

# SAP Seaside House Lounge Usage Plan

July 5<sup>th</sup>, 2023

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## SUMMARY

Contingency Plan Analysis.....1

Response Strategy.....2

This plan will cover how the SAP staff will use the Lounge, what they will do to prevent any damages to the furniture/room, and how they will handle damages to the furniture/room.

### Contingency Plan Analysis

#### Key questions:

1. What type of damages are anticipated and in what location?
2. What are the triggers to be closely monitored?
3. What will the SAP do to prevent damages to items and furniture in the lounge?
4. How will the SAP handle damages that have incurred during its use of the lounge?

## 1. Usage Information and Context Analysis

Due to the large number of children attending the OIST School Aged Program (hereinafter referred to as the SAP) the SAP would like to use the Seaside House Lounge (2F) between the hours of 8:30am and 18:30pm during long school holiday's (summer, spring, and winter), and from 15:00pm-18:30pm on regular afterschool days, for childcare. Childcare will include but is not limited to homework support, reading, group activities, and movie watching.

## 2. Summary of Possible Damages

Possible damages that may happen are as follows: damage to furniture, damage to the carpet, damage to the blinds, and damage to the room in general. Triggers to these damages would be children not paying attention to the room rules or accidents.

## 3. Response & Operational Capacity

There will always be 1-2 SAP staff members in the room with the children. Children coming to the Lounge and leaving the Lounge to go down to the SAP room will always be accompanied by an SAP staff member. Children will not use the elevator.

## 4. Bathroom Usage

The SAP would like to use the shared restrooms located directly outside of the lounge. We would also like Workshop participants to know that children will be using the bathrooms from time to time as well.

# RESPONSE STRATEGY

## Key questions

1. What actions will be taken to prevent any damages?
2. What actions will need to be taken as an immediate response to the situation?
3. Who will be contacted?

## **1. Preventative Measures**

The SAP will create a list or rules for the children to abide by while using the lounge. All children must agree to follow the rules to use the room. The rules will be explained to the children and will be posted on the wall in the Lounge for reference.

Aside from the rules, SAP staff will not allow children to enter the bar area at any time. Children will be free to use the rest of the room in a respectable manner. Running will not be allowed at any time for any reason.

Snacks will only be allowed to be eaten at the wooden tables. No food or drinks will be allowed on the upholstered furniture at any time, this includes the tall chairs at the bar area, the tables along the window, and the sofas and loveseats in the back of the lounge area.

Children will be able to sit on the sofas and loveseats, but only for reading books, talking with one another, and playing games at the tables. Children will not be able to walk on the sofas/loveseats, lay down on the sofas/loveseats, or jump on or off the sofas/loveseats.

When children enter the space with upholstered furniture, they will be asked to remove their shoes.

## **2. Response Activities**

Once there have been damages to the room/furniture, the SAP staff in the room will notify the SAP Director immediately. The SAP Director will examine the damage, take a photo of it, and share this information with the CDC Director, UCS Director, as well as the person/s in charge of the Seaside House Lounge.

Depending on the situation, the person/s responsible for the damage will no longer be able to use the lounge.