



## Creating a Welcoming Space

*Just as important as the programming within the space is the space itself. Does it welcome all people and take their needs into consideration? Complete this checklist before running a program or opening your classroom to students.*

### ☐ Seating

There is a variety of seating options, appropriate for children and adults, including floor space, chairs with and without arms, and soft options like bean bag chairs or pillows.

### ☐ Lighting

Some lighting (e.g. fluorescent) can give off a quiet, but persistent buzzing that can be very distracting to some people. Very bright lighting can have a similar effect. Think about softer, more natural lighting options when possible. Look for floor and table lamps that may allow you to turn off harsh overhead lights.

### ☐ Quiet Fidgets

Many people learn and listen better when they have something to do with their hands, but often, fidgets are clicky, noisy, or distracting. Set out a box of fidgets that are quiet and freely accessible to all in the space.

### ☐ Inclusive Decor and Language

Use representative artwork to decorate the space. Do posters, photos, drawings, etc. represent a variety of skin tones, body types, disabilities, genders, family structures, and neurotypes? Similarly, bathrooms should be gender-neutral and labeled as such whenever possible.

### ☐ Schedules

If your day and/or event will adhere to a schedule, post it prominently and call participants' attention to it. Offer both a written and visual option to accommodate as many learning styles as possible.

### ☐ Language

Names of events and activities are inclusive and non-gendered. E.g. "Mom's Night Out" can be "Parent/Caregiver Night Out" or "Daddy/Daughter Dance" can be "Grown-up and Kid Party"

### ☐ Accessible Space

All areas of the space are accessible. Ramps or elevators can be used in place of stairs, if needed. Bathrooms are spacious enough to accommodate all body types and accessibility aids. There is ample room for those who need to sit apart, but still participate, to do so.