

Supervision

Reason this policy is important: To insure children's safety and well being, supervision of all children at all times is extremely important. Accidents and emergencies can occur at any time and staff should be ready to respond quickly. Staff interaction also encourages nurturing relationships and promotes learning through play.

Procedure and Practices, including responsible person(s):

- Parents are required to sign children in and out on the Sign-In/Sign-Out form and be sure staff is aware of the child's arrival/departure. See Arrival/Departure Policy for further clarification.
- Only individuals who meet staff requirements are counted in child: staff ratios.
- _____ (Name of child care program) has a maximum capacity of _____ children.
- Caregivers shall directly supervise infants, toddlers, and preschool children by sight and hearing at all times, even when the children are in sleeping areas.
- Ratios will be maintained according to the Ratio Guidelines Handout
- Increased supervision during wading and swimming will be provided according to the ratios in the Ratio Guidelines Wading & Swimming Handout.
- During naptime, at least one adult shall be physically present in the same space as the children. Other adults included in the ratio shall be readily available to assist in case of emergency.
- Caregivers shall regularly count children on a scheduled basis, at every transition, and whenever leaving one area to confirm the safe whereabouts of every child at all times.
- Children who need assistance with toileting shall not be allowed in bathroom without direct visual supervision.
- To aid with supervision of outdoor play a fence encloses the play area.
- Supervision during outdoor play will include staff being positioned for optimum view of playground and emphasis on higher risk equipment/activities where children are exploring their abilities.
- No staff will be allowed to supervise children without another staff member present, until a negative criminal history and child abuse registry check has been received.
- Children will not be left alone with anyone other than trained staff.

When the policy applies:

This policy is effective at all times children are present, including during transportation, indoor and outdoor play time, and field trips. Additional staff may be needed depending on the needs of the children and/or nature of activity.

Communication plan for staff and parents:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located _____.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

References:

- Indiana licensing regulations - <http://www.in.gov/fssa/carefinder/law>
- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse,
health department, EMS, Health consultant)

_____ Staff member

_____ Other (parent, advisory committee, police,
CPS)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000