



STAFF ORIENTATION

Safety

SAFETY IS PRIORITY ONE!

- The very most important responsibility we have is to keep our children safe at all times.
- Because children are naturally curious and lack the experience to sense when something is dangerous, our responsibility to ensure their physical well-being is of utmost importance.





Safety

Children must never be left unattended for any length of time, even for “only a second.”

Supervision for infants and toddlers is defined as “**by sight and sound at all times.**”

Supervision for children 3 years of age and older is defined as “**primarily by sight**; supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight.”



**EYES &
EARS**

Safety



When infants or toddlers are napping, please be certain that you have a clear view of **all** children in cribs and cots from where you are sitting.

Safety

BATHROOM SAFETY

When a potty-training toddler or two-year-old is using the restroom, **they must be supervised by both sight and sound at all times.**

This can be achieved by keeping the bathroom door open and monitoring them from the doorway, which allows you to keep an eye out for other children in the classroom at the same time. Do **NOT** leave them for even a minute!



Safety

Preschool aged children 3 years and older may be allowed some privacy when using the bathroom. They must still be supervised by **SOUND** at all times, but may be allowed to use the restroom without being watched for no more than 2 minutes.

Please make sure you remain in the area, can hear them at all times, and are immediately available to them if they need help.



Safety

OUTDOOR SAFETY

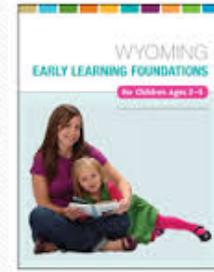


Supervision on the playground is especially important, since this is where children are testing their limits. “How fast can I go?” “How high can I climb?” and “How far can I throw?” are all important questions for children, and they are answered primarily during outside play.

When your class is outside, please exercise extra care that the children are always within your line of sight. They enjoy hiding and exploring in places where you might not expect, so be very aware of where they are at all times. And remember, **ratios of staff to children are the same outside as they are in your classroom!**



Safety



Taking the time to ensure the environment is as safe as possible will make your job keeping the children safe much easier. The choices of equipment and toys provided in our classrooms varies dependent upon the age of the children who use the classroom.

For guidance with selecting toys and furniture, activities for your particular age group, we have the Wyoming Early Learning Foundations and Guidelines, NAEYC , and several other helpful publications located in the cabinets in the Before & After classroom. These books are a wonderfully manageable way to ensure that the choices you make are developmentally appropriate for your age group.

Safety

- We spend a lot of time ensuring that our classrooms are taken care of when it comes to safety issues.
- Furniture in the classroom must be stable, especially tall furniture that could tip over. Children love to climb. All shelves or other furniture that could tip over and cause harm must be properly anchored to the floor, the wall, or other furniture.
- Should you ever note any situation that you believe may not be safe, such as a broken toy or piece of furniture, please alert the administrative staff as soon as possible.





Safety



EMERGENCY DRILLS

- The Neighborhood School holds regular fire drills, tornado drills, and general emergency drills. Some instructions will be posted in each classroom. Emergency procedure binders will be in each classroom. These procedures and drills are designed to keep everyone, both children and adults, safe.
- Please make sure that you have read these instructions thoroughly.
- These procedures may vary from classroom to classroom, so please review them when you first arrive to a new room.



CONFIDENTIALITY



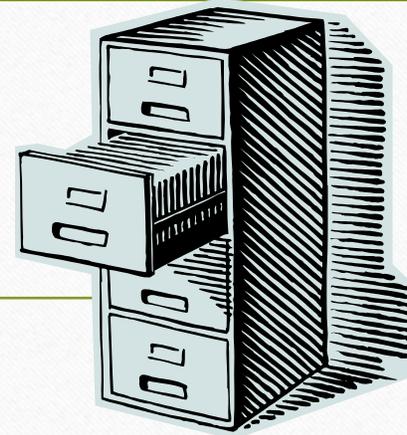
Safety

For each child who is enrolled, a permanent file is kept which contains all of the information we have about a child. This information, by law, must be kept strictly confidential.

A confidentiality statement is included in the Employee Packet. Please be sure you have read this, understand it, and signed the form.

You, as the care provider, have access to information regarding the children you have in your care. Please request assistance from the office when you would like to review your children's files.

Safety



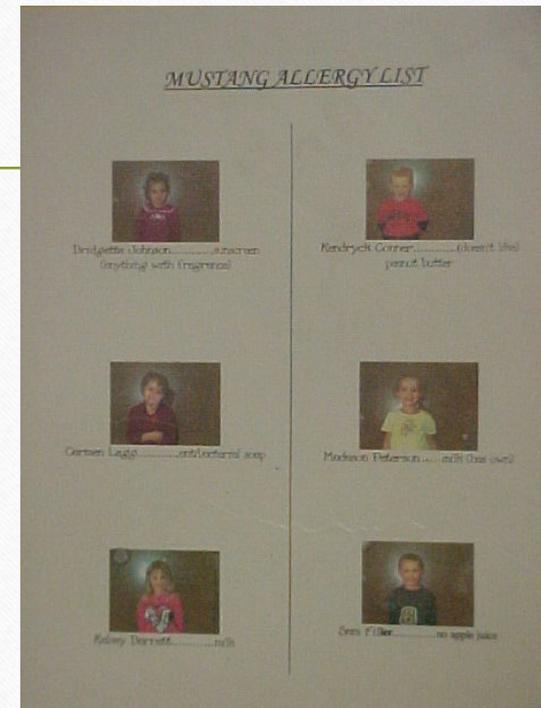
AUTHORIZED ADULTS

- ❖ Also included in the information maintained in the children's files is a list of who is authorized to pick up that particular child. **THIS IS VERY IMPORTANT!** Please make sure you have info cards on all of your students.
- ❖ **Please do not EVER release a child to someone you do not know or who is not authorized.** If you are in doubt, please check with the administrative staff before you release the child.

Safety

ALLERGIES

- Also included in the children's files are lists of any items, including foods, to which they are known to be allergic.
ALLERGIES CAN BE DEADLY!!!!
- Please make sure that your classroom has an allergy list posted, with photos of the children, and that it is kept up-to-date.





Safety



INJURIES

INJURY REPORT FORM

Child's Name _____ Date _____ Time _____

Witnesses _____

Location of incident, equipment or products involved _____

Description of injury and how it happened _____

First aid given and by whom _____

Director's Notes _____

Signature of caregiver _____ Date _____

Signature of parent _____ Date _____

- ✓ No matter how careful we are, there are instances where children do get hurt. Most of these injuries are minor in nature, such as a scratch, a bruise, or a bump on the head. However minor they may appear to be, they are NEVER minor to the parent.
- ✓ Please complete an injury report form any time a child gets hurt while in your care. Be sure you detail the first aid given to the child!
- ✓ After completing the form, which should be available in your classroom, please return it to the front desk. We will alert the parents and get their signature on the form.
- ✓ **WHEN IN DOUBT, FILL IT OUT!** We want to be certain parents know about anything that happened to their child during the day, especially an injury!



Safety



FIRST AID KITS

- ❖ At the **front desk** is a fully stocked first aid kit for those times when even our attention to prevention was not enough. If you cannot safely leave your classroom to attend to an injury, just call the front desk for help.
- ❖ Every **classroom** has a basic first aid kit to help you tend to minor injuries very quickly without leaving your classroom.
- ❖ When you leave the center for a walk (or a buggy ride!) you must take the **traveling first aid kit** with you. It has the same contents as the big first aid kit at the front desk, just not as much!

Every van is also equipped with a full traveling first aid kit. If you are transportation children make sure you know where the kit for your particular van is located, just in case.

Safety

INJURY REPORT FORMS

NEVER use another child's name on an injury report form for ANY reason!!!! This is a breach of confidentiality and is a serious offense!

Please mention actual care you gave for an injury. Only put "TLC" and "hugs" after all care has been written. "TLC" & "Hugs" do not qualify as treatment for an injury. If the only first aid given was observation, please note that on the form. The parent has the right to know what care was given, and the injury report form is a legal document.

Thank you for taking care of our children's safety at all times!



Safety

KEEPING OUR STAFF SAFE

You are important to us, too!

- Training in managing blood-borne pathogens is required within 30 days of your hire date. Annual for existing employee's This is important information in our field, so be sure to follow all procedures.
- If you should be injured or exposed to anything hazardous while working, please notify us immediately. We have procedures that must be followed to ensure that you get the care you require.
- When working with young children you will be exposed to many viruses and illnesses. The most important way to protect yourself is to follow handwashing policies rigorously and to clean and sanitize the surfaces in the room according to the posted cleaning schedules. Remember, prevention is key!
- When the inevitable happens and you are sick, please stay home if needed and get well. Remember to follow our procedures for calling in so we have plenty of time to find a help.



Safety Quiz

- Go to Safety Quiz word document
- Take quiz
- Submit / Print out or email .
- Thenighborhoodschool.wyo@gmail.com