

Safety Policies

Safety in preschool rooms is important not only on Sundays but anytime preschoolers are at church.

Keep this safety checklist as a guide:

1. Preschool rooms are located on ground level.
2. Walls of preschool rooms are smooth surfaces, covered with non-toxic paint and free of any obstructions which could be hazardous to preschoolers.
3. Floors of preschool rooms are covered with tile and/or low-pile carpet in good condition to avoid loose or uneven edges. Floors are cleaned after each use.
4. Ceilings are in good repair, free of water-damage or loose pieces.
5. Electrical lighting is installed properly, with all bulbs and wiring enclosed in appropriate settings and out of reach of preschoolers.
6. Electrical outlets are child-proof or equipped with safety covers.
7. All equipment is designed for the age-group using the room.
 - All preschool equipment is free of sharp edges, broken parts, and chipped paint.
 - Cribs and mattresses in rooms for babies and ones meet national safety standards.
 - Crib rails are always raised to the highest setting when a child is in the crib. Rails may be partially lowered when a teacher is changing a diaper.
 - Small items which could cause choking are not used in preschool rooms.
 - Trash containers are kept out of reach of preschoolers.
8. Preschool windows have safety glass and are in good repair. Cords of window shades are out of reach of children.
9. Preschool doors meet the fire code requirements of your area. Doors have a small window in the door or beside the door to allow visibility to persons checking on the room.
10. Preschoolers may be left in preschool rooms only when designated adults are present. Keep an appropriate ratio of teachers to children, with always at least two adults in each preschool room.
11. Room temperatures are kept at a comfortable setting (72-74 degrees F.). All heating and cooling units are inspected annually and are out of reach of children.
12. If a water source is available in the preschool room, the thermostat is set to avoid hot temperatures, which could be harmful to young children.
13. Restrooms are adjoining or near the preschool room.
 - When a teacher must assist a child, the restroom door should be left partially open.
 - Remove locks from restroom doors to prevent young children from locking the door when alone in the restroom.
14. Remember unnecessary clutter is unattractive and unsafe. Remove items which are not used in the age-appropriate teaching activities.
15. Enlist the preschool division director or other designated leader to be available to monitor activity in the hallways in the preschool area. If the sanctuary and adult education space is not nearby, develop a plan for quickly reaching parents when needed.
16. All preschool teachers follow your church's security policies.
17. Keep all potentially poisonous substances out of preschool rooms.
 - Be aware of plants which could be poisonous if touched or ingested.
 - Avoid having cleaning products stored in preschool rooms.
18. Keep an information card on each child, including names of the child's parents and any allergies which the child may have.

Emergency Procedures

- Provide a telephone with emergency numbers posted in the preschool area. Communicate the fire escape procedures to everyone working in the preschool area. Display the fire escape route in each room.
- Designate an emergency exit crib in which babies can be placed and rolled to safety by the teachers.
- Provide other disaster plans, such as instructions to follow in case of a tornado, earthquake, or hostage situation.
- Inform parents of your emergency procedures, to avoid confusion if such an emergency should occur.
- Provide training in infant/child CPR for preschool teachers.
- In the event of injury, the teacher will:
 - 1) Send for help.
 - 2) Notify parents.
 - 3) Avoid moving the child.
 - 4) Remain calm and keep the child comforted until help arrives.
- All teachers will have access to injury documentation forms and will fill out information on each illness/injury to be kept on file.

What a wonderful privilege to be able to teach and care for preschoolers in a SAFE and loving environment!

Safety Addresses:

Handbook for Public Playground Safety and a toy list with recalls, updates and safety standards. Consumer Products Safety Commission, Washington, D.C. 20207, 1-800638-2772-www.cpsc.gov/cpsc/pub/prerel/prhtmi/96172.html

Safe toys (Send self addressed envelope for toy booklet) Toy Manufacturers of America, P.O. Box 866, Madison Square, Station, New York, NY 10159

Lead prevention brochures-Lead Free Kids, Inc., 110 E. 31st Street, Box 8595, Minneapolis, MN 55408-0595

An On-Line Handbook for Child Care Providers-*The ABC's of Safe and Healthy Child Care*, Department of Health and Human Services, U.S. Public Health Service Centers for Disease Control and Prevention, <http://www.cdc.gov/ncidoc/hip/abc/abc.htm>

Poison Information-National Poison Center Network, 125 DeSota Street, Pittsburg, PA 15213

Choke Tester-Department Safe Toys, P.O. Box 17, Long Beach, CA 90801

Child Medical Information Diaper Bag Tags-NLSS Specialties, P.O. Box 1897, 2111 Kennesaw Due West Road, Kennesaw, GA 30144

General safety information-American Academy of Pediatrics, Division of Publications, 141 North Point Blvd., P.O. box 927, Elk Grove Village, IL 60009-0927

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