



Supervision Plan –

At no time shall a child be left unsupervised. Staff needs to be able to hear all infants and toddlers at all times. All infants and toddlers should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one staff member

1. A staff child ratio of no more than 10 children per staff for children over three and 4 children per staff for children under 3 or mixed age groups including children under 3 shall be maintained at all times (this includes indoor, outdoor & naptime). At least two staff members 18 years of age or older will be present at all times.
2. The group size shall not exceed 20 for children over three and not more than 8 for children under 3.
3. Staff will ALWAYS be able to see and hear children under the age of 3 at all times. Teachers will supervise preschoolers and school age children by keeping them in sight most of the time. Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight.
4. Staff will supervise all children leaving the program or arriving to the program by bus at all times.
5. Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.
6. When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves.
7. Children are carefully watched while at play or during an activity within the building, or on field trips, including bathroom use.
8. When a child or children use the bathroom, adequate staff will always be present.
9. Attendance is taken after all transitions. In addition to a head count, visual identification of each child must be done before and after each transition.
10. Parents are responsible for children until they transfer supervision to the child's classroom teacher through direct visual contact. Parent's must accompany their children into the child's classroom and greet their child's teacher to ensure that children are properly supervised at all times. In addition once a child is signed

out supervision has been transferred back to the parent; that parent must supervise their children until they safely leave the school property.

11. When all children in a classroom are sleeping, only one teacher needs to be supervising that classroom.
12. Staff will keep sign in/out sheets in each classroom.
13. Staff will use mirrors to help with supervision but will always have direct sight as well.