

## SAFETY AND EMERGENCY PLAN HANDBOOK (part 3)

Look at samples of Safety and Emergency Handbooks from other programs and on line. Think about what you want your parents and employees to understand about your center/school's safety and emergency policies. Descriptions in each section should be clear and brief, yet cover the important information. Write the following sections of your manual:

- Preparation and Response to the death of a child
- Center Security policies and preparation
- Child Health Information form
- Emergency Contact form
- Permission forms

Item	0	½ Credit	Full Credit	Score
Preparation and Response to the death of a child (1 ½ points)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of center policy on preparation AND response to the death of a child.	
Center Security policies and preparation (1 ½ points)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of Center SECURITY policies and preparation.	
Child Health Information form (1 ½ points)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Complete, organized form requesting all pertinent information regarding a child's health.	
Emergency Contact form (1 ½ points)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Complete, organized form requesting all pertinent emergency contact information.	
Permission forms (1 point)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Any other permission forms required/utilized by your center. Forms are organized, easy to read, and complete. All pertinent information is requested.	

**SCORE**

17

## PERSONNEL POLICY MANUAL (part 3)

Look at samples of Personnel Policies from other programs and on line. Think about what you want your employees to understand about their jobs and center/school policies. Descriptions in each section should be clear and brief, yet cover the important information. Write the following sections of your manual:

- Health and Safety Issues (Blood Borne Pathogens, CPR/First Aid, Emergency Procedures, Sick Child Policy/Communicable Diseases, Child Health Check). Design a form that documents training in these Health and Safety issues.
- Prohibited Substances
- Mandated Reporters/Suspected Child Abuse
- Keeping the Center Clean and Safe: design a checklist for cleaning the classroom and two safety checklists, one for the classroom and one for the playground.

Item	0	½ Credit	Full Credit	Score
Health and Safety Issues (3 points)	Missing or work is of poor quality.	Incomplete, unorganized, or some areas not addressed.	Complete, organized descriptions of all required areas in Health and Safety Issues (see list above).	
Health and Safety Issues Training Documentation Form (1 point)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Complete, organized form for documentation.	
Prohibited Substances (1/2 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete description of prohibited substances or items in your center.	
Mandated Reporters & Suspected Child Abuse (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete description of the employee's role as a mandated reporter and your center's process for reporting suspected abuse.	
Keeping the Center Clean and Safe (1 and ½ points)	Missing or work is of poor quality.	Incomplete, unorganized or not in checklist format.	Complete, organized checklists for 1) Classroom Cleaning, 2) Classroom Safety, and 3) Playground Safety.	

**SCORE**

17