

Shasta Head Start Child Development, Inc.

Child Supervision Policy

Policy:

It is every Shasta Head Start employee's responsibility to uphold the child supervision policy. Shasta Head Start staff must maintain ratios and supervise children at all times. Community Care Licensing and Head Start Performance Standards both have written standards regarding child supervision. White boards are maintained in each classroom and on the playground to track and communicate the number of children present throughout the day. Each classroom will be monitored on the child supervision procedures by supervisors on a monthly basis.

Violation of the Child Supervision Policy may lead to immediate termination.

Procedures:

1. Direct visual supervision of children will be maintained at all times using the following strategies.

- Zoning, scanning, and verbal communication will be used to ensure that direct supervision is upheld.
 - *Zoning*: strategic placement of staff around the environment so that each child is directly supervised. Special attention shall be paid to areas that are hard to view.
 - *Scanning*: a (constant) back and forth visual sweep of the classroom or play yard to secure the supervision of children.
 - *Verbal Communication*: The number of children in attendance is expressed in spoken words. Verbal communication will take place at each transition after two staff members have counted children and confirmed the number of children in attendance with the number of children written on the white board.
- Head counts (counting children) will be conducted by two staff members to verify the number of children in attendance and confirm the count with the number on the white board. The head counts will be done upon arrival and departure of children also before and after each transition. The white board will be updated as needed based on changes in head counts.
- The number of children signed in on the sign-in/out log shall match:
 1. The number of children in attendance.
 2. The number posted on the white board.
- Staff will verbally communicate with one another the number of children in attendance, after two staff members have counted children and verified the number on the white board. The communication will take place when:
 - A child enters or departs the center.
 - Before, during, and after any transition from one place to another.
 - During any staff transition such as a scheduled break or arrival for the workday.
 - Any time a child is removed from the classroom for any reason. For example: to work with a consultant, exclusion for being ill, to have a health screening...
- Adult/child ratios will be maintained at all times.

2. Bathrooms will be closely supervised.

- Each child will be directly supervised by staff while in the bathroom.

- A staff person is to be in direct close proximity to the child/children.

3. Transitions: the change from one location to another, such as from the classroom to outside. This can be a busy time with a lot of movement. It is important that staff retain direct visual supervision during transitions.

- Prior to the transition:
 - Give a pre-warning to the children about the upcoming transition.
 - A head count is conducted by two staff members and the number of children is verified by the sign in/out log and white board.
 - The number is verbally communicated to **all** staff.
- During the transition:
 - Staff #1—begins the transition by leading children towards the new location.
 - Staff #2—stays with the slower transitioning children to ensure that direct supervision is sustained and to guide the children safely through the transition.
 - Staff #3—checks each area in the classroom or play yard to ensure all children have successfully transitioned. Then places them self between the two transitioning areas to maintain supervision of both areas until another head count is conducted by two staff and the number is confirmed and matches the number on the white board.
 - If transitions are taking place in groups instead of a whole class transition, the sending and receiving staff need to verbally communicate the number of children transitioning and conduct a head count to verify the number is correct.
- After the Transition:
 - Another head count is conducted by two staff members and the number of children present is verbally communicated to **all** staff.
 - The number will be verified with the sign-in/out log and the white board.

***Staff transitions:** It is important to verbally communicate with all classroom staff the number of children in attendance each time a staff transitions in or out of the classroom (e.g. to take a break, conduct a conference, or set up the play yard). The transitioning staff member shall conduct a head count upon return to confirm the number of children in attendance.

I have reviewed the Child Supervision Policy and understand my role of assuring supervision.

Name (Please Print)

Position

Staff Signature

Date