



Lower Columbia College Head Start/EHS/ECEAP Active Supervision Plan

Site Name: _____ LOC ID: _____

Names of Teaching Team: _____

Effective Date: _____

A. Staffing and Supervision of Children:

1. Lead Teacher (LT) is responsible for supervision of children with support from the Teacher Assistant (TA) and Center Aides. The TA assumes responsibility when the LT is out of the room for any reason.
2. The transfer of authority is verbally communicated to all classroom staff prior to the teacher in charge leaving the room.
3. The LT or TA will verbally acknowledge all children, staff and volunteers upon arrival and at departure to provide an audible cue that numbers of children or staff have changed.
4. Classroom staff is responsible for maintaining accurate counts of children in attendance at all times. The Active Supervision: Name to Face Attendance Tracking Form (EDUC 7c2a) on the red clip board will be utilized at all times for active supervision.
5. Volunteers and visitors are under the direct supervision of a qualified staff person at all times and are not left alone with the children. The qualified staff visually monitors the activities of volunteers and visitors throughout their time in the classroom.
6. All staff and volunteers will verbally indicate to each other when leaving or returning to the classroom.
7. Staff to child ratios (1 staff per 10 children for Head Start OR 1 staff per 4 children for Early Head Start is maintained at all times. Work study students, volunteers and other visitors are not counted in the staff to child ratios.)
8. Teachers, part-time staff, and volunteers or others in the classroom wear program approved identification that is visible at all times.
9. Staff positions themselves so that children can be observed in all areas of the classroom and playground.
10. Staff attends to children at all times. Children are always kept in visual and auditory range. (Exception: toilet trained children must be within auditory range of a qualified staff member while using the bathroom).
11. A qualified staff member provides supervision while children are using the bathroom to provide for privacy and assistance.
12. The classroom has sufficient lighting for adults and children to be seen at all times, including rest/nap time.
13. All classroom staff, including Area Managers and support staff, review posted classroom child food allergies, Individual Care Plans and Activity Matrix.

B. Attendance Tracking:

1. Door alarms are installed and working on all classroom exits.

2. Classroom doors are closed during all hours of operation.
3. Qualified staff ensures parents/guardians sign the child in at arrival. Qualified staff verbally acknowledges parent's and child's arrival and check the child in on The Active Supervision: Name to Face Attendance Tracking Form (EDUC 7c2a).
4. At departure, qualified staff ensures that only authorized adults sign their child out. Staff verbally acknowledges parent's and child's departure and will check the child out on the Active Supervision: Name to Face Attendance Tracking Form.
5. If the pick-up person is unknown to the qualified staff as an authorized pick-up person for that child, identification and authority to pick-up must be verified.

C. Safe Movement throughout the Day/Session.

1. Head counts are conducted and The Active Supervision: Name to Face Attendance Tracking Form and white board counts adjusted and are verified throughout the day, especially at meal times, large group, before and after outdoor play, and whenever leaving the site. Head counts and The Active Supervision Name to Face Attendance Tracking Form is also conducted as a part of the transition to and from outdoor play (or when leaving/returning to the classroom for any reason) as follows:
 - a. Before leaving the classroom;
 - b. Upon arrival to the playground;
 - c. Periodically during outdoor play;
 - d. Prior to leaving the playground;
 - e. Immediately upon arrival back in the classroom
 - f. Entering the Gross motor room
 - g. Leaving the Gross Motor room
2. When a staff hands-off the supervision of a child or group of children to another staff, the hand-off, including the number of children, is verbally communicated by the sending staff and verbally acknowledged by the receiving staff person.
3. The Active Supervision: Name to Face Attendance Tracking Form on the red clipboard are taken whenever the group leaves the classroom (playground, walk, field trip).
4. No child or group of children will leave the classroom for any reason if proper staff ratios cannot be maintained.
5. Staff annually reviews the Active Supervision Policy and Procedures.

D. Classroom Specific Safety Information (updated as needed):

Staff Signatures

The Classroom Safety Plan must be reviewed, revised as needed, and signed quarterly at a minimum.

I have read, understand and will follow that Classroom Safety Plan for our classroom. I understand my role and responsibilities to successfully implement this plan.

Title	Print Name	Signature	Date
Lead Teacher			
Teacher Assistant			
Teacher Assistant			
Family Advocate			
Center Aide			
Volunteer			

Area Manager Signature

Date Approved

Upload copy to Google Drive in the Education Shared drive and assign it to the School Readiness Specialist for final review.