

## Child Supervision Policy

### Purpose of Policy

To ensure that staff are aware that every child in attendance at an MCCA Child Care Centre must be supervised by a staff at all times.

### Procedures For Child Supervision

All children upon arrival or departure must be marked in or out on the daily attendance sheet, indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure.

All children who attend school, upon arrival or departure to school, must be marked in or out on the daily attendance, in addition to the recording of daily arrival and departure at the centre.

Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.

Attendance clipboards are to be kept with each group of children at all times.

When beginning a shift staff must confirm verbally with the supervising staff on duty, the number of children in attendance and check this against the attendance clipboard. This same procedure must be completed when leaving or returning from breaks, lunches, etc.

Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance clipboard.

Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Playroom to Playground).

In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group).

All completed attendance sheets must be kept on file.

In some cases, special considerations/procedures are put in place to ensure supervision of specific children. The Centre Supervisor/Designate will outline any special considerations/procedures currently in place at the location. Staff members are required to make inquiries to the Centre Supervisor/Designate if there are any

special considerations for supervision of children, if staff are moved to another group, or to another centre.

A daily record indicating arrivals, departures and absences helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records, in conjunction with constant supervision skills, is critical in ensuring the safety and well being of the children in our care.