

Site Coordinator Checklist

3-6 MONTHS PRIOR TO CLASS

- ☐ Recruit Instructors
- ☐ Plan class dates
- ☐ Complete Class Date form
- ☐ Reserve space for class

4-6 WEEKS PRIOR TO CLASS

- ☐ Train Instructors
- ☐ Confirm class dates
- ☐ Create marketing materials
- ☐ If teaching Safe Sitter® Expanded, invite

2-3 WEEKS PRIOR TO CLASS

Safe Sitter® Essentials, Essentials with CPR, or Expanded

- ☐ Order student supplies
 - ☐ Safe Sitter® Student Handbooks (one per student)
 - ☐ Safe Sitter® Important Information Notepad (one per student is best)
 - ☐ Pencils
- ☐ Stock bingo prizes
- ☐ Review Game Pack and order replacement Game Pack if missing pieces
- ☐ Send Registration Confirmation Letter/Email

Safe@Home

- ☐ Order student supplies
 - ☐ Safe@Home booklet (one per student)
 - ☐ Pencils

Grandparents: Getting Started

- ☐ Order participant supplies
 - ☐ Grandparents: Getting Started Handbook (one per participant)
 - ☐ Ink pens

1-3 DAYS PRIOR TO CLASS

All Programs

- ☐ Print Evaluation Forms (one per student or participant)
- ☐ Test technology for digital presentations
- ☐ Complete all tasks on the Teaching Checklist

Safe Sitter® Essentials, Essentials with CPR, or Expanded

- ☐ Print Letter to Parents
- ☐ Print 11x17 graphic posters (if unable to use digital presentation)

DAY OF CLASS

- ☐ Arrive 60 minutes prior to start time to set up classroom and check technology to make sure it is working and fully charged
- ☐ Set a Student or Participant Handbook and pencil or pen at each seat
- ☐ Welcome each student or participant modeling Safe Sitter® greeting skills
- ☐ Fill out Student Completion Cards or Completion Certificates

AFTER CLASS

- ☐ Review Student Evaluation forms
- ☐ Submit Completed Class Report
- ☐ Clean manikins according to manufacturer recommendations

PROGRAM SUPPORT SPECIALISTS

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