



CAW PROGRAMS SAFETY PLAN 2024

Creative Arts Workshop
171 Main street
Nyack, NY 10960
845.535.9966

MEMO: 04/20/24

Creative Arts Workshop Safety Plan: After School programming, day camps, and events
Safety plan is derived from NYS DOH, Red Cross, and Competencies in Child Care for Day
Care Centers

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Staff to child ratio at each program:

Staff member must be an adult over 18 years of age.

Ages 4-7: 1:7 (this will include one workshop assistant ages 16 and up)

Ages 8-12: 1:15 (this will include one workshop assistant ages 16 and up)

Program trip ratio:

Trips will be within walking distance from CAW. Trips will be no longer than one mile in walking distance from the workshop. Trips will include Franklin Street Park, Memorial Park, Nyack Library, Edward Hopper House, and other Nyack businesses for educational and eating experiences.

Ages 4-7: 1:7 (this will include one workshop assistant ages 16 and up)

Ages 8-12: 1:15 (this will include two workshop assistants ages 16 and up)

Trip protocol:

Groups must be within above stated ratios. The lead teacher is responsible for having an attendance roster including emergency contacts, allergies, and any notes provided by the family. Lead teacher will review general rules of trip walk:

- Children must buddy up with a partner or be assigned a partner
- Children must walk
- Lead teacher will be the caboose of the line
- Workshop assistants will be the lead and middle of the line support
- Groups will exit through the back exit of CAW and walk down Burd street.
- If any trip changes are made, due to emergency or availability of location i.e. park is flooded or closed, the Lead teacher will text 845.535.9966 with the alternate plan and/or returning to CAW.
- Emergency bag and supplies - this bag will be stocked with various arts materials and emergency supplies. Including, bandaids, ice packs, water, bandage wraps, and first aid kit.
- CAW staff cannot administer any medications or topical solutions to any cuts or bruises.
- If a child is injured (cuts, falls, bruises) follow first aid steps of asses, clean with water, wrap with bandage. Text 845.535.9966 a detailed message about the accident or incident.
- If a child suffers from a reaction to an insect, food, or other outside influence, call 911 first, followed by CAW, CAW management will inform the family. If an emergency vehicle arrives and determines that the child will be transported to hospital or emergency center, the lead teacher will ride with the child, unless the CAW director, manager, or parent is on scene to drive with the child. The lead CAW staff member will stay with that child until their adult arrives.
- After any major incident or accident, CAW Lead Teacher will write up a report within 24 hours.
- When arriving at any destination, CAW lead teacher will survey the park for any debris, glass, or any hazardous materials. If the destination is cleared, proceed with activities.
- Physical activity monitoring - All CAW staff must be vigilant of free play on the playground equipment, and respond to any dangerous play. This can look like an aggravated child, climbing to top of a playground swing set, running towards or near a road, playing within 20 feet away from a CAW staff member, running with food in their mouth, pushing or other physical contact that could lead to fighting.
- Role call - one CAW staff member will be designated by the lead teacher to do a buddy check call each ten minutes. Call buddy check, and each child must find their buddy within 30 seconds then call "play" once each child is accounted for.
- Weather watch - Trips will be allowed only when the outside temperature is between 35F and 95F
- Each Holiday Camp must include 60 minutes of physical activity or more.
- Hydration - Every 20 minutes, after buddy call - request each child drink their water. If the child did not bring a water bottle, they can drink water from the CAW bag.
- One individual on each trip must be trained and certified in adult and youth CPR/First Aid & AED
- Mindful of child behaviors and singling out. If you notice children gathered and secretive, while another child may be close by and not included in play, they may be singling out. CAW staff is to re-direct this behavior with an activity, game, or quick and firm conversation addressing the children to be mindful of feelings and play.

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Natural disaster or local emergency:

"DANGER" - Red, or predominantly red, with lettering or symbols in a contrasting color. "CAUTION" - Yellow, or predominantly yellow, with lettering or symbols in a contrasting color. "WARNING" - Orange, or predominantly orange, with lettering or symbols in a contrasting color.

Color will be determined by the Program assistant manager, manager, director, or any staff that clearly identifies an emergency first.

On-site:

Local shooter or aggressive event, tornado, flood, wind storm, weather emergency:

- Lock the front and back door (shooter or active aggressive event)
- Turn off hallway light
- Gather all children in Lobby
- Lock Hallway door
- Lock Theatre door
- Lock office door to theatre studio
- Lock mixed media studio
- Remain quietly in Lobby and office space until authorities have cleared the area.
- No one can leave until the outside has been deemed safe
- Children cannot leave until their adult is present

Thunderstorms and Rain at Oratamin or Franklin St. Park:

While at Oratamin, we may experience rain, thunder, and lightening. If you are at the pool, the lifeguard will close the pool and we will not be able to go back in the pool until 15 minutes after the last lightening strike or thunder crash.

During storms the campers must be brought under the wooden kiosk. IF the weather becomes severe, bring all campers into the girls restroom until the storm passes. We will have a projector that will be able to project cartoons from a cell phone in this event.

IF the storm will be lasting the rest of the afternoon, parents will be called for early pick up.

At Franklin street, bring all campers underneath the gazebo until the storm passes. If possible, CAW will send the van to pick up the campers from the park.

Building Fire-evacuation plan:

Groups and adults in both studios will exit out of the back door or front (if clear) and exit to Burd Street and follow up to the Mill studios parking lot.

Fire drills will be mandated once a month and alerted and logged by programming assistant manager.

Off-site:

Shooter, fire, earthquake or other disaster

If there is a clear pathway, the lead teacher will stay at the back of the group and assistant at the front to go directly back to CAW for further instructions.

If there is not a clear pathway, group is to stay together, Crouch down in a ball-like position with your head tucked and hands over your ears so that you are down low with minimal contact with the ground. Never shelter under an isolated tree. Never use a cliff or rocky overhang for shelter. Immediately get out of and away from ponds, lakes, and other bodies of water. IF TORNADO: Stay close to a sturdy shelter. If caught outside, find shelter in a ditch or remain in your vehicle and cover your head for protection.

Active shooter: Quickly determine the most reasonable way to protect yourself and others. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Find safest hiding spot and move quickly.



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Studio Site Safety and Prevention:

- Each school tests all fire alarm pull stations twice each year to ensure that they function properly.
- Each school has developed a system to restrict access to the building during the day by keeping specified doors locked when not in use.
- "DANGER" - Red, or predominantly red, with lettering or symbols in a contrasting color. "CAUTION" - Yellow, or predominantly yellow, with lettering or symbols in a contrasting color. "WARNING" - Orange, or predominantly orange, with lettering or symbols in a contrasting color.
- If any emergency happens, the manager or assistant manager will call 911 once lockdown or safety exit has been established.
- If any emergency happens, CAW management will alert families via text and robo-call.

Post emergency:

- All staff in attendance of any emergency shall check in as a team and report and damages, injuries, and events on a written report.
- All staff must check out with director or manager before leaving CAW

SHUTTLE SAFETY PLAN:

In event of a vehicle break down:

With children - Call CAW director, a CAW assistant or manager will meet the participants at the location of the break down to escort the participants, by foot to CAW. CAW director or manager will alert all families of the diversion via mass text. Next, driver will call insurance company and determine support for vehicle towing. Once the shuttle is towed, the driver may be picked up by CAW manager or assistant. Driver will then write a report about any details they have regarding the breakdown. Driver will remain on site with vehicle until deemed safe and transported.

In event of crash:

Firstly, if driver is coherent, check the medical health of each participant. If necessary, evacuate the vehicle by bringing the children to a safe distance away from the vehicle. Call director and notify of crash and status of emergency low, medium, high. Next call 911 to call for police to investigate and make a police report. A CAW assistant will be diverted to the site to bring children to CAW, if they are safe and this is a low grade emergency. If the crash is within more than one mile, a second vehicle will be dispatched to pick up the participants. Next, driver will call the insurance agency to report the accident. Driver will stay with vehicle until police report is made, second drivers ID has been collected, and vehicle is either transported or deemed safe to drive.

If a driver has an on shuttle medical emergency:

Driver will pull the van over to a safe location and call 911 followed by CAW director or manager, then CAW will contact family with details. A CAW team member will assist with bringing back the shuttle or stay with the injured or sick child on ambulance ride, and until the parent has arrived with child. Driver will complete a full written report within 24 hours on the incident.



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Medical emergency for staff or participant on site:

If a child is unconscious, but breathing:

Move them onto their side and tilt their head back. Putting them on their side with their head tilted back helps keep the airway open. It ensures their tongue falls forward and any fluid drains out. This will help the child to continue to breathe.

- If the symptoms are severe and you have an epinephrine autoinjector, use it as directed right away and call 911 for emergency medical help.
- If the symptoms are mild, give an antihistamine by mouth such as diphenhydramine (Benadryl or a store brand). If your child keeps having mild allergy symptoms, let your doctor know.
- Call the doctor if your child has an allergic reaction that is more than mild or worries you.

If a child has trouble breathing but can talk and has a strong cough:

1. Do **NOT** put your finger into the child's mouth to remove the object. Your finger could push the object deeper into the child's throat.
2. Call 911. This is because the airway can become fully blocked.
3. Encourage the child to cough until the object comes out. Don't do the Heimlich maneuver. The child's cough is better than the Heimlich maneuver.
4. Watch the child closely to make sure the object comes out and doesn't shift to fully block the throat.

If a child has trouble breathing but can't talk or make sounds and is conscious:

1. Do **NOT** put your finger into the child's mouth to remove the object. Your finger could push the object deeper into the child's throat.
2. Tell someone nearby to call 911.
3. Do abdominal thrusts. First, stand or kneel behind the child and wrap your arms around their waist.
4. Make a fist with one hand. Place the thumb-side of your fist into the child's belly just above the belly button (navel).
5. Use fast, short motions to thrust inward and upward. Don't lift the child off the floor while doing this.
6. Continue abdominal thrusts until the object comes out, the child can cough and breathe, the child becomes unconscious, or help arrives.

How to do abdominal thrusts on a conscious child:

- Stand or kneel behind the child and wrap your arms around their waist.
- Make a fist with one hand.
- Place the thumb-side of your fist into the child's belly just above the belly button (navel).
- Grasp your fist with your other hand.
- Use fast, short motions to thrust inward and upward, giving 5 quick abdominal thrusts. Don't lift the child off the floor while doing this.
- Continue abdominal thrusts until the object is dislodged, the child can cough and breathe, the child becomes unconscious, or help arrives.



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Medical emergency for staff or participant on site:

If a child stops breathing or becomes unconscious:

1. Shout for help and call 911.
2. Lay the child down on their back on a hard, flat surface such as a table, floor, or the ground.
3. Start CPR. Use the heel of your hand to push down on the lower part of the child's breast bone, just below the nipple line. Press down to at least 1/3 depth of the child's chest, or about 2 inches. You can use 2 hands if you need to. Do this 30 times really fast. This should take about 20 seconds. This is a rate of at least 100 to 120 compressions per minute.
4. Look in the child's mouth for the object before you give 2 rescue breaths. Gently lift the child's chin up with one hand and tilt the head back. Place your mouth over their mouth, pinch the nose shut, and puff 2 breaths into the child's mouth. Each breath should last 1 second. Watch to see if the child's chest rises.
5. If the chest does not rise, give 30 chest compressions. Look in the child's mouth for an object. Remove the object, being careful not to push it back into the throat. If you can't see an object, do **NOT** put your finger in the child's mouth.
6. If the child does not start breathing, continue cycles of 30 chest compressions followed by 2 quick breaths. Do this until breathing starts, help arrives, you become too exhausted to continue, or the scene becomes unsafe.

If a child may have consumed poison:

If your child might have taken a poison and is not acting normally, passes out, has a seizure, or has trouble breathing: Call 911 or get emergency medical care right away. Don't try to make your child vomit or give ipecac. Take the bottle or container of the pills or liquid that your child took to the ER or hospital.

What you can do if child is throwing up:

1. Slowly walk child to toilet or waste basket/bucket
2. Use wet wipes to clean up sickness
3. Offer backup clothes if needed
4. Offer your child fluids and small amounts of soft solid foods or anything classified under the BRAT guidelines i.e. Bananas, Rice, Applesauce, or Toast.
5. Slowly give your child more fluids to drink.
6. Slowly add back foods but start with ones that are easy to digest. ...
7. You can let your child drink fluids that are right for their age.



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Behavior Emergencies:

What Can Help Kids Stop Biting?

- Step 1: Be calm and firm. Address your child with a firm "no biting!" or "biting hurts!" Keep it simple and easy for a toddler to understand. ...
- Step 2: Comfort the victim. ...
- Step 3: Comfort the biter, if need be. ...
- Step 4: Offer alternatives. ...
- Step 5: Redirect.

Defiance:

When responding to defiant behavior, do not punish in the moment. Instead, tell your child that you are disappointed and will discuss the consequences later. This gives you time to calm down and your child time to think over his actions. If you respond in the moment, you may react in a combative manner.

Sleepy or moody children:

Provide support: When children are tired, they may have less patience and will need more support.

- Take some time to help your child with their homework or do a calming activity together. ...
- Get them involved in a calming activity like a puzzle or coloring.
- Use your best judgement about watching TV.
- Allow the child quiet time in the library or office (supervised)

Reducing computer and screen time for camp/after school:

You can set-up a timer on the computer, in his email calendar, or on a stand-alone mechanism that will give him a pop-up warning at 30, 15, 10, 5, and 2 minutes. It is VERY important that the count-down must require him to acknowledge it by clicking on a pop-up or hitting a button.

Supervising children at CAW:

:(1) Be alert and responsive; (2) Know where the child is; (3) Be able to see or hear the child; (4) Be near enough to the child to render immediate assistance; and (5) Provide supervision appropriate to the individual age, needs, capabilities, activities, and location of the child.