

**POLICY**

To ensure all staff are aware of the expectations regarding the supervision of children.

The Child Care and Early Years Act (2014) identifies the following references for supervision of children:

2.9 Supervision by an Adult

Ontario Regulation 137/15

**Supervision by an Adult**

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premise where it oversees the provision of home child care is supervised by an adult at all times, whether the child is on or off the premises.

**Intent:**

This provision protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care

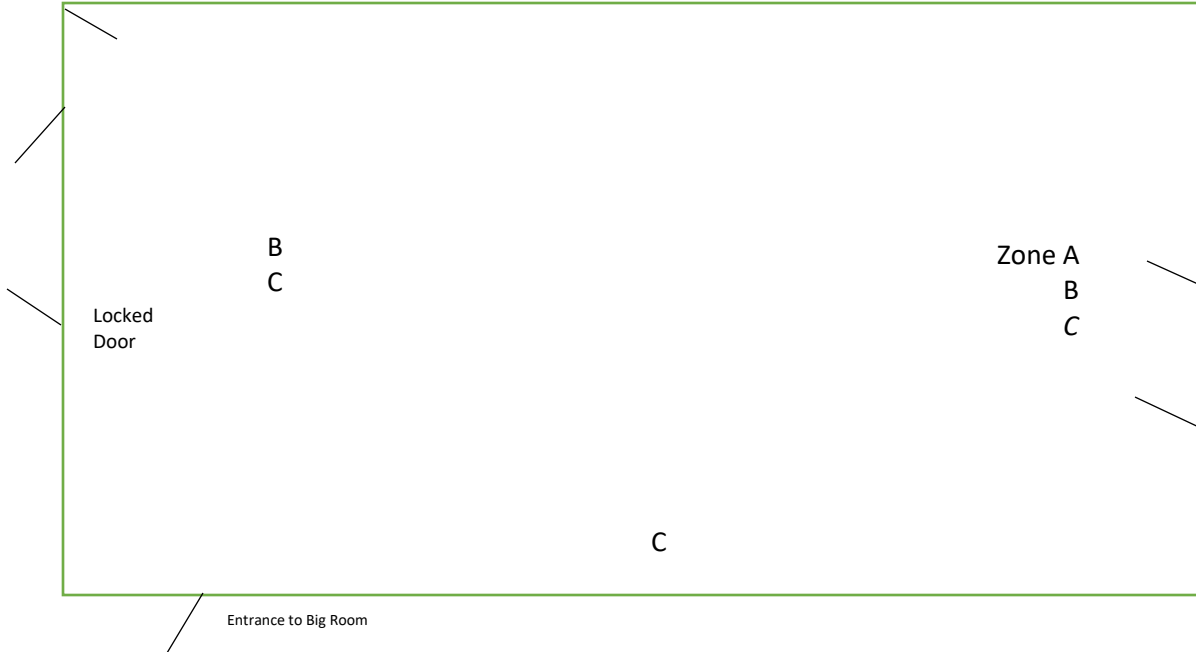
While on duty, The Elora Cooperative Preschool staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child's developmental ability (using developmental checklist materials) in order to plan and implement a program that effectively meets the child's individual needs. Planning the program with consideration given to the children's abilities, as well as general safety practices, is an essential component of effective supervision of children.

**Procedures**

- Constant supervision of the children is essential. All ECP staff must ensure all exits points from the Big Room, Craft Room, and Playground Area are monitored at all times
- Communication between ECP staff members is to be maintained. Staff must inform each other if they have left the room with any children, how many, and record the number on white boards available in each room, including the outdoor playground. Verbally and using hand gestures with other staff to help communicate how many children are leaving with staff.
- Children's attendance records must be recorded as soon a child enters or departs the premises. Attendance must be checked constantly through out the day
- ECP staff will ensure that children are safely dismissed to their parent at the end of the program.
- Staff will position themselves within the room or playground, to achieve maximum supervision sight lines on all children. If a child needs to leave the room for any reason, the staff will accompany the child where they need to go.
- ECP staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises
- Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room, a potential conflict or safety hazard may be prevented

## Supervision Plan for the Big Room

April 2022



### Supervision Zones

<u>Zone</u>	<u># of staff</u>
A	1
B	2
C	3

The staff will ensure that children are being supervised at all times.

Using the description above – staff will monitor the children in the Big Room

Staff will:

1. Count the number of children coming in the Big Room, record the number on Dry Erase Board. The number will be changed constantly to reflect when children will be going out and coming back into the Big Room with a staff member.
2. When a staff member leaves the room with a child(ren) they will state loudly for all staff members to hear how many children they have (maintaining ratio) and how many are still in classroom. Staff will use visual hand signals to show number of children when communicating.
3. The staff will use the term “hello friends” to verbally announce counting of children multiple times during Free Play. The staff will count the children out loud and confirm the number with other staff members in the Big Room.
4. The staff will review these plans and policies yearly. Any supply staff that comes into Elora Cooperative Preschool will be made aware of this Supervision Plan.

