



Toddler Stroller Policy

Revised: October 11, 2016

Secretary Signature: _____

Date: _____

Policy

This policy was developed to ensure that strollers are safe and are used in accordance with the manufacturer's instructions. Each staff member is responsible for the children in their own stroller. A stroller checklist must be conducted daily. All staff, students and volunteers adhere to this policy and procedure.

Procedure

Before a walk

- The stroller safety checklist must be completed
- Strollers must be checked prior to a trip/walk to ensure the tires are inflated

When leaving for a walk

- All walking children must wear appropriate identification or all the children if they are removed from the stroller during a walk (tag/t-shirts)
- All children will have a digital photo of themselves including their shoes prior to the trip/walk
- A mark will be placed by the child's name on the trip board indicating that they are participating in the walk/trip
- Complete a trip form – take one with you and leave one with the office
- Any lifesaving medication will be taken on the walk/trip and placed in the emergency bag
- Children are escorted downstairs
- Children are placed in the stroller front to back
- Staff will ensure that they have a cell phone and that the cell phone number is provided to the Supervisor prior to departure

Returning from a walk

- Strollers will be unloaded back to front downstairs
- Strollers will be returned to the designated area in the stroller room
- Children will be escorted back to the toddler room
- Children's names will be erased from the trip board.
- Trip shirt/ id tags will be returned to storage or washed

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:



REVISION