

COORDINATOR'S GUIDE



This Guide provides information to assist Sleep Safe Program Coordinators in meeting the goals and objectives of the program. A brief explanation of the Coordinator's roles and responsibilities is provided, as well as suggestions for implementing the main aspects of the Sleep Safe Program.

Coordinator Roles and Responsibilities

The three main responsibilities of the Sleep Safe Program Coordinator are to:

1. Coordinate the installation of Smoke Alarms provided by the Sleep Safe Program.
2. Coordinate staff training and implementation of Sleep Safe Program activities with Sleep Safe Partners (Head Start Staff and others).
3. Monitor and report program progress to Sleep Safe Program staff.

1. Coordinating the Installation of Smoke Alarms.

To ensure the success of the program, Coordinators are responsible for making sure that the smoke alarms provided by the Sleep Safe Program are installed into the homes of Head Start Center families. Please refer to the separate *Sleep Safe Program Smoke Alarm Distribution Guide* to assist you in coordinating the installation of Smoke Alarms.

Your local Environmental Health Officer is also responsible for providing your site with assistance with installing smoke alarms. Refer to the *Environmental Health Officer's Guide* to learn more about their roles and responsibilities.

2. Coordinating Sleep Safe Program Activities

Coordinators are responsible for ensuring that the educational activities outlined in the *Teacher's, Staff & Childcare Provider's*, and *Children's Training Guides* are implemented. In addition, activities included in the *Tribal Partnerships Guides* can be implemented by Sleep Safe Coordinators.

Coordinators should also share what they learned at the Coordinator's Workshop with Head Start Center Staff and other partners that are involved with the Sleep Safe Program. At the beginning of the school year, hold a training session with all teachers and staff at your Head Start Center to share your knowledge. Take this opportunity to demonstrate some of the activities found in the Sleep Safe Curriculum. Agenda items for this training can include: 1) Welcome; 2) Description of the Fire Problem (distribute and discuss the Fire Fact Sheet in the Staff & Childcare Provider's Training Guide); 3) Mission and goals of the Sleep Safe

Program; 4) Discussion of roles and responsibilities for implementing Sleep Safe Training Module activities; 5) Brief presentation/explanation of the Sleep Safe Curriculum and the individual Guides; and 6) Demonstration of an activity found in one of the Guides. Additional training in proper smoke alarm installation should be given to those who will be installing the alarms.

It is important that all smoke alarm installers understand and can demonstrate the proper way to install smoke alarms to ensure that they will be operable in the event of a fire. While smoke alarm installation training can be given during a classroom session, it may be valuable to visit several homes to demonstrate and discuss proper placement. Material for these training sessions can be found in the *Sleep Safe Program Smoke Alarm Distribution Guide*.

Coordinators should also incorporate Sleep Safe Program activities during regular Head Start Center Staff meetings. For example, discuss the Center's fire drill plan and schedule, provide updates on Sleep Safe activities that have occurred or are upcoming, and remind teachers to incorporate ideas from the Teacher's and Children's Training Guides into classroom activities.

3. Monitoring and Reporting Program Progress

Sleep Safe Program Coordinators are responsible for monitoring and reporting their programs' progress and home visits using the Survey Monkey program (*see details in the Forms/Data Guide*). Reporting your site's activities is vital for showing the success of your program.

To assist Sleep Safe Coordinators in reporting the progress of Head Start Center Sleep Safe Program activities, Coordinators are asked to complete the attached Progress Reports to document and share information at three points during the school year:

- December 30, 2008; and
- June 30, 2009.

Note: The report submitted in June 2008 will serve as your project's 'final report.' Cumulative/summative information should therefore be included in this report.