



It is the policy of Waterloo Cooperative Preschool to use the gym for active play whenever it is not possible to use the yard. Parents are to bring children to the gym and ensure a staff member is present before leaving.

The gym is a multi-purpose room used by different groups within the church and is on a different floor than the classroom. The gym must be prepared for use by the preschool before children enter. Transitions to and from the gym must account for these circumstances to ensure the safety of the children.

Gym Safety Procedures

- Either one teacher and at least one volunteer or both teachers must accompany the children while in the gym.
- Ensure up-to-date emergency contact info is available.
- Allergy chart in binder - available in each play area.
- Safety checks must be completed before children can enter the gym. This includes the Prior Use Safety checklist and Surrounding Safety checklist.
 - a. Ensure other patrons who may have remained in the gym during our scheduled time are asked to leave until our program is over.
 - b. Doors are closed and signs are on the door.
 - c. Ensure fire exits are clear.
 - d. Ensure empty electrical outlets have covers
- Attendance is taken as children arrive (or a head count made before transitioning to the gym).
- When leaving the gym, staff should sing a song about lining up on the "Red Line" as this will help keep fingers safe on doors and ensure a head count can be conducted before leaving the space.
- Follow and refer to transition policy
- A volunteer holds the door open to ensure a safe exit and to protect fingers. A staff member ensures all children exit, and conducts another headcount.
- In order to ensure prevention of falls on stairs, a teacher is to lead and remind the children to walk, use the railing and/or hold onto an adult's hand if needed. (Note: ISP plans need to include if a hand is needed).
- Refer to [Serious Occurrence Policy](#)

- A volunteer holds the door open at the end of the stairway and conducts a headcount of the children as they pass to proceed to the washrooms for handwashing.
- Another headcount is conducted when all children are seated for snacktime.

Revised: Britney Stewart and BOD in January 2023

Approved By: Britney Stewart (President) on January 2023

Seconded By: Meg Burns-Dolson (Membership) on January 2023