

 Policy #: FME-4	Effective Date: 6/22/10	Page #: 1 of 1
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COMPONENT: FACILITIES, MATERIALS, AND EQUIPMENT

SUBJECT: SAFE OUTDOOR ENVIRONMENTS

PERFORMANCE OBJECTIVE: To ensure outdoor play areas at all facilities will be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. The agency will ensure children will not be exposed to vehicular traffic without supervision.

POLICY AND PROCEDURE:

- Playgrounds will be secured (fencing, locked gates) to ensure children cannot exit the play areas;
- Playgrounds will be arranged by playground specialists;
- Children will not be exposed to vehicular traffic without supervision.
- Children will be supervised by two staff persons at all times; staff should position themselves at different zones while on the playground.
- Teaching staff will ensure that one staff is located at the beginning and ending of the line of children when going outside. Head counts should be done periodically. (before going outside, after going outside, while outside and before entrance back into the center, etc.)
- Teaching staff ensure a First Aid Kit is located on the playground when in attendance.
- Teaching staff ensure the *Daily Playground Checklist* is completed during the morning and the afternoon regardless of weather conditions. Such checklist should be completed prior to children occupying the playground.
 - If the weather is not suitable for the children to go outside, teaching staff must note the weather condition on the *Daily Playground Checklist*.
 - *Daily Playground Checklist* will be posted in the Classroom and be submitted to the Facilities Manager no later than the 10th of each month.