

## Outside Playground Procedures

- Notify a staff member if you would like to go outside.
- Take a radio and test that it is working properly. It should be set to channel 3 and turned up enough to hear clearly.
- Do a head count.
- Make sure there is an adult leading the group and an adult in the back of the group.
- Never go through the lobby. Always use the preschool door and remain on the sidewalk at all times.
- Once at the playground. Test that the gate is properly latched. Place a volunteer (youth or adult) at each set of stairs. There is one in the back of the playground and one in the middle.
- If a child needs to use the restroom, radio a staff member to open the preschool door.
- If a child is hurt, radio a staff member to take care of the child and fill out an incident report.
- When you are ready to leave, radio a staff member to open the preschool door.
- Do a head count.
- Make sure there is an adult leading the group and an adult in the back of the group.
- Never go through the lobby. Always use the preschool door and remain on the sidewalk at all times.
- Once children are all back in the classroom, do a head count.