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**Pedestrian Safety Policy and Procedures**

**Policy:** NMCAA provides training for parents and children in pedestrian safety. Safety procedures are developmentally appropriate, individualized by site and child.

Each agency providing transportation services activities must remind children of the safety procedures at orientation.

**Procedure:** The required transportation and pedestrian safety education of children and parents start at orientation/enrollment and continue throughout the program year.

1. Never leave a child unattended in a vehicle
2. Safety precautions at home
3. Safety procedures in crossing the street
4. Safety procedures to look left, right, and left again before crossing the street.
5. Continue to look until safely across.
6. Teach adults and children to put phones, headphones and devices down when crossing the street.
7. Walk on sidewalks or paths and cross at street corners, using traffic signals and cross walks.
8. Where no sidewalks are present, walk facing traffic as far to the left as possible.
9. Children under age 10 need to cross the street with an adult.
10. Bus Safety if applicable

**Sharing Information with Parents:** Education staff will work as a team to meet the individual needs of families to share information with parents. Education staff will point out the pedestrian safety section in the Parent Handbook to families at orientation/enrollment. They may invite parents to attend appropriate safety trainings. Staff may share information about pedestrian safety in a newsletter. Individual child information will be shared with families at home-visits, parent/teacher conferences, or during additional conversations. Information will also be shared with Policy Council as needed.

**Ongoing Training:** Pedestrian safety training is a component of the Annual Pre-Service Orientation Training.

**Oversight:** Site Supervisors/Coordinators will review the Child File Review to ensure the Parent Orientation Training Review Checklist is complete and in the child’s file. The Education Coach will follow up with the teaching staff through lesson plan review. EHS Home Based will ensure the Pedestrian Safety Training is signed by the parent and reviewed annually including a copy in the child’s file. The ERSEA manager will incorporate the Pedestrian Safety Training as part of the Recruitment Orientation Acceptance form.

**Correction:** A plan will be discussed to ensure compliance. Additional training may be provided to address areas of focus or non-compliance.

**Continuous Improvement:** Supervisors collect data and self-assess to highlight current strengths and identify focus areas to effectively oversee progress on an ongoing basis.

### **Reference HSPPS** 1302.46 b (1)(v), 1302.47(b)4(i)(E)(I)

4/22 P:\Head Start\ADMIN\Procedure Manual \Safety\Pedestrian Safety Training