

Safety First:

Child Safety and Supervision

Child safety is the number one priority for AlphaBEST programs. Preparing for different scenarios when working at an AlphaBEST program is essential to ensure the safety and wellbeing of the children in your care as you anticipate and address potential risks or emergencies.

HEADCOUNTS & TRANSITIONS

- ☑ **Perform face-to-name checks and ensure safe transitions.**
- ☑ **Headcount system: Track where kids are at all times, whether via KangarooTime or manual logs as required by licensing standards.**
- ☑ **In case of missing children, follow site protocols and notify the Area Manager.**
- ☑ **Perform headcounts every 30 minutes during the program and during transitions.**
- ☑ **Perform playground checks regularly to ensure safety.**

MONTHLY SAFETY DRILLS

- ☑ **Ensure playground checks are conducted monthly and daily with bad weather.**
- ☑ **Fire drills should be done monthly, preferably on the 1st day or 1st week with nice weather.**
- ☑ **Hold emergency preparedness training with drills according to state requirements:**
 - Lockdown
 - Shelter-in-Place
 - Fire drill
 - Weather related drills

COMMUNICATION IS KEY!

Make sure to give parents a heads up when you have drills.
Use ParentSquare and your parent board to post your schedule.



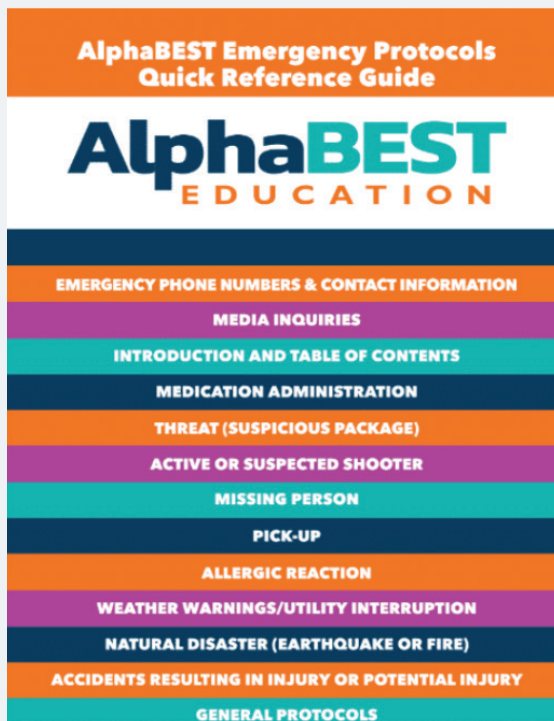
Child Safety & Supervision (CONT.)

SUPERVISION PROTOCOLS

- ✓ **Active supervision: Within sight, sound, and intervention.**
- ✓ **Students are not allowed to use monkey bars.**
- ✓ **Group Leaders are responsible for setting up the curriculum before kids arrive and must be ready to take custody when kids arrive.**
- ✓ **NO sitting during supervision times—constantly move to ensure proper engagement.**
- ✓ **Handwashing: Ensure proper handwashing protocols are followed for staff and children.**
- ✓ **Snack time supervision: Ensure students are seated while eating and that appropriate food safety protocols are followed.**
- ✓ **Bathroom supervision: Limit bathroom use to 1 student at a time; ensure children are accounted for during bathroom trips.**

QUICK REFERENCE GUIDE

Each site is provided a Quick Reference Guide for AlphaBEST Emergency Protocols. Ensure all staff know the location and are able to access this guide.



NOTES:

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