

21 CCLC Safety Standards  
2016-2017

1. Safety policies are clearly articulated in writing, shared with all parties (e.g., parents, staff, school), and followed accordingly.
2. Written safety policies include procedures for incidents, emergencies, mandated reporting, bullying, injuries, transportation, weather-related concerns, staff behavior, student behavior, record keeping, confidentiality, and parent communication.
3. Clear sign in/ sign out procedures are established, staff follow up on any absentees, and every child is accounted for before being released.
4. The program uses spaces and student-teacher ratios that are appropriate and safe. (Recommendations are 1-2:1 for tutoring; 1:5 for homework help and small group work; 10:1 for most programs)
5. Grantee has completed a review of state school age care licensing regulations and have adapted practices so that each elementary site could pass licensure (if applicable).
6. CPR/first aid trained staff are always on-site and if a student(s) needs an EPI Pen, a plan and training for usage of the EPI Pen is in place.
7. Procedures are in place for identifying and planning on behalf of individual students who have serious allergies such as a peanut allergy.
8. Director is aware of any special needs and makes sure that staff are able to handle them appropriately or that accommodations are made.
9. First aid kits are available and well-stocked
10. Telephones or mobile devices are available for communication between staff, parents, and others.
11. Director and staff have well organized paperwork including: who is present, what programs they are attending, how they are going home, signed permission slips from parents, emergency contact and health information.
12. The program follows the guidelines and requirements of mandated reporting.
13. Students are offered a healthy snack or meal each day following proper nutrition guidelines.

14. Procedures and strategies are in place so that every student feels physically and emotionally safe in the program
15. Program activities, materials, and spaces are age- and developmentally appropriate.
16. Any issues, problems, and incidents that arise during the afterschool program are communicated to the appropriate school day personnel the next school morning
17. Program leaders have met with school personnel and have generated written afterschool procedures linked to the schools' safety plan, including protocols for lock down procedures.
18. All afterschool and summer staff, (including part time non- school staff) have received and reviewed written procedures and training for emergency procedures and commands, including for lock downs.
19. All afterschool and summer staff, (including part time non- school staff) have reviewed regular program space to determine what to do and where to go in the event of a lock down.
20. Programs complete two drills during the school year during afterschool time and one during the summer if the program has a new configuration involving children from multiple schools.
21. Programs review and follow the [Vermont Crisis Guide, school sponsored After-School program section](#).