

BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER

Policy on Supervision & Tracking

1. Line of Sight and Hearing: Teacher/caregivers directly supervise infant, toddler, and preschool children by line of sight and hearing at all times including: outdoor activities, rest, sleep, eating, walking through hallways and toileting as appropriate for the ages and developmental needs of the children. Supervision means being physically present with a group of children whose activities the teacher/caregiver sees, hears, directs, observes, and assesses. The teacher/caregiver may be engaged in an activity, but must also be aware of **individuals and the group as a whole**. The number of children present must be **posted** in the classroom daily and changed as needed.

2. Counting Children: The teacher/caregivers assigned to a group of children regularly counts those children on a scheduled basis, at every transition, and whenever the group is leaving one area and arriving at another to confirm the safe whereabouts of **every child** at all times. Actively counting every 15 or 20 minutes is the best way to prevent a child from wandering off unnoticed, especially during situations such as:

- Any time a **wading pool, swimming pool**, or anything containing **water** is within reach of children.
- Field Trips or off-site locations away from the facility including playgrounds.
- When a group of children arrive by bus.
- When children move from one place to another within the building(s)
- When children move from the classroom to the playground
- When children are using **high risk** play equipment or are engaged in gross motor activities indoors/outdoors
- When children move from the playground to the classroom
- When teachers/caregivers change "shifts" or are assigned to a new group of children.
- **When the transfer of supervision from and to parents occurs during arrival and dismissal.**

The following procedures are meant to ensure the safety & well-being of all children in our care:

1. When children arrive for AM childcare, parents sign-in their child electronically or manually. The staff member acknowledges the child's arrival, completes the daily health check and accepts responsibility for the child and records the arrival time in the attendance book. Parents may assist their child with hand washing upon arrival.
2. At 8:30AM, the classroom teacher will count & take her children to their classroom. Teachers will greet new arrivals, complete the daily health check, and accept responsibility for each child. Parents initial their child's name & assist them with handwashing. Children arriving late/picked up early are signed out manually on a clip board.
3. Teachers take attendance at 9:30 AM & 1:00PM & record it in the attendance book. The # of children present for the AM & PM session is posted in a prominent location in the classroom & called into the office daily. Teachers should know who is the youngest child and who is the oldest child in the classroom.
4. Children are counted each time the group transitions from one activity to another activity.
5. When children move from the classroom to the playground, children are counted in the classroom, on the playground, as they line up to return to the classroom and again in the classroom.
6. Children may only be released to the person(s) authorized by a parent releasing the responsibility for the child back to the parent or person authorized by the parent to pick-up the child.
7. Attendance is taken at lunch time & recorded in an attendance book. When children move from place to place within the building, children are counted in each classroom.
8. Children staying for PM childcare (3 to 5 years) gather in one room for a group meeting and attendance. A staff member will greet arriving parents transferring responsibility for the child back to the parent. The time a parent arrives is recorded in an attendance book & parents are reminded to sign their child out on the electronic key pad. Children are counted every 15 minutes. **At 5:20 PM, parents of any children remaining are called for pick-up by 5:30PM.** Children under 3 remain in their classrooms until 5:00 when Infants, Toddlers & Twos can be combined in Rm #2A.