

Direct Supervision and Security

This policy supersedes any and all previous policies on the subject matter.

Purpose:

To ensure the health and safety of children while in our school and to limit the potential for children being left unsupervised.

Policy:

Staff members must also adhere to all federal and state regulatory requirements as outlined by the licensing agency. Personal visitor, phone calls, cell phone, etc. are not permitted while a staff person is supervising children. Children must not be left unattended at any time.

Procedure:

Direct supervision is required at all times. Each child in the group must be in the direct line of vision an/or within clear hearing range of the caregiver at all times, including naptime. It is the responsibility of the caregiver to provide a secured area to maintain direct supervision of each child. All children must be accounted for and never left unattended for any reason.

Entering/Exiting

1. School must have at least 2 staff members 18 years of age or older on the premises when one or more children are in attendance. Specific state regulations may require additional procedures to be followed, refer to your state licensing guidelines for clarification.
2. School must have a management Person-in-Charge trained in security procedures always available and present in the front of the building during school hours of operation (from school opening to school closing). The person must ensure all proper security procedures (including parents/guardians entering/exiting the building, proper signing in/signing out of children, checking identification when necessary, etc.) are being followed.
 - a. **Your front door security system and/or door alarm must be functioning properly at all times.**
 - b. If any doors are not functioning properly, the Director or Management Person-in-Charge must contact the Facility Owner immediately by phone for expedited repair.
3. All doors, including playground access doors, must be kept closed at all times except when entering and exiting (i.e., deliveries, fresh air, etc.). No doors may be propped open at any time. Non-compliance may result in corrective action up to and including separation of employment.
 - a. Specific attention must be given during arrival and pick-up times due to the continuous opening and closing of the classroom doors by parents who are entering or exiting the classroom.

- b. Be sure to ask parents to assist by always closing the door behind them when entering or exiting the classroom/building.
 - c. School must have the Welcome Sign posted on the door with security system access.
4. Daily attendance sheets must be utilized when children are entering or exiting the building. Refer to the **Attendance Safety and Security policy**.

In The Classroom

1. **Face-to-Name Transition sheets must be used to document the transition of children throughout the day at the following times:**
 - a. Transition from one location(classroom, playground, etc.) to another;
 - b. When a gate/door is left open even momentarily;
 - c. As children prepare for naptime and upon waking up and moving about the room;
 - d. When transitioning in the morning and in the afternoon;
 - e. When there is a teacher change;
 - f. When arriving to the classroom from an outside or leaving the classroom for an outside agency (public school bus, etc.) and
 - g. On a field trip.
2. Proper classroom management is the key to minimizing incidents and keeping the children safe in a learning environment. Children must not be left unattended at any time.
3. All state mandated ratios must be followed and maintained at all times. The Assistant Director, Director, or Management Person-in-charge must be notified if it becomes necessary for a staff member to leave the classroom so that adequate coverage may be provided.
4. **When mixing age groups, unless otherwise permitted by staff regulation, the staff must adhere to the lower ratio of the youngest child.** Group sizes must also be maintained at all times according to state Licensing regulations.
5. **Classroom lights must remain on at all times while children are present in the building even during naptime.**
6. Shoes must remain on at all times (in case evacuation is necessary).
7. **Children under the age of two must be placed on their backs to sleep and checked every 15 minutes during naptime.** Once children are able to turn, they may remain in their desired position, but all faces must remain visible in plain sight at all times.
8. In case of separate crib area a staff must be in the area anytime an infant is sleeping.
9. No blankets, pillows, bumper pads, or any other items are allowed to be placed in the cribs or drape over the side. Exceptions may only be granted with written doctor's authorization.

Note: Blankets are allowed to be used to help soothe a child, for cuddling, and or infants to lie on when playing.

Outside the Classroom

1. Children must be supervised while using the bathroom by the assigned staff member according to the **Bathroom Supervision** policy.
2. While on the playground, staff members must be assigned to specific children and move and interact among them keeping a direct line of supervision at all times. Sitting on the ground or picnic tables, or socializing with other staff members is not permitted by staff

While they are supervising children on the playground, refer to the **Playground Safety and Supervision** policy for additional information.

Unplanned Departures

An unplanned departure is when a child knowingly and purposely attempts to leave the classroom, playground and/or building. When a child makes an unplanned departure their safety, as well as the safety of the class is put at risk.

In the event that a child makes, or attempts to make, an unplanned departure the staff member in charge will:

- To ensure the safety of the class/group call for help, (i.e. Walkie talkie, classroom phone, calling down hallway, etc.) to come to the room or playground
- Make every attempt to safely retrieve the child who made an unplanned departure including, but not limited to:
 - Calling after the child
 - Following the child
 - Carefully watching what direction they are going in

An Intervention Plan must be completed for every child who has made, or attempted to make, an unplanned departure.