

**Shasta Head Start Child Development, Inc.**  
**On-Site Child Supervision Training**

The supervisor will walk through the following practices with the new or transitioning employee before the employee begins work in the classroom. Review the Child Supervision Policy, Bathroom Policy, and Safe and Appropriate Release of Children with the employee prior to demonstrating practices in the classroom. It is every Shasta Head Start employee's responsibility to uphold the child supervision policy. Violation of the Child Supervision Policy may lead to immediate termination.

Child attendance and head counts (counting children):

1. Show the employee where to locate the child sign in/out log, white board, and the attendance sheet. The employee will need to know the location of the items both in the classroom and on the play yard.
2. Demonstrate how the staff would conduct a head count and verify the number of children with the number on the white board. At some point during the day, when the majority of children are in attendance confirm that all children are signed in on the sign in/out log. Confirm at the end of the day that all children are signed out.
3. Explain how to communicate the number to all classroom staff to ensure everyone has knowledge of the children present.
  - a. Verbally announce the number and use eye contact, gestures, or verbal confirmation to verify that all staff is aware of the number of children present.

Zoning:

1. Show the employee how to use zoning techniques in the classroom. That is the strategic placement of staff around the environment so that each child is directly supervised.
2. Point out any areas that may be visually hard to supervise and explain the system to maintain supervision.
3. Tips for zoning:
  - a. Position yourself so that your back is against a wall or fence and in a way that allows the most visual supervision over the entire class or play yard.
  - b. Place yourself where there are groups of children.

Scanning:

Demonstrate how to use a constant visual scan of the classroom to ensure safety and supervision at all times.

Transitions:

Have the employee shadow the supervisor through a transition. Explain each step as it is happening. Emphasize the importance of supervision during this time. Use the transition section of the Child Supervision Policy as a guide to explain each step.

Bathroom:

1. Demonstrate how to directly supervise the bathroom.
2. Make clear that no child shall use the bathroom without an adult being present.

Ratios:

Review adult/child ratios for the particular classroom.

I have received On-Site Child Supervision Training and understand my role of assuring supervision.

Employee's Signature \_\_\_\_\_ Date Completed \_\_\_\_\_