





Site Coordinator Checklist ...





3-6 MONTHS PRIOR TO CLASS

- Recruit Instructors 
- Set class dates
- Notify your Program Support Specialist of class dates
- Reserve classrooms

4-6 WEEKS PRIOR TO CLASS

- Train Instructors 
- Set class dates
- Request marketing flyers 
- If teaching Safe Sitter® Expanded, invite toddler/preschooler guest 

2-3 WEEKS PRIOR TO CLASS

- Order student supplies 
 - Student Handbooks (one per student), \$18
 - Safe Sitter® Important Information Notepad (one per student is best), \$1.35
 - Pencils, \$4.50 (per dozen)
- Review Game Pack
 - Order replacement Game Pack if missing pieces 
- Collect Registration Forms 
- Send Registration Confirmation Letter/Email 
- Confirm Instructors, classroom, and toddler/preschooler guest

5-7 DAYS PRIOR TO CLASS

- Test technology for the digital presentation
- Print 11x17 graphic posters (if unable to use digital presentation)


1-3 DAYS PRIOR TO CLASS

- Complete all tasks on the Teaching Checklist 

DAY OF CLASS

- Arrive 60 minutes prior to start time to set up classroom
- Set a Student Handbook and pencil at each seat
- Welcome each student modeling Safe Sitter® greeting skills
- Remind parents to return 15 minutes prior to class end time for the Graduation Ceremony

AFTER CLASS

- Submit student rosters 
- Clean manikins according to manufacturer recommendations



Click this icon to be directed to the form you need for the checklist item.

