

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
Child Health, Safety and Supervision Procedure

In accordance with Federal and State regulations, CFDP will have established systems with parallel back-ups to avoid serious events that are indicative of systemic failures in program operation. This procedure will be implemented systematically program wide. This procedure will be reviewed and signed by all staff annually.

ACTIVE SUPERVISION is a set of strategies for supervising preschool children in all aspects of Head Start. The following will support supervision:

1. Environments will be set up to supervise children at all times. Daily classroom schedules will be posted and reviewed with all staff, substitutes and volunteers. Classroom furniture and outdoor equipment will not obstruct monitoring and supervision of children at all times.
2. Position staff to see and reach children at all times.
3. Scan the environment, including assigned areas of the classroom or outdoor area, and count the children. Staff need to communicate with each other so everyone knows where each child is and what each one is doing. This is especially important in play areas and on the playground when children are constantly moving.
4. Listen closely to children and the environment to identify signs of potential danger immediately. Listen to and talk with team members, especially when a staff person or a child has to leave the area, so that staff knows where other staff are located.
5. Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Children who wander off or lag behind are more likely to be left unsupervised.
6. Engage and redirect when children are unable to solve problems on their own. Offer different levels of assistance according to each individual child's needs.
7. Adult to child ratio will always maintain at least 1:10.

Active supervision is used to ensure all children are safe at all times including arrival and departure. Staff and guardians/parents will support the safe arrival and departure of all children following the procedure below.

VISITORS AND VOLUNTEERS: The program allows visitors and volunteers to enter the center. Prior notice and scheduling is requested for volunteering and/or providing any type of service.

1. Signing in upon entering the building is required.
2. Visitors and volunteers will be directly supervised by a staff member when children are present regardless of being enrolled or not in the Central Background Registry.

3. Visitors and volunteers are not included in adult/child ratios required by Head Start Performance Standards.

TRANSITIONS (Arrival, departure and moving from one location to another): are often the most challenging times to supervise children. To prevent children from being left unsupervised, all staff will adhere to the following:

"The teacher and teacher's assistant should, aloud, count heads and agree that all children are accounted for prior to transitioning to a new area of the center."

1. Arrival/Departure: A designated staff person will use Child Plus to sign children in/out and monitor the door to ensure all children are accounted for. This includes late arrivals and early departures.
2. If a child is unexpectedly absent and a parent has not contacted the center within one hour of class start time, Head Start staff must attempt to contact the parent to ensure the child's well-being. CM will monitor daily attendance for accuracy. Counting Children: Designated classroom staff will communicate with each other verbally by stating aloud how many children they are taking with them and waiting for a verbal response aloud from team member confirming acknowledgement for all transitions to and from a location during the day. Transition include but are not limited to:
 - a. Whole group or small group
 - b. From one room to another
 - c. From one location in the building to another
 - d. From classroom, playground, or lunchroom to bathroom and back
 - e. From classroom to playground to playground and back
 - f. From inside the building to outside and back
 - g. When boarding and unloading the bus
 - h. From any transition of care provider and/or location
 - i. Every time a threshold is crossed.
3. Community partners:
 - a. NWRESA staff who need to provide a service outside of the classroom, will sign the child/children out/in on form 2-29 and communicate with classroom staff verbally by stating aloud the child/children they are signing out and wait for a verbal response aloud from classroom staff confirming acknowledgement of the transition.
 - b. DHS Child Welfare or law enforcement officials who need to perform on-site interviews of alleged victims of child abuse with the support of staff will sign the child/children out/in on form 2-29 and confirm the transition with classroom staff.
4. Discuss how the team will adjust to maintain appropriate adult-to-child ratios at all times, including when a teacher needs to leave the room.
5. Ensure parents understand their responsibilities during drop-off and pick-up of their child, and be alert to and communicate potential child wanderings as needed.

6. Limit the amount of time children are waiting in line to transition.
7. Reaffirm to children what adults expect during transitions.
8. Include plans for irregular times, such as when a center closes early due to weather, emergency or any other disruptions to the normal daily routine.

OUTDOOR PLAY AREAS

“Programs should establish policies that ensure outdoor play areas are enclosed by fences or that staff are assigned to stay close so that children can be seen and prevented from getting into unsafe areas at all times.”

1. The number of children will be counted by a designated classroom staff person and voiced aloud and confirmed by second classroom staff person before taking children outside to the playground. Both classroom staff will count children frequently while on the playground.
2. On the playground staff will position themselves at strategic locations to ensure safety and supervision of all children in areas of the playground. Staff will engage with children, rather than other adults, yet keep an overarching awareness of all children and all areas of the playground.
3. All staff will do frequent child counts while on the playground and voice aloud to another classroom team member who will voice aloud back to the team member confirmation of the number.
4. The number of children will be counted by designated classroom staff person and voiced aloud and confirmed by second classroom staff person before bringing children back inside. Children will be counted again once inside to confirm all children are accounted for once inside the classroom.
5. First Aid fanny packs, backpacks, or kits will be taken on all outings to the playground, walking field trips and field trips by bus.

FIELD TRIPS

Field Trip Procedure 2-10 will be reviewed and followed before all field trips.

1. Bus Field Trips:
 - a. Teachers will count children and insure all children are accurately recorded in Child Plus prior to leaving the classroom to the board the bus. Teachers and bus drivers will use CP 2319 on all field trips. CP 2319 will be used as children board and disembark the bus at the center, and at the field trip destination. The bus driver will make a visual check when all children have disembarked at all locations.
 - b. The Teacher, or designated classroom staff person will keep a master sheet for all children present and participating on the field trip. A second sheet will be provided to each group leader with the names of the children in their group for which they are responsible.

- c. The total number of children participating will be written on the CP 2319. The number of children in each group will be written on the group leader's CP 2319.
 - d. CP 2319 will also track that permission has been received by the parent/guardian.
2. Walking Field Trips:
- a. Teachers will count children and insure all children are accurately recorded in Child Plus prior to walking to and from the center.
 - b. Teachers will be responsible to carry a communication device that can be used in case of emergency and child emergency (3-11) forms on all walking field trips to and from the center.
 - c. CM will be notified and approve all walking field trips.
3. All Field Trips (Bus or Walking)
- a. Teachers will conduct head counts on all field trip transitions. Reference Bus Transportation for Participants Policy 1-47.

RECORD KEEPING & MONITORING

- 1. Staff will enter attendance in Child Plus daily.
- 2. CM will monitor attendance daily, weekly and monthly to ensure systems are in place. The Teacher is the primary designated classroom staff person. The Assistant Teacher assumes the primary role in the absence of the Teacher. All classroom staff, including the Floating Aides will practice the systems as the designated classroom staff so they are prepared to implement in the Teacher's absence.
- 3. All staff members regardless of position are responsible for the safety and well being of all children in our program.
- 4. Any serious event related to child health, safety and supervision will result in disciplinary action that will include termination of the staff person who bears the primary responsibility.

I have read and understand Procedure 1-98. I have clarified with my supervisor any questions that I have. I assume responsibility for the safety, health and supervision of the children in our care.

Staff Signature

Date