

7b. Counting of Children and Name to Face Checklist

- Created 8/15
- Revised 3/24

To ensure all children are accounted for when entering and leaving the classroom, playground or bus, head counts must be taken out loud and name to face checklist used ([EDUC 7c2. Active Supervision: Head Start/ECEAP Child Daily Attendance Tracking Procedure \(lowercolumbia.edu/publications/head-start-handbooks/EDUC/07-health-safety/c2-active-supervision-attendance-tracking\)](https://lowercolumbia.edu/publications/head-start-handbooks/EDUC/07-health-safety/c2-active-supervision-attendance-tracking)).

Staff members are to take head counts and complete name to face checklist at the following times:

1. At arrival to the classroom and prior to departing the classroom.
2. At arrival to the playground and prior to departing the playground.
3. Prior to a bus arriving or departing from a location and prior to children leaving the bus in a group. (See Bus Monitor Job Description - **link coming soon**)
4. Any other time the classroom leaves for another location.

Counting will be done throughout class time and staff will communicate with each other about how many children they counted as well as who is in the bathroom or with other specialists.

When a staff member accompanies children to or from the classroom or playground, that staff member will notify the other staff members present of those children's names and use the name to face checklist and update class count whiteboard.

Staff Member Breaks: The number of children present will be communicated to the staff member providing a break. In turn, the break person will communicate the number of children to the returning staff member.