



CHILD PASSENGER
SAFETY ASSOCIATION
OF CANADA



L'ASSOCIATION POUR
LA SÉCURITÉ DES ENFANTS
PASSAGERS DU CANADA

Planning a Car Seat Clinic

What is a car seat clinic?

At a car seat clinic, Child Passenger Safety Technicians (CPSTs) invite parents and caregivers to have their seats checked at a specific time and location. A clinic brings CPSTs together with community partners to support parents and caregivers in safely transporting children of all ages.

A car seat clinic may also be called a community clinic, a public seat check event, or just a clinic.

Technicians provide education on the proper use and installation of car seats, booster seats and seat belts, and teach the parent or caregiver the skills needed to empower them to confidently choose, install, and use appropriate seats for the children they transport. It is expected that parents and caregivers are fully involved in the process, even though they may have varying abilities to physically be hands-on with the seat.

If you are planning your first car seat clinic, start small. If experienced technicians are not available to attend and provide support in person, consider having someone available by phone.



Purpose and goals of a car seat clinic:

For the parent and caregiver:

- Receive education and feel empowered about how to legally and safely transport children in car seats, booster seats, and seat belts;
- Reduce the incidence and severity of injury to children and youth in vehicles through proper use of car seats, booster seats, and seat belts.

For the technicians:

- Practice and demonstrate skills as a technician while learning from and supporting other technicians;
- Create awareness of child passenger safety and knowledge of where families can find support in the community for their child passenger safety questions.

Planning Checklist

4-6 weeks prior

- Arrange location
- Arrange for tables, tent, chairs, and signage (optional)
- Verify technician and volunteer availability
- Contact media outlets to share event (optional)
- Add event to CPSAC [events calendar](#)
- Contact info@cpsac.org for proof of insurance, if required
- Decide if the clinic will have appointments, drop-ins, or a mix

2 weeks prior

- Advertise clinic on social media and/or posters in the community (reference the [Graphics/Style Guide](#) for use of CPSAC logo).
- Appointment-based clinics:
 - Determine number of time slots
 - Set system up for booking appointments
 - Open registration
- Verify contents of clinic kit (see checklist below)

1 day prior

- Pack vehicle used for transportation of equipment and kit
- Confirm final technician availability
- Check weather forecast and plan accordingly
- Appointment-based clinics:
 - Reminder email or call to families
 - Print off appointment list

30-60 minutes prior

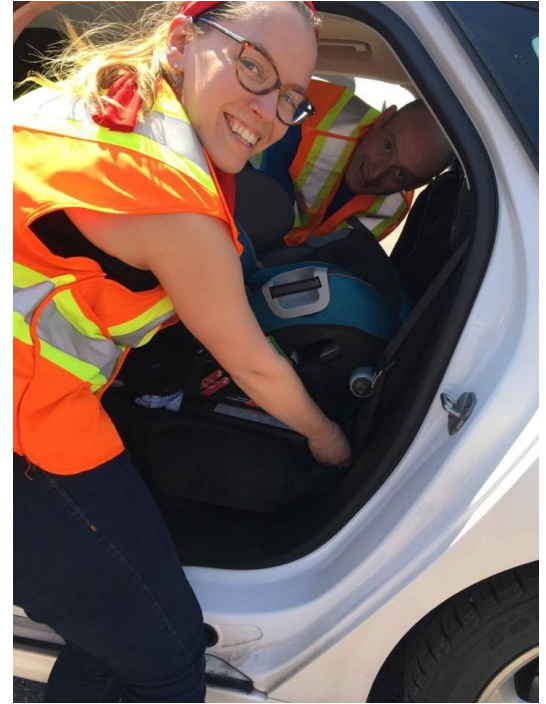
- Organizers, volunteers, and technicians arrive



- Set up space (cones, tent, chairs, tables, signage)
- Determine traffic flow for entering and exiting clinic area
- Brief volunteers and technicians on expectations
- Appointment-based clinics:
 - Brief technicians on expected arrivals
 - Designate someone to check families in

During Clinic

- Greet all families as they arrive
- Verify arrivals and no shows for appointment-based clinics
- Ensure technicians are supported by having an experienced technician or instructor available
- Ensure the safety of all technicians, volunteers, and attendees by keeping an eye on weather as well as any safety hazards
- Check in with technicians and make sure they are staying hydrated and taking breaks as needed
- Monitor flow of vehicles in and out of clinic area to ensure children's safety



Immediately After Clinic

- Thank everyone for their time
- Collect check forms (if required by coalition, organization, or event)
- Debrief with volunteers and technicians
- Take a photo of your team (optional but encouraged)
- Tear down site and ensure location is clear of debris or garbage

Within a week after clinic

- Thank venue, community partners, or sponsors
- Thank technicians and volunteers
- Follow up regarding any questions or concerns that came up during the clinic
- Restock clinic kit



Planning Details

Choosing a location:

Indoor locations such as a fire station, car dealership or mechanic shop are ideal in winter months or bad weather. Choose a location that will be easy for most families to access. Consider how traffic will flow and where volunteers should park.

When evaluating a space to see if it will work, check for the following things:

- Is there enough parking for those receiving checks (2 spaces per vehicle so you can open doors)
- Is there appropriate parking for volunteers, technicians, and media who may be in attendance
- Is there a clear entrance and exit to the location that allows for a safe flow of traffic
- Is the location safe overall for children who will be in attendance

Insurance:

CPSAC members are [insured](#) when working as volunteers. If an insurance certificate is required, request one from info@cpsac.org and allow at least three weeks to process.

Technicians:

Technicians should work in pairs whenever possible, with an experienced technician or instructor available if needed. Working in this way help to spread out the workload, cultivate a supportive and mentoring co-learning environment for everyone, and to ensure that details aren't missed.

Community partners and other support people:

Community partners and other support people may be associated with a local business or community organization, and can help in a variety of optional ways including:

- Greeting parents and caregivers and and directing traffic within the check area
- Handing out information to parents and caregivers
- Setting up the clipboards with check forms and providing support to technicians
- Running a weighing and measuring station for when parents are unsure of their child's measurements
- Handing out stickers or colouring sheets to keep children occupied during a check



Appointments:

Confirm how many technicians are able to attend before determining appointment slots if booking by appointment. Consider the need for snack and bathroom breaks, as well as the possibility of an unexpected absence when deciding how many appointment slots to make available.

It can be helpful to book appointments based for an appropriate length of time based on the number of children who ride in the vehicle. Consider the experience level of the technicians when determining how long the appointment times should be, as well as any community factors. For example, if language barriers are common in a community, extra time should be factored in. New technicians generally need 15 minutes per seat more than an experienced technician.

It is better to schedule longer appointments so that families aren't kept waiting long and technicians don't feel rushed.

The following are suggested **minimum** time frames when scheduling appointments:

- One seat: 30 minutes
- Two seats, same vehicle: 45 minutes
- Additional seats, same vehicle add 15 minutes
- Vehicles where a family is planning to fit 3 seats across should have a conversation prior to the clinic to consider options and set expectations (where possible)



What to bring:

Ensure that the clinic kit is appropriately stocked for the size of event you are hosting. It is ultimately up to organizers to determine who brings what, but generally the more that is provided by organizers the easier it is for technicians attending, and the easier it is to get volunteers to help.

General clinic kit list:

- | | |
|---|--|
| <input type="checkbox"/> Check forms | <input type="checkbox"/> Recall list |
| <input type="checkbox"/> Clipboards | <input type="checkbox"/> Expiry list |
| <input type="checkbox"/> Pens | <input type="checkbox"/> Water |
| <input type="checkbox"/> First-aid kit | <input type="checkbox"/> Locking clips |
| <input type="checkbox"/> Towels | <input type="checkbox"/> Storage for completed check forms |
| <input type="checkbox"/> Pool noodles | <input type="checkbox"/> Safety vests |
| <input type="checkbox"/> Duct tape or packing tape | <input type="checkbox"/> Measuring tape |
| <input type="checkbox"/> Screwdrivers (Phillips and flathead) | <input type="checkbox"/> Scissors |

For some locations consider:

- | | |
|--|--|
| <input type="checkbox"/> Tent (with weights) | <input type="checkbox"/> Signage (sandwich board and/or vinyl) |
| <input type="checkbox"/> Table | <input type="checkbox"/> Rain ponchos or umbrellas |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Garbage bag |
| <input type="checkbox"/> Pylons | |

Nice to have:

- | | |
|--|--|
| <input type="checkbox"/> LATCH manual | <input type="checkbox"/> Hand sanitizer or baby wipes |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Box of tissue |
| <input type="checkbox"/> Elastics or zip ties for securing loose webbing | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Demo dolls for prenatal checks | <input type="checkbox"/> Snacks/beverages |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Booster bar (see instructions here) |
| <input type="checkbox"/> Hair Ties | <input type="checkbox"/> Giveaway seats |