

Exhibit C

Playgroup Community Standards

These are the basic health, safety, and community practices that ensure a safe and welcoming experience for families. Please review these practices with your Family Support Navigator and be sure to reach out to First 5 with any questions or support requests around ensuring each of these practices are in place.

Practices to create a welcoming and supportive Playgroup Community. Playgroup Leaders and staff will:	Have not started	In Progress	In Place	Need Support
1. Be in the playgroup space interacting and building relationships with families most of the playgroup time.				
2. Be mindful of caregivers and children who are shy or reserved and make an extra effort to reach out to them and connect them with others.				
3. Introduce themselves to new attendees and provide each new family with an overview of the playgroup policies and schedule i.e. snack time, circle time, clean up, etc. and explain any "off limits" areas or other safety concerns.				
4. Check with each new family to see if there are any special considerations/needs for the family members i.e. allergies, environmental sensitivities, etc..				
5. Respect the confidentiality and privacy of families, including not talking about concerns about a child or caregiver in front of other parents, caregivers, and children.				
6. Share community resources with families and provide referrals. Inform First 5 Navigators of referrals made and families that may need support or follow-up				
Practices to ensure the Health and Safety of children and families				
7. The 'Welcome to Playgroup' and 'Playgroup Illness Guidance' posters are posted and followed at Playgroup. Each parent/caregiver is informed of these practices. Playgroup staff members reinforce all Health and Safety Practices, including sending families home if caregivers or children are too ill to attend				
8. Every parent/caregiver completes the Playgroup Registration Form once a year, completes daily sign in sheets at each visit, and provides emergency contact info that is kept on file at Playgroup.				
9. All staff wash their hands upon arrival, before preparing snacks and after toileting, or cleaning up messes. Families are encouraged to engage in the same practice.				

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Practices to ensure the Health and Safety of children and families (cont.)	Have not started	In Progress	In Place	Need Support
10. A designated eating area is established where adults and children can be seated while they eat, caregivers are informed about this practice and staff reinforces that eating needs to be done in that area.				
11. Food provided by the program is age appropriate and is consistent with the choking safety guidelines provided by First 5 Humboldt.				
12. The First 5 Healthy Beverage Policy is followed. (no sugary drinks) Water is accessible to all.				
13. A system is established for regularly disinfecting toys and parents/caregivers are notified of where to put toys that need to be cleaned (mouth toy bin).				
14. All toys meet standard safety codes for age, size, and construction and are durable enough to withstand group play.				
15. Activities such as cutting with scissors, cooking, arts, crafts, texture table, etc. that could potentially create a hazard are always supervised by an assigned adult.				
16. Diaper bags, purses, and other items are stored out of reach of children and parents/caregivers are notified about where to store such items.				
17. The environment is arranged to support safe play for the ages and developmental levels of the group.				
18. 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.				
19. 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.				
20. A First Aid kit is readily available at each site and leaders have been trained in basic First Aid				
21. All playgroup staff members will contact their First 5 Humboldt Navigator if they and/or the caregiver have concerns about a child or family.				
22. All playgroup primary leaders will attend PFS Workshops to further their skills in supporting families.				

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Practices to ensure the Health and Safety of children and families (cont)	Have not started	In Progress	In Place	Need Support
23. All playgroup staff members will contact their First 5 Humboldt Navigator if they need assistance with supporting a family whose primary language is not English.				
Playgroup Staff Training Requirements				
24. Playgroup staff must complete a LiveScan Fingerprint check. If your employer does not have this ability, contact First 5 for assistance.				
25. At least one Playgroup staff trained in basic First Aid must be present at Playgroup.				
26. Mandated Reporter Training – Playgroup staff must complete mandated reporter training. (free -two hrs online – link here)				
27. Special Incident Reporting – First 5 Humboldt staff must be notified ASAP and no later than 24 hours later, of any injuries, threats, suspicions of abuse or neglect, anything that triggers mandated reporting, or any other incident that causes alarm or concern among Playgroup staff or Playgroup families. Staff will provide a form for leaders to document the incident				
28. Grievance Policy – Any complaints or grievances by Playgroup participants about Playgroup, playgroup staff, or First 5 Humboldt staff that are not fully resolved by leaders shall be shared with First 5 Humboldt staff within 48 hours – Staff will provide a form to document the complaint.				
29. Zero Tolerance Policy for Child Abuse and Neglect - – Review the attached policy.				
30. All Playgroup Staff will complete and provide to First 5 Humboldt the 'Playgroup Staff Training Acknowledgement' form within thirty days of starting work documenting their understanding and completion of these training requirements.				