

## Child Supervision Policy- taken from the GCCS Health and Safety Manual

Glenora Child Care Society (GCCS) will ensure that all child care staff actively supervise the children in our programs at all times. GCCS will maintain a daily record indicating arrivals, departures and absences of children. This helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records, in conjunction with active supervision is critical in ensuring the safety and well being of children in our care.

### **Children must be supervised as often they are not aware of their own limitations or abilities.**

Active supervision is essential for creating childcare environments that are safe and enables staff to observe and respond appropriately to children in their care. Active supervision reduces children's injuries through the early detection of potential hazards and allows staff to interact meaningfully with children.

Active supervision is defined as:

- the process of directing, controlling, planning, listening, watching and guiding children to ensure their safety in such a way as to enable them to maintain independence to build on achievable challenges that support their learning and development.
- the process of continuously conducting class head counts and roll call.

Active supervision is demonstrated by:

1. Child care staff consider the potential risks in the environment, the age and stage of development of the children in care, the size of group, child behaviours and the characteristics of the individual children.
2. Provincial staff to child ratio regulations must be met at all times.
3. All children upon arrival or departure must be signed in or out on the Timesavr App, 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. Additionally, their name must be added to the classroom whiteboard, or a paper attendance list if out of the classroom (I.e. Outside, in the gym, on a field trip, etc.).
4. All school aged children, including kindergarten, must be marked in and out from school, indicating the time of arrival and departure. This must be done at the time when the child's bus arrives/departs or the school bell rings.
5. All children attending preschool or other related classes must be marked in and out from their playrooms, indicating the time of arrival and departure. This must be done upon departure and at the time when the child is released from the parent/guardian or preschool teacher to the receiving staff upon arrival to the playroom.
6. It must be recorded in the Timesavr App if children are absent. If a child's absence is unexplained for a period of three days' program staff will inform the Administration staff and they will contact the family to verify the reason for absence.
7. Tablets with Timesavr or paper attendance sheets (if out of the classroom) are to be kept with each class/group of children at all times.

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8. When beginning a shift staff must conduct a head count of the children in their care and confirm it against the daily attendance list.
9. Head counts of children are to be completed on a frequent basis throughout the day. Head counts are to be checked against the daily attendance list.
10. Head counts and roll call must be completed before and after any transition with a group of children from one activity to another. (E.g. Playroom to Playground).
11. In addition to head counts, 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).
12. When groups of children are entering a space for the first time (classroom, outside, gym, etc.), a safety check must be completed by a staff member before children have access to it. Also, when leaving a space (classroom, outside, gym, etc.), a 'visual sweep' of the area must be conducted by the last staff to leave to ensure that no child is left behind.
13. In some cases, special considerations/procedures are put in place to ensure supervision in specific situations and of specific children. The Society' Directors, or Designates will outline any special considerations/procedures that need to take place in these specific situations. Staff members are required to make inquires to the room staff if there are any special considerations for supervision of children.
14. While interacting with the children, staff must position themselves in the room to ensure they can physically see the entire room environment.
15. Staff must intervene promptly when aggressive actions or bullying occurs.
16. While interacting with the children outdoors and/or in the playground staff must position themselves to view the entire perimeters of the play space.
  - a. Staff will be attentive to their own actions to ensure they are not chatting with other staff and adults about irrelevant information.
17. Staff in all rooms will ensure that all the doors to their respective classrooms are closed at all times. They will double check that the door is closed when someone enters or leaves the classroom. This will be done by a staff member physically walking over to the door and pushing/pulling it. Additionally, if admin staff enter a classroom with a guest, they will be the last to enter and leave the room, and will be responsible for ensuring that the door is closed.
18. With regards to the Chickadee and Shark classrooms, the door to the bathroom will remain closed at all times, except for the duration of toileting routines/hand-washing. During these times, children will always be supervised by a staff member in the bathroom.
19. The Out of School Care location offers a variety of areas for children to access throughout the day. The space offers one large main playroom as well as 4 additional side rooms. Each side room is set up to support a variety of play activities, large block building, dramatic play, group activities as well as a quiet space for children to relax. Active supervision is maintained throughout all areas and

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staff members physically enter each playroom and supervise the children's activities regularly throughout the day. It is developmentally appropriate for children to build a variety of additional play structures out of blocks, building panels or tents, staff members will ensure that these areas are also effectively supervised by physically looking inside such structures to supervise the children's activities and conversations. Children may enter the kitchen area to participate in an activity with direct supervision from a staff member. Children do not access any additional areas in the Out of School Care location without an adult, except for the washroom.

20. Children in the Out of School Care program have access to two washrooms. Children must inform a staff member that they are going to the washroom. Staff members will check on children in the washroom after 2-3 minutes to provide both supervision as well as assistance if it is required.

In the case of a lost child:

1. All child care staff must follow all the child supervision procedures listed above to prevent a Lost Child Incident.
2. If a child does become lost while at the Program staff will:
  - a. STAY CALM
  - b. Inform the other staff members.
  - c. A staff will remain with the children and will contact a Director at the Society's office 780-452-1991 and gather all the children back into their regular classroom.
  - d. Additional staff members conduct a search of the immediate area. Check the designate meeting area, if applicable.
  - e. Contact 911 giving a description of the child and their clothing.
  - f. Note the time the child went missing.
  - g. If possible send extra employees out to look for the child.
  - h. The centre Director will contact licensing to report the missing child.
  - i. The parent will receive a written incident report.
3. If a child does become lost while away from the center staff will:
  - a. STAY CALM
  - b. Inform the other staff members.
  - c. A staff will remain with the children and will contact a Director at the Society's office 780-452-1991 and gather all the children back into their regular classroom.
  - d. Get help from the nearest employee or security officer.
  - e. Additional staff members conduct a search of the immediate area. Check the designate meeting area, if applicable.
  - f. Contact 911 giving a description of the child and their clothing.
  - g. Note the time the child went missing.
  - h. If possible send extra employees out to look for the child.
  - i. The centre Director will contact licensing to report the missing child.
  - j. The parent will receive a written incident report.
    - i. With the support of the Director or Designate, decide to care for the remaining children on site or return to the center.
4. In the event a child does go missing the Director or Designate will contact the parent and Child Care Licensing.

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5. In the event a child does go missing the staff will follow additional instructions given by the Director or Designate.
6. Staff will call the Society's office for help.
7. Staff will ensure the off-site back pack has the Lost Child – What to Do and Emergency Phone Number Lists in it at all times. (See copy attached at the end of this policy).

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**Emergency Contact Information for Inclusion in Off-Site Back Packs**  
(Copy and keep a laminated copy in back pack at all time)

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| <p><b>Glenora Child Care Society Emergency <u>Contact Information</u></b><br/>911 fire, police, ambulance</p> <p><b>780-452-1991 Society's Main Office</b><br/><b>780-452-6889 Society's Kitchen</b></p> <p>780-427-0444 Daycare Licensing<br/>780-299-1912 GCCS OSC Program<br/>780-299-6815 GCCS OSC Program ph. 2</p> <p><b>Daycare emergency phone number and after hours' number.</b></p> <p><b>780-905-1052 Nicole Cedeno</b><br/><b>780-619-2690 Leah Hine</b></p> | <p><b>Glenora Child Care Society Emergency <u>Contact Information</u></b><br/>911 fire, police, ambulance</p> <p><b>780-452-1991 Society's Main Office</b><br/><b>780-452-6889 Society's Kitchen</b></p> <p>780-427-0444 Daycare Licensing<br/>780-299-1912 GCCS OSC Program<br/>780-299-6815 GCCS OSC Program ph. 2</p> <p><b>Daycare emergency phone number and after hours' number.</b></p> <p><b>780-905-1052 Nicole Cedeno</b><br/><b>780-619-2690 Leah Hine</b></p> |
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**Lost Child – What to Do Information for Inclusion in Off-Site Back Packs**

(Copy and keep a laminated copy in back pack at all time)

**Lost Child - What to Do**

**Stay Calm**

- Inform the person in charge and the other staff members
- Conduct a brief search of the immediate area. Check the designated meeting area.
- Get help from the nearest employee or security officer.
- Give a description of the child and their clothing.
- Contact
  - Police 911
  - Glenora Child Care Society Director 780-452-1991
- Note the time the child went missing.
- Care for the other children
  - With the support of the Director of Designate decide to care for the remaining children on site or return to the center.

**Please note:**

- The Director or Designate will contact the parent and Daycare Licensing
- Follow any instructions from the Director.
- Do not leave a group of children out of ratio to go searching
  - **CALL THE DAYCARES MAIN OFFICE FOR HELP!**
  - **780-452-1991**

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