

**FIRST 5 HUMBOLDT Funded Playgroups and Play Centers
Required Essential Practices**

7/18/18

<p style="color: red;">These practices need to be in place in each playgroup and are required for continued funding. Technical assistance is available to help playgroups make a plan to insure these practices are in place.</p>	Haven't started	Working on this	In Place	Need TA?
1. The family version of Health and Safety Practices, which includes illness and supervision of children policies, as provided by First 5 Humboldt are posted at playgroup.				
2. Every parent/caregiver is informed of and provided a printout of the family version of Health and Safety Practices as part of their intake paperwork. Every parent/caregiver completes and returns the provided medical release and emergency forms.				
3. A designated eating area is established where adults and children can be seated while they eat, parents are informed about it and staff reinforce that eating needs to be done in that area.				
4. . All staff wash their hands upon arrival, before preparing snack and after toileting, or cleaning up messes.				
5. Food provided by the program is age appropriate and is consistent with the choke safety guidelines provided by First 5 Humboldt.				
6. The First 5 Healthy Beverage Policy is followed. Water is accessible for all attending playgroup.				
7. A system is established for regularly disinfecting toys and parents/caregivers are notified of where to put toys that need to be cleaned.				
8. All playgroup staff members reinforce all Health and Safety Practices, including sending families home if caregivers or children are too ill to attend.				
9. All toys meet standard safety codes for age, size, and construction and are durable enough to withstand group play.				
10. Activities such as cutting with scissors, cooking, arts, crafts, texture table, etc. that could potentially create a hazard are supervised by an assigned adult at all times.				
11. Diaper bags, purses, and other items are stored out of reach of children and parents/caregivers are notified about where to store such items.				
12. The environment is arranged to support safe play for the ages and developmental levels of the group.				
13. All doors leading to areas outside of the playgroup space are made as secure as possible, taking into consideration the ages/developmental needs of the group.				

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14. In sites where there are multiple staff members, they are spread throughout the room and they are mindful of safety issues such as doors, active play areas and larger groups of children and place themselves to help supervise these areas.				
15. A First Aid kit is readily available at each site and leaders have been trained in basic First Aid				
16. Playgroup staff members have been fingerprinted and have received criminal clearance.				
17. A playgroup staff member provides each new family with an overview of the playgroup policies and schedule i.e. snack time, circle time, clean up, etc. and explains any “off limits” or other special areas.				
18. A playgroup staff member checks with each new family to see if there are any special considerations/needs for the family members i.e. allergies, environmental sensitivities, etc.				
19. Playgroup leaders are in the playgroup space, interacting and building relationships with families the majority of playgroup time. Leaders share community resources with families and provide referrals as needed.				
20. Playgroup staff members are mindful of caregivers and children who are more shy or reserved and make an extra effort to reach out to them and connect them with others.				
21. All playgroup staff members will contact their specialist (Beth, Katie, Laura or Meg) if they and/or the caregiver have concerns about a child or family.				
22. All playgroup staff members will contact their specialist if they need assistance with supporting a family whose primary language is not English.				
23. Family information is confidential. All playgroup staff members will refrain from talking about their concerns about a child or caregiver in front of other parents, caregivers, and children.				
24. All playgroup primary leaders will attend PFS Workshops to further their skills in supporting families.				
25. Playgroup staff members who have children present follow and model all Health and Safety Practices.				