

Standard Operating Procedure Playground Safety Checklist

1. The Playground Safety Checklist will be completed daily and turned in to the EES mailbox on Fridays if no problem is found during the week. All forms will be filed in the center.
2. If a problem is found, it will be noted on the checklist and the teacher will contact EES immediately.
3. If the EES is not available, the following procedures will be carried out by the next in line in the chain of command.
4. If the problem is minor and can be addressed and fixed before the children are to play outside, the EES will correct the problem and fill out the minor playground repair form.
5. If the problem cannot be corrected immediately, the EES will notify in writing and by e-mail or phone the Program Director or the Assistant Director.
6. Appropriate staff will develop a written plan of correction and the playground will be closed if necessary.
7. Once the correction plan has been completed a copy will be sent to the Program Director and the playground will be reopened.
8. EES will make periodic monthly spot inspections of the playground using the same tool to be sure the playground is in accordance with State Regulations and Performance standards.
9. Corrective action will be noted on monthly report to Program Director.