



Best Practices for Out of School Time: Operational Requirements

LEARNING OBJECTIVES

- Identify appropriate child/staff ratios for general program and field trips.
- Discuss transportation and needs for driver, vehicle and documentation.
- Discuss food handling best practices.





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Group Size Ratio



- 3 year olds: 1 staff: 15 children
- 4 year olds: 1 staff: 20 children
- 5 year olds or older: 1 staff: 25 children
- Mixed groups must follow the youngest age ratio

DAY TO DAY FORMS



- Rosters
 - All children must be marked in on the roster
- Injury Reports
 - Must be completed on the day of the injury
- Discipline Reports
- Transition Logs
 - Attendance must be verified when moving from one area to another

POOL TRIPS



- Ratio
 - 3 year olds: 1 staff: 2 children
 - 4-6 year olds: 1 staff: 4 children
 - 7-10 year olds: 1 staff: 10 children
- Same organization lifeguards count in ratio
- Must have a ring buoy and rope, rescue tube or throwing line and a shepherds hook. All staff must be trained on the equipment.
- Pool must be enclosed by a fence

TRANSPORTATION- DRIVER REQUIREMENTS



- Drivers license and staff DOT physical must be in staff file
- Must have CPR/First Aid
- No children may ride in the front seat

TRANSPORTATION- VEHICLE REQUIREMENTS



- Annual Inspection of Vehicle
- Seat belt required for each child being transported
- A five point harness car seat is required for any child under 5
- Fire extinguisher must be in the vehicle
- First Aid Kit must be in the vehicle

TRANSPORTATION- VEHICLE REQUIREMENTS



- Staff/Child ratios must be followed
- Insurance required is \$5000 x number of seats or \$100,000 whichever is greater
- Comfortable temperature must be maintained

TRANSPORTATION- WALKING TRIP or DRIVER'S LOG



- Child's Name
- Date & Time of Departure
- Time of the arrival at the destination
- Signature of driver
- Signature of second staff member that has verified all children are off the vehicle
- Each child must be marked off the log as they depart the vehicle

CHILDCARE TRAINING-INITIAL



- Part 1
 - Facility Rules & Regulations
 - Health, Safety & Nutrition
 - Child Abuse & Neglect
 - Child Growth & Development
 - Behavior Observation & Screening

CHILDCARE TRAINING-INITIAL



- Part 2
 - 10 Hour Course
 - Infant Appropriate Practices
 - Preschool Appropriate Practices
 - School Age Appropriate Practices

LESSON PLANS

- Each age group must have a written and followed plan of activities
- Alternative plans should be listed in the event of bad weather



FOOD HANDLING

- Must be nutritional
- Food Permission slip required listing allergies
- If children bring their own food, you are required to provide substitutions for anything that is not nutritional
- If you provide food the menu must be planned in advance and posted



QUESTIONS ?



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