

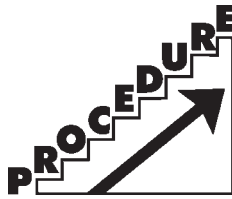
SUPERVISION POLICY



POLICY

At no time will a child be left unsupervised while attending this facility.

Staff will directly supervise all children by sight and hearing at all times. (i.e. bathroom, nap time, transition times etc.)



NAP TIME



1. At least one staff will be in the room where children are napping.
2. Staff will remain awake while supervising children at nap time.
3. Children will never be left without a staff member on the same floor/level.



TRANSITION TIME



1. When a child needs to leave a group (i.e. to restroom, water fountain), that staff will call _____ to watch the child until he/she returns to the room.
staff title/name
2. Staff will walk behind the group when going from one area to another.

COUNT CHILDREN



1. Staff will regularly count children to monitor their safety at all times.
 - a. Count before the group leaves an area and before they enter a new area.



- b. Counting systems, such as a reminder tone that sounds at timed intervals, will be used to help staff remember to count (i.e. tone heard at transition times such as snacks, meals, naptime).

NOTE! Children will only be allowed to leave the facility for outside activities with written permission from their parent/guardian.



NOTE! To improve visibility and hearing of the children, devices such as security cameras, convex mirrors and baby monitors will be used.

NOTE! For supervision of field trips see *Field Trip Safety Policy* page H27.
For supervision of playground areas see *Supervision of Indoor/Outdoor Play Areas Policy* page C5.