

**Lower Columbia College Head Start/EHS/ECEAP
Supervision/Bathroom Plan**

This plan will be completed at the beginning of the year in conjunction with the DST Checklist (EDUC 9h) and is to be implemented when a classroom is staffed by a teacher and assistant. Classrooms who have a teacher and 2 assistants will only need to cover the time when staffing drops to a teacher and 1 assistant (breaks, lunches, etc.)

Please cover class times with a staff person that is typically not in your classroom and can be called to take a child to the bathroom in the event that the classroom bathroom is not available or assist when an urgent need arises.

This person will need to be readily available at the site. In the event this person is not available on a particular day they will need to find coverage or notify their area manager who will need to find coverage.

Please list the times broken down by increments of time and list the name of the staff to be notified in the event that help is needed.

Date Plan Started: _____ Center: _____

Day	Time	Name of Staff	Classrooms
<i>Ex. - Monday</i>	<i>8:00-9:00</i>	<i>Nicky Jones (Family Advocate)</i>	<i>2000 A, 2000 C, 2000 E</i>

[illegible]