and Industries within 8 hours of the accident occurrence. The report shall include a complete description of the circumstances, the number of fatalities, if any, and the extent of the injuries. The accident shall also be reported within 8 hours to the Coordinator of the Sponsoring College who will inform the Community/Technical College Safety officer.

## **D. EMERGENCY EVACUATION PROCEDURES**

1. Each cooperative location shall establish written procedures for emergency evacuations and reunification.
  - Post the evacuation route near each classroom exit.
  - Exit from the nearest door to the outside.
  - Avoid leaving the building from hallways when an exterior door is available.
  - Designate an adult to lead the group and an adult to be last to exit.
  - Designate one adult to do a final sweep assuring nobody remains in the area.
  - Gather the group at least 50 feet from the building.
  - Remain calm and prepared for further instructions.
  - Take daily attendance sheets to the evacuation location and take attendance of all children and adults.
  - Take or assure access to supplies needed for an extended time out of the building
  - Take all contact information needed for reunification with parents.
  - Return to the building only when given the “all clear” signal from the authorized teacher, director, or official.



2. All sites must have an operating battery-powered radio and an operating heavy duty flashlight.
3. Co-ops that occupy a building with other tenants should develop their evacuation plan in coordination with the other tenants. In some cases, evacuation plans may have already been developed by the building landlord/superintendent. These plans shall include a designated gathering location.
4. Evacuation plans shall be posted near all exits for the building.
5. Co-ops are urged to locate the nearest community disaster shelter.

#### **E. FIRE EMERGENCY**

1. Buildings with Manually Activated Fire Alarm Systems: Upon discovery of a fire, immediately locate and activate the nearest fire alarm.
2. Buildings without Fire Alarms: Dial 911 or the fire emergency number posted on the phone.
3. Follow Emergency Evacuation Procedures Plan developed for the specific co-op site.
4. Fire extinguishers and smoke/heat detectors shall be present and in working condition.

#### **F. EARTHQUAKE**

1. Do not enter or leave a building during the earthquake.
2. If indoors, drop and cover, move near supporting doorways, or into halls, or against inside walls. Move away from windows, skylights, and suspended light fixtures. Determine which tables or loft structures are appropriate to duck under.
3. If outdoors, move away from buildings and utility wires. Once in the open, stay there until shaking stops.
4. If in a moving vehicle, stop as quickly as safety permits. Stay in car until shaking stops.
5. When initial quake subsides, check for injuries and give first aid.
6. Be prepared for aftershocks.
7. Turn on battery operated radio to get the latest emergency bulletins and instructions from local authorities.

8. If in a building that has sustained structural damage, evacuate calmly and carefully. Follow emergency evacuation procedures developed for the specific co-op site. Get away from exterior walls when outside. Move to a designated safe area and activate the school's reunification plan.
9. If utilities have been damaged, shut off main gas valves and water valves (except fire suppression systems), and shut off electricity at the meter box if safely accessible. Evacuate the building following emergency evacuation procedures, and do not re-enter until a utility official says it is safe.
10. After quake, check sewage lines before allowing resumption of toilet flushing.
11. After quake, be careful of chimneys and have them inspected.
12. Check with local fire department for emergency services and resources.

#### **G. LOCKDOWN/INTRUDER ALERT**

From time to time, schools have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and adults. If at any time you are dealing with a person about whom you feel uncomfortable or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

1. If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911 or the security officer designated by your site. Remain calm.
2. If a weapon is present, **DO NOT CONFRONT** – give pre-determined hand signal or code phrase to another adult as a signal for them to call 911 immediately
3. If **no** weapon is suspected, confront the intruder in the following manner:
  - Approach the individual in a non-confrontational manner with the assistance of another adult
  - Introduce yourself and the person with you to the individual in a non-confrontational way
  - Ask the individual who they are and how you can be of assistance
  - Inform the individual of the policy that all visitors must be authorized and need to sign in, then guide him/her to the area where that is done.
  - If the individual refuses, do not confront him/her. Give the other adult the pre-designated hand signal or code phrase to another adult as a signal to call 911.
4. If it is determined that the safety and health of children and adults are in jeopardy:

- **Intruder Alert Procedure:** If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all) shall be made to the first adult seen. That person will pass on the hand signal to others throughout the building and will call 911.
- If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert all of potential danger. The announcement will be **“This is a Code Red Emergency, repeat, this is a code red emergency.”** – or – write your own:

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If children are outside when a “Code Red” is called or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

5. Upon hearing the lockdown announcement, the following steps must be implemented:
  - Adults should quickly check the halls, restrooms, and all areas closest to their classrooms to get children into the rooms
  - Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights
  - Keep children away from windows and doors; position children in a safe place against walls or on the floor; turn a classroom table on its side to use as a buffer
  - Adults will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table.)
  - Teachers will keep all children in the classroom until an “all clear” signal has been given
  - Teacher or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an “all clear” has been called.
  - Upon arrival, the local police, in conjunction with the teacher, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
  - When “all clear” is heard, the teacher will apprise the adults of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the teacher.
  - Teacher will apprise parents of all “lockdowns” whether practice or real.
  - Teacher will report incident to the Coordinator of the Sponsoring College who will inform the Community/Technical College Safety officer.

#### **H. POWER OUTAGES**

1. Teacher or designee will try to locate the problem and activate alternate lighting system
2. Call 911 if concerned about a fire or safety hazard

3. Unplug all electrical equipment; turn off all but one light
4. Teacher to contact property manager, if needed
5. Teacher to call electricity provider
6. All parents will be notified if power outage is prolonged

#### **I. SEVENTY-TWO HOUR KIT**

- Batteries
- Bleach
- Bucket
- Can opener
- Comfort kits (optional)
- Crowbar
- Disaster plan
- Drinking water 3 day supply
- Duct tape
- Emergency information for children and adults
- First Aid supplies
- Flashlights
- Food - 3 day supply
- Gloves heavy leather
- Hand Sanitizer
- Lighter or matches
- Office supplies (pen, paper, tape)
- Paper towels
- Plastic garbage bags (large for rain protection and medium for toileting)
- Radio
- Soap
- Toilet paper
- Whistle
- Wrench

## **VI. LIABILITY, SAFETY AND HEALTH COMMUNICATIONS**

### **A. AMERICANS WITH DISABILITIES ACT**

1. Participants in the parenting education program who have a documented disability as defined by the Americans with Disabilities Act and who seek a reasonable accommodation must contact the Coordinator of the Sponsoring College for assistance.
2. The cooperative preschool may be legally responsible for providing what is deemed a reasonable accommodation for enrolled children with documented disabilities.

**B. SAFETY AND HEALTH BULLETIN BOARDS**

Each cooperative shall maintain a safety bulletin board. This is an important medium to increase the parents' and employees' awareness of safety and health issues. The following should be considered for maximum bulletin board effectiveness:

1. A specific safety bulletin board, or portion of an existing board, will be designated exclusively for safety information. It shall be placed in a location where there is greatest exposure.
2. All appropriate Labor and Industry communications will be posted.

**C. OTHER PROTOCOLS AND POSTINGS**

1. Posters listing site's phone number and address (including cross streets), emergency numbers, procedures, etc. will be strategically located (i.e. on the first aid kit, beside the phone).
3. Locations of first aid kits will be prominently marked with a Red Cross symbol and the words "First Aid" in order to facilitate the retrieval of the first aid kit in an emergency situation.

**D. COURT ORDERS**

Co-op members occasionally will have some type of court order limiting proximity or contact with another individual. Court orders are public documents. They are not confidential but may be sensitive. Individuals with any type of court order should provide a copy for the preschool teacher and college instructor. Consult college security and/or local law enforcement for advice and procedures for handling the situation. Determine what procedures need to be written and who needs to know should a situation occur.

**VII. RECORD KEEPING****A. PARENT AGREEMENT**

An acknowledgement as to the receipt and understanding of all co-op policies and guidelines must be signed at the beginning of each school year by each enrolled adult in order to insure all policies/guidelines are understood and followed. (Appendix A)

**B. FIELD TRIPS – NOTIFICATION, PERMISSION AND AUTHORIZED DRIVERS**

Parents, the co-op instructor/coordinator, and the college program office must be notified in writing in advance of each trip. The Coordinator for the Sponsoring College must authorize the field trip.

Written permission slips for field trips will be kept on file at the co-op. (Appendix I)

When the co-op coordinates carpools for a specific field trip, volunteer drivers for field trips must complete and sign a copy of Appendix I 3, Voluntary Driver Automobile Notice Form. Copies of these forms, along with a photocopy of drivers' licenses shall be kept on file at the co-op. Minimum liability limits of \$100,000/person; \$300,000 for bodily injury/accident, and \$50,000 property damage are required. (Appendix I 3)

### **C. CHILDREN'S RECORDS**

Information on immunizations, allergies, permission for emergency medical attention and contacts must be obtained and kept at the co-op.

#### **1. Immunizations Records (see page 9)**

Create and maintain a secure storage system for confidential immunization records to identify susceptible children to use in the event of a disease outbreak.

Immunization records should not be in the individual child's file.

#### **2. Files for Individual Children should include:**

##### **Consent to Medical Care (Appendix B1)**

In case of a medical emergency when a parent cannot be reached the consent form will enable the teacher to authorize medical attention for the child.

This form must be kept in the same place as the child's medical information and copies taken on field trips.

These forms should be kept as long as the child is enrolled.

##### **Emergency Medical Information**

The preschool must keep completed medical information forms in case of an emergency. Information should be included about where to reach parents, a neighbor or relative, the family physician, and the child's general medical condition and allergies.

This information should be kept in a portable file and must be taken on every field trip and be accessible during outdoor play.

##### **Permission to Photograph (Appendix C)**

The preschool must have a signed permission form for each child for use of photographs, digital images, and video.

##### **Child Release Information (Appendices D)**

All co-ops must have on file a list of the persons regularly authorized to take a child from the co-op. Updated forms shall be kept on file for the duration of the child's enrollment in the co-op.

In the event the child is to be taken from the co-op by those not on the list, the parent/guardian must send a form authorizing the release of the child. S/he shall also notify the person who takes the child that photo identification shall be required. The teacher must check the photo identification.

**Under no circumstances will a child be released without prior authorization.**

#### **D. ACCIDENTS/INCIDENTS**

1. All accidents and incidents that could result in an injury shall be documented on a copy of the incident/accident report form. (Appendix E)

**Accident** - any occurrence requiring first aid or medical attention.

**Incident** - any occurrence not requiring first aid or other medical attention but could at some time later. Child receives comfort and TLC.

Incident reports must be kept for 3 years at the cooperative preschool. Copies of accident reports shall be sent to the Coordinator of the Sponsoring College where it will be kept until the child is of legal age

2. A current Hartford Accident Report claim form will be available at each sponsoring college. This insurance is primary insurance and covers enrolled children only. Parents and employees are not covered under the Hartford Plan. Any injuries to children requiring professional medical attention should be reported to the college coordinator who will arrange to have a claim form sent to the family of the injured child and explain the claim procedures to them. Copies of any claims submitted to Hartford should be kept in the college program office.

### **VIII. FIELD TRIPS**

Liability insurance coverage applies to field trips since they are a part of the co-op program. Therefore, the following procedures must be enforced.

The Coordinator of the Sponsoring College must authorize field trips. (Appendices I)

The teacher is to be left free to circulate among all the children, giving individual attention when necessary.

Parents, the co-op instructor/coordinator, and the college program office must be notified in advance of each field trip.

Written permission must be received from each parent prior to any field trip. This may be one form for the entire year or individual notices for each trip. (Appendices I)

#### **Items To Be Taken On Each Field Trip:**

- **Consent to Medical Care:** For authorizing treatment for a child whose parent/guardian cannot be reached.
- **Emergency Medical Information:** Includes essential medical, allergy, and family information for each child.
- **Emergency Contact Information:** Includes name and contact person and phone number for each child.

### Authorized Volunteer Carpool Drivers for Field Trips

1. Carpool drivers for field trips must complete a Voluntary Driver Automobile Notice form. Minimum liability limits of \$100,000 per person, \$300,000 for bodily injury/accident, and \$50,000 property are required. These records must be kept on file in the co-op as long as insurance is in effect and parent is a field trip carpool driver.
2. All carpool drivers of preschool field trips must have a valid driver's license. A copy must be kept on file at the co-op for as long as the parent is a field trip driver.
3. Authorized Volunteer Carpool Drivers must not be using medication that could affect driving capabilities, nor be under the influence of any form of drug or alcohol.
4. Car doors must be locked when traveling.
5. Each child must have his/her own seating place in the car. In carpools, at least one adult must be in the car who is responsible for the **children only**. Drivers will be responsible for **driving only**.
6. All occupants shall wear the appropriate seat restraint for their age and size. Children should sit in the back seat whenever possible especially when airbags are in use, as airbags can cause serious injury and children are more at risk than adults.
7. Children shall never be left in a vehicle without adult supervision.
8. Each carpool driver must carry a parent roster with phone numbers and the emergency medical release forms in the vehicle.

## IX. SPECIAL EVENTS AND FUND RAISING

A special event is a co-op sponsored event which is NOT a part of the regular preschool curriculum or which includes people not regularly enrolled in the preschool class or college course (e.g. picnics, auctions, guest exhibitors, other family events). (Appendices H)

A description of the event or activity shall be submitted to the Coordinator of the Sponsoring College for approval at least 30 days prior to its occurrence. This description must include the location, number of participants, cost or total revenue expected, dates, and description of products sold (if any).

The Coordinator of the Sponsoring College may request or need to arrange for the following:

- Event authorization from the insurance carrier
- Certificate of Insurance for the host facility or landlord
- Request listing the host facility as Additionally Insured
- Evidence of Insurance from other parties or providers.



It is the intention of the Risk Management plan to support the fund raising efforts of the individual co-ops. These funds may be used both to enrich the classroom experience and assist those in financial need.

**Fund Raising Raffles** have very specific regulations and will differ depending on if tickets are sold to non-members. When cooperative preschools consider holding a raffle, they are advised to review regulations with the Washington State Gambling Commission – unlicensed gambling activities for charitable/nonprofit organizations (GC5-204b) and Raffles (GC5-165).

**Alcoholic Beverages** may be served or sold at a preschool fundraising event ONLY with prior approval by the college coordinator and authorization by the state OPEP Risk Management Committee. Requirements are listed on the Special Events form.

**Cooperative Preschools are not authorized to hold a Liquor License or Banquet Permit** allowing service of alcoholic beverages. Cooperative Preschool employees and members are not authorized to serve or sell alcoholic beverages. However, Cooperative Preschools may:

- ✱ Hold the event at a facility such as a community center, grange, hall, etc. and require evidence of their liquor liability and/or the caterer's liquor liability.
- ✱ Hold the event at a restaurant, hotel, or lodge (Elks, Eagles, etc.) that routinely serves liquor during business hours.

## **X. POLICIES ON CHILD ABUSE AND NEGLECT**

All paid employees teaching in co-ops must complete a class on Child Abuse/Neglect Recognition and reporting procedures as required by state law. Signed verification of this training will be filed with the Coordinator of the Sponsoring Institution. The law requires that paid employees report suspected abuse or neglect.

### **A. COOPERATIVE POLICIES**

Employees will be screened by the appropriate law enforcement agency using the Criminal Background Check from the Washington State Patrol.

In order to protect the co-op, staff, and parents; adults shall not be alone with a child or children where they cannot be observed by other adults.

Co-op staff or volunteers may not physically, verbally, or emotionally abuse or punish children.

Employees and parents shall protect the child(ren) in their care from child abuse, neglect, or exploitation as required under RCW 26.44.

### **B. REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the instructor/coordinator. The Coordinator of the Sponsoring College must also be called.

A phone call to Child Protective Services (CPS) or local law enforcement must be made by the reporting adult immediately. A written report, as a back up to the phone report, shall be completed and filed with the Coordinator of the Sponsoring College. (Appendices G)

## XI RESPONSIBILITIES OF NON-PROFIT AND TAX EXEMPT ORGANIZATIONS

Cooperative preschool are expected to follow local, federal and state regulations.

**Liability & Compensation:** Officers and board members should not be compensated or have a reduced tuition.

A federal statute entitled Volunteer Protection Act of 1997 (the Volunteer Act) may provide some protection to directors and officers of nonprofit corporations. This statute, which took effect in September 1997, provides immunity from personal liability to volunteers, including unpaid directors and officers, working for nonprofit corporations.....a person is considered a volunteer if he or she performs services for and organization without the expectation of or receipt of compensation for his or her services. (Washington Nonprofit Handbook)

IRS Form 990 has extensive reporting requirements and requests thorough and complete information about an organization's compensation arrangements, as well as possible conflict of interest for officers and others. Section 501 (c) (3) contains excess benefits rules which bar board members from profiting from their positions within a nonprofit organization.

## XII. PLAYGROUND EQUIPMENT

It is the intent of the Risk Management plan to support and encourage the use of playground equipment for the physical and mental growth of children. It is expected that all equipment will be maintained in a safe condition. Equipment can be purchased; however, permanent structures should be donated immediately to the property owner. If the co-op currently owns permanently installed equipment, the following steps should be taken:

1. Attempt to donate the equipment to the landowner. This is most effective if negotiated prior to construction/acquisition of the playground equipment.
2. If the landowner refuses to accept ownership, every effort must be made to secure the equipment in such a fashion that it is accessible only by the co-op program.
3. Immediately upon termination of a property lease, any playground equipment must be removed from the site.

Under no circumstances should new, permanently installed playground equipment be acquired or installed without prior approval of the landowner to accept ownership of the equipment.

Note: It is the full intent of the co-op to be responsible for injuries sustained on this equipment to children enrolled in the co-op and not to rely on the landowner's insurance. Certificates of Insurance are available on request.

### **XIII. INSURANCE ELIGIBILITY AND COVERAGES**

#### **A . INSURANCE ELIGIBILITY**

February 25, 2000 members of the Organization for Parenting Education Programs voted to accept the following criteria to determine a group's eligibility for the statewide parent cooperative preschools insurance program.

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#### **Criteria for Insurance Eligibility**

1. An insured group must hold an official affiliation agreement with the parenting education program at a community or technical college.
2. The college parenting education coordinator must be a member of OPEP.
3. The college program must operate under WAC 131-28-036 (4) (b) and current community and technical college guidelines for parenting education programs.
4. An insured group must be in compliance with the current OPEP risk management guidelines.
5. A insured group must be one or all of the following:
  - a. College operated program
  - b. College affiliated and Washington non-profit corporation
  - c. College affiliated and determined 501 (c) 3 by the IRS

#### **Fiscal Controls Required for Eligibility**

College Coordinators need to be assuring fiscal controls are required at cooperative preschools to maintain eligibility for the insurance coverage.

1. Two signatures must be required on each co-op check.
2. Members of the same household cannot be co-signers on the co-op checks or verify electronic transactions (i.e. auto pay rent).
3. Co-op employees cannot be signers of co-op checks.
4. Cooperative preschools shall not have a debit or credit card. Identify theft and unauthorized expenditures have been tracked to co-op use of bank cards.
5. On-line banking, which could allow for unauthorized transfers of funds and expenditures on-line, should be discouraged.
6. All electronic withdrawals and transfers of funds must be fully documented and verified with signatures of 2 authorized bank signers. Documentation should include; date, amount and purpose of transaction.
7. The monthly co-op accounts (income and expense register) shall be reconciled with the bank statement by someone not authorized to deposit or withdraw co-op funds.
8. College Coordinators should be using the practices from the OPEP Treasurers Handbook
9. College Coordinators must require an annual financial review for each co-op. The financial review may be performed by a past treasurer or college staff.

**B. PROPERTY INSURANCE (optional)**

Insurance coverage for fire, theft, and vandalism is available at the option of each co-op. Contact the Coordinator of the Sponsoring College.

Preschool should maintain an annual inventory of furnishings, equipment materials and supplies.

**C. ACCIDENT INSURANCE**

Children enrolled in the co-op program are covered by the accident policy as part of their enrollment in the co-op. The enrolled child is covered during the regular activities for the class in which the child is enrolled.

Contact the Coordinator of the Sponsoring College to submit a Hartford Accident Insurance Claim

Adults participating in the co-op program are not covered by the accident policy.

Employees should report an injury to their health care providers as an on-the job injury to be reported to state Labor and Industries (L & I)

**D. LIABILITY INSURANCE****1. GENERAL LIABILITY**

The co-op maintains General Liability Insurance to protect the co-op, the employees, and the parents against suit for negligent acts in the performance of their duties for the co-op.

**2. NON-OWNED AUTO COVERAGE**

The co-op does not provide auto insurance for any individual. Carpool drivers for co-op field trips must provide evidence of their own automobile insurance. (Appendix I, "Volunteer Driver Notice Form.")

However, the co-op's policy does provide non-owned auto liability coverage that protects the co-op from suit resulting from an accident by an "employee." The coverage does not protect the "employee" who must rely on his/her own insurance

**3. DISHONESTY COVERAGE FOR OFFICERS**

This coverage is designed to protect each co-op against losses resulting directly from officer dishonesty.

**E. SUMMER COVERAGE**

Only existing co-ops that continue over the summer are covered. The teacher must be an employee of the co-op. The same by-laws, operating procedures, and financial accounts must apply. Risk management standards, including adult to child ratios, apply. The college may or may not have parents enrolled for credit; however, it is assumed that the parents were enrolled and trained for risk management during the preceding Fall, Winter, and Spring quarters.

Summer social events, such as park days, are not covered.

Summer special events such as community fairs or participation in community parades must have prior approval from the Coordinator of the Sponsoring College.

#### **F. SPECIAL EVENTS AND FIELD TRIPS**

Special events are co-op sponsored events that are **NOT** a part of the regular preschool curriculum, or that include people not regularly enrolled in the preschool class or college course (i.e. picnics, auctions, guest exhibitor, other family events). (Appendix H)

Field Trips are part of the regular preschool curriculum and will typically be scheduled during the regular class at off-site locations.

**Do Not Sign Waivers:** Neither the co-op or members shall ever sign a waiver of responsibility unless authorized by the college program coordinator. ( i.e. Most gymnastic and bouncy house facilities will require a waiver; therefore will not be approved for fieldtrips or special events.) The host site for the field trip or special event must assume responsibility and liability for the premises and the activities they provide.

Swimming may be authorized if at a public facility with a life guard provided.

Some co-op sponsored events may be uninsurable. It is important that special events be authorized. Please complete the form for special events,

#### **G. THE FOLLOWING ARE NOT APPROVED FOR COOPERATIVE PRESCHOOLS and WILL NOT BE COVERED BY THE LIABILITY NSURANCE POLICY:**

- Trampolines
- Co-ops and members may not sign a waiver to participate in gymnastic or tumbling activities
- Inflatables and “bouncy houses”
- Horseback riding
- Animals, other than house pets, are not covered. Other exhibitors of animals must provide evidence of insurance i.e. Reptile Zoo exhibitor
- Incubators to hatch chicks, chicken and other fowl
- Fireworks
- Third party telemarketing, direct mail or internet advertising firms (including spam)
- Any event with greater than 500 people at any one time
- Any event lasting more than 5 days
- Rodeos
- Political rallies
- Events including contact sports
- Carnivals and fairs with mechanical rides
- Firearms

- Aircraft
- Parades sponsored by the co-op are not covered. Co-ops and members may not sign a waiver to participate in a parade. Co-op may not use motorized vehicles in parades. Participation in a parade requires prior approval of the college coordinator.

**E. LIQUOR LIABILITY IS NOT COVERED**

Cooperative preschools are not authorized to hold a Liquor License or Banquet Permit allowing service of alcoholic beverages. Cooperative preschool employees and members are not authorized to serve or sell alcoholic beverages. However, cooperative preschools may:

- Hold the event at a facility such as a community center, grange, hall, etc. and require evidence of their liquor liability and /or the caterer's liquor liability.
- Hold the event at a restaurant, hotel, or lodge (Elks, Eagles, etc.) that routinely serves liquor during business hours.

Special events with liquor served must have prior approval from the coordinator of the college parenting education program and the OPEP Risk Management Committee. The co-op must provide evidence the of liquor liability held by hired caterers or servers.

**IX. FILING AN INSURANCE CLAIM**

**A. HOW TO FILE AN INJURY ACCIDENT CLAIM**

Contact the parenting education office of the sponsoring college to obtain a current claim form.

After completing the claim form, return the form to the Coordinator of the Sponsoring College. Coordinator's signature is required.

**B. HOW TO FILE OTHER LOSS CLAIMS**

Contact the coordinator of the sponsoring college. Provide all relevant details associated with the loss. The co-op may be required to file a report with local law enforcement.

# INFORMATION & SAMPLE FORMS

## APPENDIX A

Sample Parent Agreement

## APPENDICES B

1. Sample Consent To Medical Care & Treatment of Minor Child And Emergency Medical Information
2. Sample Medical Emergency Response Plan

## APPENDIX C

Sample Permission Form to Photograph/Video

## APPENDICES D

1. Sample Authorization for Release (regularly authorized)
2. Sample Authorization for Release (not regularly authorized)

## APPENDIX E

Incident/Accident Report Form

## APPENDIX F

Sample Procedure For Cleaning Blood or Body Fluid Spills

## APPENDICES G

1. Child Protective Services Report Form
2. Child Abuse Reporting: RCW 26.44

## APPENDICES H

1. What Kind of Event is This?
2. Sample Notice of Special Event

## APPENDICES I

1. Sample Field Trip Permission Form
2. Sample College Field Trip Notification Form
3. Sample Voluntary Driver Automobile Notice Form

## APPENDIX J

Fire and Earthquake Drill Records

## APPENDIX K

Safety Checklist for Co-op Preschools Report

## APPENDICES L

1. Cleaning and Sanitizing – 3 step process
2. Sanitizing Solutions – general purpose and diapering areas

# **PARENT AGREEMENT**

This section contains a sample of the form that parents sign as part of their registration in the co-op.

Parents who enroll in the co-op for a second year must complete a new form.

These forms should be kept for the current school year.



APPENDIX A

**SAMPLE PARENT EDUCATION AGREEMENT**

Parent's Name \_\_\_\_\_ Child's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Child's age on August 30 200\_\_: \_\_\_\_\_ years  
 Res. Address: \_\_\_\_\_ Birth date: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

We want to participate in the \_\_\_\_\_ co-op preschool.

I have read and agree to the following:

1. I will enroll in the adult parent education class and pay the tuition required by the community/technical college.
2. I will complete the required safety orientation/training.
- \*3. I will participate in the co-op as a teacher-parent as required. If I cannot participate, I will arrange for a substitute as specified in the co-op rules.
- \*4. I will attend regular parent classes held to discuss child development, children, other parenting questions, and the co-op.
5. I will participate in special projects, as committee member and accept individual assignments to help maintain the co-op and to fulfill the requirements.
6. I will read and abide by the handbook, rules, and bylaws of the co-op.
7. I agree to have a valid driver's license and to carry liability insurance on any vehicle used for transporting preschool children.
8. I will complete a health statement and immunization record for my child.
9. I will sign medical release and permission forms.
10. I include with this form a registration fee as determined by the co-op. A refund will be given in accordance with the bylaws.

\*Either or both parents may participate.

SIGNED \_\_\_\_\_  
Parent or Guardian

## **CONSENT TO MEDICAL CARE**

In case of a medical emergency when a parent cannot be reached this form will enable the teacher to consent to medical attention for the child.

This form must be kept in the same place as the child's medical information and taken on field trips.

These forms should be kept as long as the child is enrolled.

## **EMERGENCY MEDICAL INFORMATION**

The preschool must keep completed medical information forms in case of an emergency. Information should be included about where to reach parents, a neighbor or relative, the family physician, and the child's general medical condition and allergies.

This information should be kept in a portable file and must be taken on every field trip.

APPENDIX B1

**SAMPLE CONSENT TO MEDICAL CARE & TREATMENT OF MINOR CHILD  
and  
EMERGENCY MEDICAL INFORMATION**

I hereby give permission that my child, \_\_\_\_\_, may be given emergency treatment by a qualified staff member at the \_\_\_\_\_ Cooperative Preschool. I further authorize and consent to medical, surgical, and hospital care, treatment, and procedures to be performed for my child by a licensed physician, hospital, or aid car attendant when deemed necessary or advisable by the physician or aid car attendant to safeguard my child's health, and I cannot be contacted. I waive my right of informed consent to such treatment.

I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

Information for: \_\_\_\_\_ (child's name)      Birth date: \_\_\_\_\_

Regular medications: \_\_\_\_\_

Allergies and drug reactions: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Child's physician: \_\_\_\_\_ Physician's phone: \_\_\_\_\_

Other health information: \_\_\_\_\_

Parent's work phone: \_\_\_\_\_ Other number: \_\_\_\_\_

Parent's work phone: \_\_\_\_\_ Other number: \_\_\_\_\_

Other person to contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Coverage: \_\_\_\_\_ Membership number: \_\_\_\_\_

Employer: \_\_\_\_\_ Group number: \_\_\_\_\_

APPENDIX B2

**SAMPLE MEDICAL EMERGENCY RESPONSE PLAN**

<p><b>Emergency Response for :</b></p> <p><b>(child's name)      Birth date _____</b></p>	<p><b>Photo of child</b></p>    
--	--

Name of Preschool	XYZ Cooperative
Schedule:	M,T,W, mornings – threes class
Diagnosis:	<b>Peanut allergy</b>
Symptoms:	Mouth: itching, swelling of lips tongue or mouth Skin: Hives, itching and swelling, tightness in throat Lungs: coughing, wheezing, shortness of breath Digestive Tract: cramps, nausea & vomiting Heart: Shock, irregular heartbeat, passing out
Medication	EpiPen and Benadryl Trained staff: (names of teacher, director, and 3 parents)  Give injection of EpiPen – Hold 10 seconds Liquid Benadryl as directed
Response :	<b>Have someone call (9) 9-1-1</b> “Three year old boy – with peanut allergy – EpiPen is being injected – must be transported to ER”  North Campus Community Center Address: _____ classroom phone: _____  notify front desk to meet aid car front desk phone # _____  notify security that aid car is coming security phone # _____
Call Parents	Parent: _____ phone: _____ wk cell: _____ Parent: _____ phone: _____ wk phone: _____ home
Doctor/ prescriber	Dr. M. M. phone-#####
Other	(name) phone #####

# **PERMISSION TO PHOTOGRAPH**

Permission form for use of photographs, digital images, and video.

**APPENDIX C**

**PERMISSION TO PHOTOGRAPH/VIDEO**

I give permission for my child to be photographed/videotaped in scheduled preschool activities. Such photographs may be used by the co-op for publicity or educational purposes.

	Permission Granted	Permission Declined
Use and share in the classroom and co-op newsletter		
Use for co-op and college promotion including web sites – children will not be named		
Use for educational purposes – children’s last names will not be used		

\_\_\_\_\_  
 Parent or Guardian's Signature date



**PERMISSION TO PHOTOGRAPH/VIDEO**

I give permission for my child to be photographed/videotaped in scheduled preschool activities. Such photographs may be used by the co-op for publicity or educational purposes.

	Permission Granted	Permission Declined
Use and share in the classroom and co-op newsletter		
Use for co-op and college promotion including web sites – children will not be named		
Use for educational purposes – children’s last names will not be used		

\_\_\_\_\_  
 Parent or Guardian's Signature date

\_\_\_\_\_

# CHILD RELEASE INFORMATION

All co-ops must have on file a list of the persons regularly authorized to take a child from the co-op. Updated forms shall be kept on file for the duration of the child's enrollment in the co-op laboratory.

In the event the child is to be taken from the co-op by those not on the list, the parent/guardian must send a form authorizing the release of the child. S/he shall also notify the person who takes the child that photo identification shall be required. The teacher must check the photo identification.

**Under no circumstances will a child be released without prior authorization.**

APPENDIX D1

**SAMPLE AUTHORIZATION FOR RELEASE**

\_\_\_\_\_

Name of Co-op

**CHILD RELEASE FORM -  
REGULARLY AUTHORIZED ADULTS**

I \_\_\_\_\_ authorize the  
PRINT PARENT/GUARDIAN NAME HERE

release of my child \_\_\_\_\_ to the

following adults during the school year:

MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

_____ Parent or Guardian's Signature	_____ date
---	---------------



APPENDIX D2

**SAMPLE CHILD RELEASE FORM - NOT REGULARLY AUTHORIZED ADULT**

**CHILD RELEASE FORM**

\_\_\_\_\_  
Name of Co-op

I, \_\_\_\_\_ authorize the  
PRINT PARENT/GUARDIAN NAME HERE

release of my child \_\_\_\_\_ to

\_\_\_\_\_. S/he has been

informed that picture identification shall be required and that my child must be checked out with the preschool teacher.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE



**CHILD RELEASE FORM**

\_\_\_\_\_  
Name of Co-op

I, \_\_\_\_\_ authorize the  
PRINT PARENT/GUARDIAN NAME HERE

release of my child \_\_\_\_\_ to

\_\_\_\_\_. S/he has been

informed that picture identification shall be required and that my child must be checked out with the preschool teacher.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

## ACCIDENTS and INCIDENTS

This section contains forms for reporting any accidents or incidents that occur in the co-op.

An accident is any occurrence that requires medical attention or that results in property damage or loss.

An incident is any occurrence that does not require medical attention but could at some time in the future.

Fill out a report on any accident or incident that occurs. **Keep one copy** of the report and **send one copy of any accident** to the office of the sponsoring college.

Incident reports must be kept for 3 years at the cooperative preschool. Copies of accident reports shall be sent to the Coordinator of the Sponsoring College where it will be kept until the child is of legal age.

Follow procedures for handling blood and body fluids.

Follow procedures for reporting child abuse and neglect.  
Washington State twenty-four hour hot lines:

Local CPS \_\_\_\_\_

APPENDIX E

INCIDENT/ACCIDENT REPORT FORM

Check one

\_\_\_\_\_ Accident: any occurrence requiring first aid or medical attention.

\_\_\_\_\_ Incident: any occurrence not requiring first aid or other medical attention but could at some time later.

Co-op Name & Class \_\_\_\_\_

Injured Child \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of occurrence \_\_\_\_\_ Time of occurrence \_\_\_\_\_ Date reported \_\_\_\_\_

Insured's/Observer's description of Accident in detail, including location of occurrence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's description of occurrence; type/extent of Injuries, damage to property, etc.

\_\_\_\_\_

\_\_\_\_\_

Describe First Aid given \_\_\_\_\_

Injured taken to physician (name) \_\_\_\_\_ Hospital (name) \_\_\_\_\_

What caused the occurrence? \_\_\_\_\_

What could have been done to prevent the occurrence? \_\_\_\_\_

\_\_\_\_\_

What authorities, if any, were contacted? \_\_\_\_\_

Witness Name Phone Signature Date

Cooperative's Risk Management Officer Name Phone Signature Date

Supervisor/School Official Name Phone Signature Date

Keep original copy on file at cooperative. :  
Mail second copy of accident reports to your sponsoring institution  
Provide parent with a copy

## APPENDIX F

**SAMPLE PROCEDURE FOR CLEANING ALL BLOOD OR BODY FLUID SPILLS:**

1. Assemble your equipment and chemicals.  
You will need:
  - ◆ Disinfectant cleaner or bleach solution.
  - ◆ Personal protective equipment – (gloves, etc)
  - ◆ Spray bottle or mop & bucket set up with disinfectant solution.
  - ◆ Paper towels
  - ◆ Trash bags - enough to hold decontaminated materials for disposal
2. Put up wet floor signs or block off area to prevent accidental contact or falls.
3. Thoroughly wash your hands with soap & water.
4. Put on your gloves, eye protection, and any other personal protective equipment as required.
5. Dispense or mix disinfectant cleaner according to label instructions.
  - ◆ Wear eye protection in case splashing occurs if appropriate.
6. Cover the spill with disinfectant or bleach solution – soak area of spill and around the spill thoroughly.
  - ◆ Follow label directions
  - ◆ Apply disinfectant liberally
  - ◆ Keep the spill wet for the time specified on the product label.
  - ◆ Disinfectant solution is safer to use on carpets and upholstery than bleach solution.
7. Contain the spill.
  - ◆ If spill small - cover the spill with paper towels. This prevents splattering or spreading. After any fluid has been soaked into paper towels, gather the decontaminated material, place in doubled plastic bags for disposal.
  - ◆ If large spill – mop up spill, rinsing and rewetting the mop often in disinfectant solution. On carpet or upholstery, dry the area as much as possible.
8. Apply disinfectant liberally to the entire area again.
9. Let disinfectant work for the specified amount of time. Wipe with paper towels, allow to air dry.
10. Follow all product instructions to insure disinfection process is complete.
11. Dispose of decontaminated paper towels, gloves, and sponges/mops in a double plastic bag. All other equipment should be thoroughly cleaned with disinfectant for at least 15 minutes- allowing specified disinfectant contact time.
12. Wash your hands thoroughly with soap and water.
13. Carpet and upholstery must now be extracted thoroughly with hot water. When necessary, be sure the Custodial Department is notified of the exact location of the incident for extraction.

**APPENDIX G1**

**CHILD PROTECTIVE SERVICES REPORT**

This report must be made to CPS immediately when there is reasonable cause to believe that a child has suffered abuse or neglect.

The instructor/coordinator of the co-op must be contacted and receive a copy of this report to be filed with the Coordinator of the Sponsoring Institution.

NAME OF CO-OP \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

CHILD'S ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

NATURE AND EXTENT OF THE SUSPECTED ABUSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INFORMATION ON PREVIOUS INJURIES OR BACKGROUND DATA:

\_\_\_\_\_  
\_\_\_\_\_

IDENTITY OF ALLEGED ABUSER (IF KNOWN): \_\_\_\_\_

PERSON MAKING THE REPORT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ NAME OF CO-OP \_\_\_\_\_

NAME OF INSTRUCTOR/COORDINATOR: \_\_\_\_\_ WAS

CONTACTED ON DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

CPS CONTACTED: DATE: \_\_\_\_\_ TIME \_\_\_\_\_

COMMENTS: \_\_\_\_\_

NAME OF CPS PERSON CONTACTED \_\_\_\_\_

REPORTING PERSON: \_\_\_\_\_ DATE \_\_\_\_\_

signature

INSTRUCTOR/COORDINATOR: \_\_\_\_\_ DATE \_\_\_\_\_

signature

**APPENDIX G2**

**CHILD ABUSE REPORTING - RCW 26.44**

RCW 26.44.030 Reports--Duty and authority to make--Duty of receiving agency--Duty to notify--Case planning and consultation--Penalty for unauthorized exchange of information--Filing dependency petitions--Interviews of children--Records--Risk assessment process--Reports to legislature. (1)(a) When any practitioner, county coroner or medical examiner, law enforcement officer, professional school personnel, registered or licensed nurse, social service counselor, psychologist, pharmacist, licensed or certified child care providers or their employees, employee of the department, juvenile probation officer, or state family and children's ombudsman or any volunteer in the ombudsman's office has reasonable cause to believe that a child or adult dependent or developmentally disabled person, has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW 26.44.040.

...  
(d) The report shall be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect. The report shall include the identity of the accused if known.

(2) The reporting requirement of subsection (1) of this section does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child has become an adult. However, if there is reasonable cause to believe other children, dependent adults, or developmentally disabled persons are or may be at risk of abuse or neglect by the accused, the reporting requirement of subsection (1) of this section shall apply.

(3) Any other person who has reasonable cause to believe that a child or adult dependent or developmentally disabled person has suffered abuse or neglect may report such incident to the proper law enforcement agency or to the department of social and health services as provided in RCW 26.44.040.

...  
(10) Upon receiving reports of alleged abuse or neglect, the department or law enforcement agency may interview children. The interviews may be conducted on school premises, at day-care facilities, at the child's home, or at other suitable locations outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview the department or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the department or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

(11) Upon receiving a report of alleged child abuse and neglect, the department or investigating law enforcement agency shall have access to all relevant records of the child in the possession of mandated reporters and their employees.

...  
(14) Upon receipt of a report of alleged abuse or neglect the law enforcement agency may arrange to interview the person making the report and any collateral sources to determine if any malice is involved in the reporting.

(15) The department shall make reasonable efforts to learn the name, address, and telephone number of each person making a report of abuse or neglect under this section. The department shall provide assurances of appropriate confidentiality of the identification of persons reporting under this section. If the department is unable to learn the information required under this subsection, the department shall only investigate cases in which:

- (a) The department believes there is a serious threat of substantial harm to the child;
- (b) the report indicates conduct involving a criminal offense that has, or is about to occur, in which the child is the victim;
- or (c) the department has, after investigation, a report of abuse or neglect that has been founded with regard to a member of the household within three years of receipt of the referral

RCW 26.44.031 Unfounded referrals--Report retention. To protect the privacy in reporting and the maintenance of reports of nonaccidental injury, neglect, death, sexual abuse, and cruelty to children by their parents, and to safeguard

against arbitrary, malicious, or erroneous information or actions, the department shall not maintain information related to unfounded referrals in files or reports of child abuse or neglect for longer than six years except as provided in this section.

At the end of six years from receipt of the unfounded report, the information shall be purged unless an additional report has been received in the intervening period

RCW 26.44.040 Reports--Oral, written--Contents. An immediate oral report shall be made by telephone or otherwise to the proper law enforcement agency or the department of social and health services and, upon request, shall be followed by a report in writing. Such reports shall contain the following information, if known:

- (1) The name, address, and age of the child or adult dependent or developmentally disabled person;
- (2) The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child or the residence of the adult dependent or developmentally disabled person;
- (3) The nature and extent of the alleged injury or injuries;
- (4) The nature and extent of the alleged neglect;
- (5) The nature and extent of the alleged sexual abuse;
- (6) Any evidence of previous injuries, including their nature and extent; and
- (7) Any other information which may be helpful in establishing the cause of the child's or adult dependent or developmentally disabled person's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators

RCW 26.44.060 Immunity from civil or criminal liability-- Confidential communications not violated--Actions against state not affected--False report, penalty. (1)(a) Except as provided in (b) of this subsection, any person participating in good faith in the making of a report pursuant to this chapter or testifying as to alleged child abuse or neglect in a judicial proceeding shall in so doing be immune from any liability arising out of such reporting or testifying under any law of this state or its political subdivisions.

(b) A person convicted of a violation of subsection (4) of this section shall not be immune from liability under (a) of this subsection.

...

(4) A person who, intentionally and in bad faith or maliciously, knowingly makes a false report of alleged abuse or neglect shall be guilty of a misdemeanor punishable in accordance with RCW 9A.20.021

# SPECIAL EVENTS

Special events must be authorized by the sponsoring college.

## APPENDIX H 1

### What Kind of Event is this?

Some co-op sponsored events may be uninsurable. It is important that special events be authorized. Please complete the FIELD TRIPS NOTIFICATION FORM before the field trip and sent to the college coordinator. Complete the NOTICE FOR SPECIAL EVENTS 30 days prior to the special event and sent to the college coordinator in order to assess the degree of risk and determine the need for proof of insurance.

- **THE COOPERATIVE SHALL NEVER SIGN A WAIVER OF RESPONSIBILITY UNLESS AUTHORIZED BY THE COLLEGE COORDINATOR.**

FIELD TRIPS	SPECIAL EVENTS
FIELD TRIPS ARE CO-OP SPONSORED EVENTS THAT ARE A PART OF THE REGULAR PRESCHOOL CURRICULUM	SPECIAL EVENTS ARE CO-OP SPONSORED EVENTS THAT ARE NOT A PART OF THE REGULAR PRESCHOOL CURRICULUM
Children are included	Children can be included
Teacher is present and left free to circulate among all children	When children are present, teacher is present and left free to circulate among all children
Event takes place during regular class times	Event may or may not take place during regular class time
Groups can travel from preschool to event site or meet and assemble at the event site. Preschool organized carpools are optional	May or may not be on the preschool site
Event must be deemed developmentally appropriate and authorized by teacher.	May include people not regularly enrolled in the preschool class or college course ( <i>i.e. siblings, spouses, grandparents, etc.</i> )
Ratios and all risk management guidelines are in compliance	Ratios and all risk management guidelines are in compliance
<b>EXAMPLES:</b> <ul style="list-style-type: none"> <li>• Visit to a dentist office</li> <li>• Pet store</li> <li>• Theater</li> <li>• Beach walk</li> <li>• Petting farm</li> <li>• Pumpkin patch</li> <li>• Fire station</li> <li>• Library</li> </ul>	<b>EXAMPLES:</b> <p><u>The event takes place during regular class session</u></p> <ul style="list-style-type: none"> <li>• The kangaroo lady comes to class (<i>guest may need to provide proof of insurance</i>)</li> <li>• Guest tumbling teacher comes to teach class activities (<i>guest may need to provide proof of insurance</i>)</li> <li>• Scuba diver comes and shows her gear</li> </ul> <p><u>Event takes place at preschool not during a typical class time</u></p> <ul style="list-style-type: none"> <li>• Saturday family pancake breakfast</li> <li>• Evening pajama class with dads, uncles, and grandpas</li> <li>• Saturday mister pony guy gives pony led rides and takes child's photo (<i>guest may need to provide proof of insurance</i>)</li> </ul> <p><u>Event is a fundraiser for the co-op</u></p> <ul style="list-style-type: none"> <li>• Auctions &amp; yard sales</li> </ul>



<b>FUNDRAISING EVENTS</b>	<b>SOCIAL EVENTS</b>
<b>IF APPROVED FUNDRAISING EVENTS ARE COVERED BY CO-OP INSURANCE</b>	<b>SOCIAL EVENTS ARE NOT COVERED BY CO-OP INSURANCE</b>
Community sites or schools may request co-op to provide certificate of insurance for event	Event should NOT be on preschool site – landlord should know it is not covered by insurance
Teacher could be present as an employee or as a guest	Teacher is NOT present as an employee
Insurance may exclude certain kinds of fundraising events or require additional coverage.	All risk is assumed by participants NOT the preschool
Fundraising events could require other permits or approval from local or state agencies i.e raffles.	This type of event should NOT be organized at preschool, during preschool or on preschool letterhead.
Community site may request being listed as additionally insured	
If children are involved Risk Management guideline may be applicable	Risk Management guidelines and ratios are NOT enforced.
<b>EXAMPLES:</b> <ul style="list-style-type: none"> <li>• Members Only Raffle</li> <li>• Coop Friends and Family Auction &amp; Dinner</li> <li>• Rummage Sale</li> <li>• Pancake Breakfast</li> </ul>	<b>EXAMPLES:</b> <ul style="list-style-type: none"> <li>• Mom’s bingo night</li> <li>• Couples night out</li> <li>• Family pizza night</li> <li>• Fast food lunch gathering</li> <li>• Summer park days</li> <li>• Theater night</li> </ul>

APPENDIX H2

NOTICE OF SPECIAL EVENT – revised September 2008

Use this form for co-op sponsored events that are NOT part of the regular preschool curriculum or include people not regularly enrolled in the preschool class or college course (events such as picnics, auctions, guest exhibitors at preschool, other family events). Only with prior approval by the college coordinator and authorization by the state OPEP Risk Management Committee may alcoholic beverages be served or sold at any preschool FUNDRAISING EVENTS. Requirements are listed on Part B of this form.

Please send this form AT LEAST 30 DAYS before the scheduled event to your college coordinator for approval:

Part A : Notice of Special Event

\_\_\_\_\_ Cooperative Preschool \_\_\_\_\_ Community/Technical College

Co-op Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Location: (name of facility) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Date of event \_\_\_\_\_ Time Event begins \_\_\_\_\_ ends \_\_\_\_\_

Number of participants expected: Adults: \_\_\_\_\_ Children \_\_\_\_\_

Cost of event: \_\_\_\_\_ Expected revenue from event (if applicable): \_\_\_\_\_

Items to be sold (if applicable) \_\_\_\_\_

Contracts or agreements (if applicable) \_\_\_\_\_

Evidence/Certificates of Insurance (if applicable) term/dates: \_\_\_\_\_ Amount of coverage \$ \_\_\_\_\_

Mode of transportation (if applicable): \_\_\_\_\_

Swimming allowed only at a public facility.

Is this a Swimming Event- \_\_\_\_\_ If yes, certified lifeguards must be provided by the facility.

Names of organizations, agencies or schools which will need to be named as Certificate Holders and/or additionally insured with the cooperative preschools' liability policy (such as City, County, building owner)

\_\_\_\_\_

## **Part B : Requesting Authorization For Serving of Alcoholic Beverages at a Cooperative Preschool Fundraising Event**

Cooperative Preschools are **not authorized to hold a Liquor License or Banquet Permit** allowing service of alcoholic beverages. Cooperative Preschool employees and members are not authorized to serve or sell alcoholic beverages. However, Cooperative Preschools may:

\_\_\_ Hold the event at a facility such as a community center, grange, hall, etc. and require evidence of their liquor liability.

\_\_\_ Hold the event at a restaurant, hotel, or lodge (Elks, Eagles, etc.) that routinely serves liquor during business hours.

Name of establishment holding liquor license: \_\_\_\_\_

Address: \_\_\_\_\_ phone \_\_\_\_\_

\_\_\_\_\_ email \_\_\_\_\_

**IMPORTANT: Attach a copy of required evidence of liquor liability from the contracting party.**

Are servers, bartenders, and parking valets required to participate in alcohol awareness programs? \_\_\_\_\_

Does the facility/caterer provide a Designated Driver Program or escort service to provide for those unable to drive?  
\_\_\_\_\_

Explain how the attendees' ability to drive will determine: \_\_\_\_\_  
\_\_\_\_\_

Is there a limit placed on the quantity of alcoholic beverages purchased at one time? \_\_\_\_\_  
\_\_\_\_\_

Explain how the limit is enforced (i.e. tickets are issued) \_\_\_\_\_  
\_\_\_\_\_

Based on the above information provided by the cooperative preschool:

Authorization granted \_\_\_\_\_ Authorization denied: \_\_\_\_\_ date \_\_\_\_\_

College Coordinator's Name: \_\_\_\_\_ OPEP RM Committee Name \_\_\_\_\_

# FIELD TRIPS

## Items To Be Taken On Each Field Trip:

**Consent to Medical Care:** For authorizing treatment for a child whose parent/guardian cannot be reached.

**Emergency Medical Information:** Includes essential medical, allergy, and family information for each child.

**Emergency Contact Information:** Includes name and contact person and phone number for each child.

## **Driver's Insurance**

Drivers for field trips must complete a Voluntary Driver Automobile Notice form.

Minimum liability limits of \$100,000 per person, \$300,000 for bodily injury/accident, and \$50,000 property are required.

These records must be kept on file in the co-op as long as insurance is in effect and parent is a field trip driver.

## **Driver's License**

All drivers of preschool field trips must have a valid driver's license. A copy must be kept on file at the co-op for as long as the parent is a field trip driver.

APPENDIX I 1  
**SAMPLE FIELD TRIP PERMISSION FORM**

Co-op Name: \_\_\_\_\_ Date \_\_\_\_\_

(Child's Name) \_\_\_\_\_ has my permission to go on authorized Cooperative Preschool Field Trips. Parents will be notified of all field trips.

\_\_\_\_\_  
Parent or Guardian's Signature

Relationship \_\_\_\_\_

Parent can be reached at: \_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

Parent can be reached at: \_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

**APPENDIX I 2**

**SAMPLE COLLEGE FIELD TRIP NOTIFICATION FORM**

Preschool Name and Group\_\_\_\_\_

Date of Field Trip\_\_\_\_\_

Purpose of trip and destination:

\_\_\_\_\_  
\_\_\_\_\_

All safety rules, as described in the Risk Management Manual, will be observed.

Send a copy to both the Parent Education Instructor and the college **prior** to field trip.

Signature and title: \_\_\_\_\_



**APPENDIX I 2**

**SAMPLE COLLEGE FIELD TRIP NOTIFICATION FORM**

Preschool Name and Group\_\_\_\_\_

Date of Field Trip\_\_\_\_\_

Purpose of trip and destination:

\_\_\_\_\_  
\_\_\_\_\_

All safety rules, as described in the Risk Management Manual, will be observed.

Send a copy to both the Parent Education Instructor and the college **prior** to field trip.

Signature and title: \_\_\_\_\_

**APPENDIX I 3**

**VOLUNTARY CARPOOL DRIVER AUTOMOBILE NOTICE FORM**

This form must be completed by all drivers/owners of vehicles used to transport students to or from activities sponsored by the co-ops.

**Acknowledgment:**

As a volunteer driver I understand that the liability insurance on my vehicle is primary insurance and in the event of an accident, my insurance will respond to any injuries or damage. To the extent that I am legally obligated to pay, I also agree to hold harmless the parent education cooperative, it's board members, employees and staff from any and all claims, liabilities, damages or expenses (including defense costs) arising directly or indirectly from the maintenance, ownership or use of my vehicle.

\_\_\_\_\_  
Parent's/Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Name of Co-op

**Insurance Information:**

\_\_\_\_\_  
Name of Automobile Insurance Carrier

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Term of Coverage

Limit of Insurance (Bodily Injury):	\$ _____	per person (\$100,000 minimum)
	\$ _____	per accident (\$300,000 minimum)
(Property Damage):	\$ _____	per accident (\$50,000 minimum)
	or:	\$ _____
		combined (\$300,000 minimum)
		single limit

This form will remain in effect for the entire length of the school term. Please advise of any change in insurance coverage during the school term. Attach a copy of driver's license.

## APPENDIX J

### FIRE/EARTHQUAKE DRILL RECORD

Fire drills must be conducted each month in each multiple day class and quarterly for once a week classes. Earthquake drills must be conducted twice yearly by all co-ops. It is recommended that the earthquake drills be conducted in October and February.

Use this form for recording the dates of each fire and earthquake drill.

Class \_\_\_\_\_ Year \_\_\_\_\_ - \_\_\_\_\_

Teacher \_\_\_\_\_

**Fire Drills:**

**Earthquake Drills ( twice a year ) :**

September \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

December \_\_\_\_\_

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

May \_\_\_\_\_

June \_\_\_\_\_

October \_\_\_\_\_

February \_\_\_\_\_

Send this record to the Coordinator of the Sponsoring Institution at the end of the school year.



## **SAFETY INSPECTIONS**

In this section are copies of the Safety Checklist from the Risk Management Manual. One of these forms should be used to conduct a safety check each quarter that your co-op is in session.

All things found not to be up to standard must be brought to the board or designated chairman for immediate attention and the repairs/replacements recorded on the Safety Checklist.

The co-op must keep completed checklists for three years. One copy of the checklist must be sent at the end of each year to the sponsoring institution.

## APPENDIX K: SAFETY CHECKLIST FOR CO-OP LAB SCHOOLS

Activity areas must be checked monthly for toys and furniture needing to be repaired. The building, grounds, and facilities shall be inspected quarterly and safety hazards reported to the person responsible for maintenance and repair (i.e., landlord, custodian). The checklist included in this manual shall be used to record quarterly inspections and kept on file for a period of three years. Each quarter an inspection report shall be submitted to the chairman of the cooperative board.

Complete the form below quarterly and file it with the chairman of your cooperative preschool. The form is to be kept for 3 years. A copy is to be filed with the sponsoring institution by the last day of classes each year.

S - Satisfactory  
 \*U - Unsatisfactory

Co-op: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name of Person Inspecting

**\*List all items rated U on page 4 and action taken about each one.**

<b>GENERAL BUILDING/PREMISES:</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>ADEQUATE FIRE/EARTHQUAKE PROTECTION</b>			
Smoke/Heat Detection Units Present and Working			
Exit Doors Free of Obstructions			
Exit Ways Properly Marked/Designated			
Exit Plan Posted at Each Exit			
Fire Extinguishers Properly Located and Serviced			
Fire and Earthquake Plans Posted			
Test Smoke Detectors/Change Batteries Yearly			
Cupboards and Large Items Secured to Walls or Floors			
Cupboard Doors and Items Above Cupboards Secured			
<b>BUILDING SAFETY</b>			
Handrails Present on Building Stairways and in Good Repair			
Edge of Stairs Defined			
Tile Floors Clean and Dry, No Slipping Hazard			
Rugs & Floors Slip Proof, No Rips or Holes			
Electrical Outlets Protected & Grounded When Near Water			
Only UL Approved Heaters			
No Continual Usage of Extension Cord(s)			
Drapery Cords Out of Reach of Children			
Approved Child Safety Gate on Appropriate Openings			
First Aid Kit Marked with "FIRST AID" and a Red Cross			
First Aid Kit Restocked as Needed			
Fire and Medic Emergency Numbers Posted by Phone			
Battery Operated Radio and Spare Batteries Present			
Heavy Duty Flashlight and Spare Batteries Present			
Test Hot Water Temperature to Assure Under 120 Degrees			

<b>GENERAL BUILDING/PREMISES Continued:</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>PREMISES</b>			
No "Attractive Nuisance"			
Playground Area Fenced/Secured			
No Deep Holes/Ditches/etc.			
Sidewalks and Patios in Good Repair			
Fences in Good Repair			
<b>FURNITURE</b>			
No Splinters			
In Good Repair			
Legs and Arm Joints Secure/Firm			
Tall Shelving and Cabinets Secured to Wall			
<b>CHILDREN'S AREAS</b>			
<b>BLOCKS</b>			
No Splinters			
Safely Stored			
<b>LARGE MOTOR DEVELOPMENT EQUIPMENT</b> (such as Climbers, Rocking Boats, Slides, Etc.)			
Free of Splinters			
Well Braced/Anchored			
Free of Protruding Nails and Bolts			
Dowels and Joints Secure/Firm			
Approved Mats Under All Climbing Equipment			
<b>WHEELED EQUIPMENT</b> (such as Trikes, Bikes, Wagons, etc.)			
Wheels and Handlebars Firm			
Free of Sharp Metal Protrusions			
Pedals Unbroken			
Oiled as Needed			
Well Balanced			
Bicycle Helmets Recommended			
<b>HOME CENTER</b>			
No Sharp Utensils			
No Sharp Corners			
<b>CARPENTRY</b>			
All Tools in Good Repair			
Tools/Nails Properly Stored			
Location of Activity Appropriate for Safety			
Children's Safety Goggles Available			
<b>SAND TABLE/OUTDOOR DIGGING EQUIPMENT</b>			
Tools in Good Condition			
No Sharp Edges			
Rugs Under Sand/Cornmeal/Water Table			
Outdoor Digging Area Free of Animal Contamination			

<b>CHILDREN'S AREAS CONTINUED</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>SWINGS/SLIDES/CLIMBING EQUIPMENT</b>			
Sturdy and Well Anchored			
Swing Seats in Good Repair			
Appropriate Surfaces Under All Equipment			
No Trampolines			
<b>ART SUPPLIES/SCISSORS/ETC.</b>			
Appropriate Storage			
Good Condition			
Non-Toxic Materials			
<b>GENERAL PROCEDURES/PRACTICES:</b>			
<b>HAZARDOUS ITEMS</b>			
Poisons Stored Safely In Cupboards <b>Locked at All Times</b> (e.g., Cleaners, Solvents, Bleach)			
Poisons Marked Properly			
Power Equipment Stored Properly			
Kitchen Appliances Adult Attended at All Times			
Scissors, Knives, Other Sharp Tools Safely Stored			
<b>GENERAL PRACTICES</b>			
Hot Beverages Kept Out of Children's Classroom(s)			
Only Adults Obtain Supplies from Storage			
Large Equipment Anchored or Stored Flat			
Bins, Boxes, or Drawers Used to Store Items Off Floor			
Slides, Balance Beams, etc. Stored Flat			
Tools Stay at Tables where in Use			
Children Never Left Without Adult Supervision			
Children Never Left Unattended in Cars			
Traffic Lanes Kept Clear			
Size of Toys or Parts Appropriate for Children's Age			
Children Eat at Tables			
Foods Such as Nuts, Hard Candy, Chunks of Raw Veggies Avoided to Prevent Choking			
<b>SAFETY AWARENESS</b>			
All Adults Know Location of First Aid Kit			
All Adults Know Location of Emergency Number; Numbers Posted			
All Adults Know Rules for Equipment Use			
All Adults Have Had Instruction on Supervising Outside Large Motor Equipment			
All Adults Have Had Instruction on Supervising Inside Large Motor Equipment			
All Adults Carefully Monitor All Children Especially Those Who are Using the Active Equipment			
All Adults Know Location of Children's Medical Information			
All Adults Know Location of Posted Allergy Information			
All Adults Know Location of and Use Protective Gloves			
All Adults Know Medication Policies			

DATE	ITEMS LISTED AS UNSATISFACTORY (U)	ACTION TAKEN

# **CLEANING AND SANITIZING**

**CLEANING AND SANITIZING – 3 step process**  
**SANITIZING SOLUTIONS – general purpose and diapering areas**

**The following 2 pages may be posted at preschool**

## APPENDIX L1

# Cleaning & Sanitizing

## 3 steps

1. Wash with soap/detergent solution
2. Rinse with clear water
3. Sanitize/disinfect – allow to stay on surface for one minute then wipe with paper towel

### Cleaning & Rinsing

- Cleaning gets rid of the dirt you can see.
- A good cleaner is liquid dishwashing soap and warm water.
- Use paper towels or clean washcloths to clean equipment, toys, and surfaces, rinse with clear water.

### Caution:

Do not mix dishwashing soap with bleach  
– toxic fumes may be released.

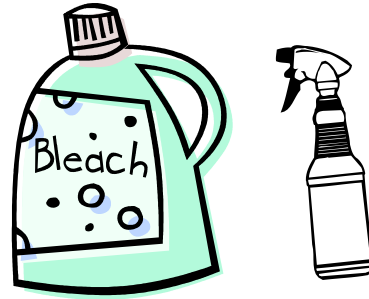
### Sanitizing

- Sanitizing kills most of the germs you can't see.
- A good sanitizer is bleach water.
- Fresh solution must stand on surface for at least one minute, and then be allowed to air dry or be wiped off with a dry paper towel.



## APPENDIX L2

# Make Fresh Sanitizing Solution Daily



## General Purpose Solution

$\frac{1}{4}$  teaspoon of bleach mixed in 1 quart spray bottle of cool water

- For tables, counters, kitchen areas, toys, and other places that a child's mouth or food will touch.

## Toileting & Diaper Area Solution

1 Tablespoon bleach mixed in 1 quart spray bottle of cool water

- For diaper changing and toileting areas.

**Keep spray bottles out of reach of children.**

**Take care that spray does not drift toward eyes and faces.**

**Throw unused solution away at the end of each class.**



