

COVENANT CHILD CARE SUPERVISION POLICY

Revised 3.17.2023

SECTION .1800 - STAFF/CHILD INTERACTIONS AND BEHAVIOR MANAGEMENT

10A NCAC 09 .1801 SUPERVISION IN CHILD CARE CENTERS

(a) Children shall be adequately supervised at all times in child care centers. Adequate supervision shall mean that:

- (1) staff must be positioned in the indoor and outdoor environment to maximize their ability to always hear or see the children and render assistance.
- (2) staff must interact with the children while moving about the indoor or outdoor area.
- (3) staff must know where each child is located and be aware of the children's activities at all times.
- (4) staff must provide supervision appropriate to the individual age, needs, and capabilities of each child; and
- (5) staff must be able to see and hear children aged birth to five years old while the children are eating.

All of the conditions in this Paragraph shall apply except when emergencies necessitate that adequate supervision is impossible. Documentation of emergencies shall be maintained and available for review by Division representatives upon request.

(b) For groups of children aged two years or older, the staff/child ratio during nap time shall comply with the requirements of this Chapter if at least one person remains in the room, all children are visible to that person, and the total number of required staff are on the premises and within calling distance of the rooms occupied by children.

In accordance with NC Administrative Code **10A NCAC 09 .1801 SUPERVISION IN CHILD CARE CENTERS** Children shall be adequately supervised at all times. Adequate supervision shall mean that:

1. Staff must know where each child is always located and be aware of the children's activities.

- a. A sign in/out sheet is located on the **Ready to Go**¹ clipboard for each group of children. Upon arrival in the morning and at departure in the afternoon, AND transfer from indoor or outdoor areas, children are signed in and out on paper, using time method next to their name. If a child is transferred from one location to another, the child is signed out and back in the new space using time method; use extra space on the form to handwrite the child's name in.
- b. In addition to this hard copy of attendance, enter an electronic accounting of each child in the electronic classroom management application on the iPad device assigned to the group no later than 9:30AM. Every child must be checked in/out electronically and handwritten every day. Do not use electronic method when transferring or combining classrooms; this is to avoid unnecessary notification to the parent/guardian. Send a personal message to the parent to alert them that their child has been relocated to a different classroom.
- c. Head counts, using name to face recognition are conducted before and after transitions from one location to another. For example, going from indoor to outdoor areas and back to the classroom, emergency drills, field trips etc.; for ALL AGES of children.
 - i. A "walking rope" is used with children ages 2-5y as a tool to keep children orderly while transitioning from one location to another. Staff will position

¹ Ready to Go file is a binder/clipboard combination that houses the Child's Application for Enrollment and carries the written copy of attendance.

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themselves at the front and rear of the line or “walking rope” to ensure that children are supervised, and none wander away.

- ii. Non-mobile children are moved from indoor/outdoor areas using an evacuation crib, strollers.
- iii. School age children line up at the door and go outside with their teacher.
- iv. Plan activities to facilitate a smooth transition in between activities. Create games, songs, and “busy” activities during transitions to keep the group of children engaged and organized. An example of one such activity is to use carpet shapes, or decals placed on the floor prior to going outside and require children to stand or sit on “their” spot upon returning to the classroom.

- d. Staff should be aware of any blind spots (areas hidden from plain sight, such as inside centers, playhouses, around corners, bathrooms, and halls) indoors AND outdoors and move about to check those areas often to ensure the safety and well-being of the children in the group.
- e. Covenant will assign specific children to a primary care provider daily using a whiteboard/dry erase board. The primary care provider will do a headcount using name to face recognition, at least every 15 minutes for children age 18m-12.

2. Staff must be positioned in the indoor and outdoor environment to maximize their ability to always hear or see the children and render assistance.

- a. In BOTH the indoor and outdoor area, staff should position themselves near exit gates and openings to ensure that children do not exit the learning environment.
- b. Staff should be aware of any blind spots (areas hidden from plain sight, such as inside centers, playhouses, around corners, bathrooms, and halls) indoors AND outdoors and move about to check those areas often to ensure the safety and well-being of the children in the group. Use a “walking rope” to transition groups of children from one location to another.
- c. A staff person must attend the water play and sand box when it is in use.
- d. While diapering, staff must attend the diaper changing station while the child is on the diaper changer, with at least one hand on the child at all times.
- e. Children who are developmentally able may be permitted to go to the restroom independently, provided that staff will be able to see or hear and render immediate assistance while children are using the restroom. Staff are positioned in such a way to see or hear and render assistance to a child who is learning to use the toilet. If a child requires sole assistance due to toileting accidents, staff will call for a floater to assist. A floater will be called to accompany any child to the bathroom if a group is outdoors. School age children 9-12 years may use the bathroom independently, as long as staff members are positioned to see or hear a child who is using the bathroom. Visitors or parents are not permitted to use bathrooms used by children. Visitors or parents may use the employee bathroom located in Class #2.
- f. Cell phone use is not permitted while supervising children. If a staff member needs to use a phone, there are landlines in each classroom space. Please contact a floater for relief before leaving the group to use the phone. Lockers are provided in employee bathroom #2 and locked cabinets in each classroom space; ALWAYS lock your personals.

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Supervisors and Administration should not call a teacher away from the classroom (if in ratio requirements) to use the phone. Use the intercom system or two-way radios for communication.

- 3. Staff must interact with the children while moving about the indoor or outdoor area; Staff must provide supervision appropriate to the individual age, needs, and capabilities of each child.**
- a. Developmentally appropriate activities are planned weekly for all children. Staff must follow the activity plan posted in the classroom, making note of both indoor and outdoor activities.
 - i. Upon arrival in the classroom staff should check the Activity Plan that is posted on the bulletin board to see what activities are planned for child engagement indoors and outdoors. Children who are engaged in activities are a pleasure to supervise. An activity box equipped with materials related to the posted activity plan is provided for staff each week. Children under the age of two years have goals and activities posted, use provided equipment in the classroom. Art materials are to be stocked 5' up in the classroom "Art" cabinet and available for weekly use for children 12-23m.
 - ii. Teachers may plan additional activities of their choosing. Please write your "teacher's choice" activity on the posted activity plan. Staff are not permitted to sit excessively. Staff are to move about indoor and outdoor areas executing the activities planned for the group.
 - b. Staff should not congregate amongst one another for personal conversations, but rather always interact with the children. Staff eyes and ears are ALWAYS attentive to the children in care. Staff should be aware of the individual needs of each child in the group.
 - i. Complete activities with the children, using language to discuss the processes, name colors, shapes; have a conversation, open ended questions to encourage language development.
 - ii. Interaction in the outdoor environment includes organizing games and group activities, using provided equipment to interact with the children, i.e., sidewalk chalk, building materials, games of tag and hopscotch etc.
 - c. In an effort to raise awareness of individual behaviors of specific children, and to support social emotional development and preventing challenging behaviors the childcare administrator will provide:
 - i. training for all staff at initial orientation "Active Supervision"²,
 - ii. through on-going training, "What Works Briefs,"³

² Active Supervision, by Karen Darby, Southwestern Child Development Commission, 1078 N. Main Street, Waynesville, NC. ANSI/IACET Standard 1308009-2.

³What Works Briefs: Summaries of Effective Practices for Supporting Children's Social-Emotional Development and Preventing Challenging Behaviors, 1.11.2023, http://csefel.vanderbilt.edu/resources/what_works.html.

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- iii. coaching through daily interoffice electronic communication between administrators, teachers, parents using the center's iPad/mobile device application, Procare.⁴
- iv. Schedule monthly staff meetings (2nd Tuesday 5:30PM), and parent/teacher meetings as needed to discuss specific children, challenging behaviors, and prevention strategies, and what to do in case of emergency situations.

4. Staff must be able to see or hear children aged birth to five years old while the children are eating.

- a. While eating, children 6 weeks – 23m, should be supervised closely. At least one staff person should be within arm's length of the table or highchair where the children are seated while eating. Children are not permitted to walk about the indoor or outdoor eating.
- b. While eating, children 2-5 years of age, should be closely supervised with a staff person standing and moving about the area where the children are eating to respond immediately to choking or other emergency situations.

5. Documentation of injuries and emergencies shall be maintained and available for review by NCDCDEE upon request.

- a. For **every** scratch, or scrape, bump or bruise, **all injuries** are documented on a NCDCDEE "Incident Report Form (IRF)." Incidents are reported immediately to the supervisor of the department that staff are assigned to. Completion of IRF is the responsibility of the classroom staff, and the witnesses to the incident. IRF are to be signed by the parent the day of the incident.

Upon completion and signing of the IRF, Supervisors will bring the IRFs DAILY to the Admin Asst. who is in the administrative office. The Admin Asst will have a designated area in the office for IRF. The Admin Asst will record the IRF MONTHLY in a notebook labeled "Incident Report Forms." The notebook is kept in plain sight, available for review at all times.

If medical attention is needed due to the incident/injury the IRF is given immediately to the Director/Owner of the program and a copy of the IRF is sent to NCDCDEE within 7 days of the incident. The Admin Asst will ensure that blank IRF are located inside of the Ready to Go file in the classroom for use by staff.

- b. Parents or guardians will be notified of incidents of lapse of childcare requirements.

6. For groups of children aged TWO YEARS OR OLDER, the staff/child ratio during nap

time shall comply with the requirements of this Supervision Policy if at least one person remains in the room, all children are visible to that person, and the total number of required staff are on the premises and within calling distance of the rooms occupied by children.

⁴ 2022 Procare Software®, LLC Procare Solutions - Daycare Management Software
<https://discover.procaresoftware.com/>

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7. Indoor and Outdoor Security: Doors, Fences, Gates

Covenant Child Care uses door alarm buzzers to notify staff that a door has been opened.

Arrival and Departure gates are unlocked in the morning at 7:30 AM by the "Opening Personnel" and remain unlocked during business hours. Arrival and Departure gates are locked in the evening at 5:30PM or after the last child departs by the "Closing Personnel."

Buildings and grounds maintenance staff will check fence gates on the playground during the daily indoor/outdoor safety inspection at 7:30AM. Notation will be made on the Playground Safety Checklist denoting that the north playground gates (single gate and double drive gates) and the west black iron gate are secure and locked.

The daily Administrator in charge will lock the East interior playground gate at 9:30AM. Staff are equipped with padlock keys and will unlock and lock this gate (East Interior) after each use.

When staff arrive in outdoor classroom areas, they will double check gate security of the north single and double drive gates, the west black iron gate.

Indoor gates, the tension type, are sometimes used as barriers indoors. When these indoor gates are in use it is the responsibility of the Lead Teacher and Teachers in their respective classrooms to make sure that they are in place if needed.

8. COMPLIANCE

To ensure that these supervision policies are effective and carried out the CHILDCARE ADMINISTRATOR or the ASSISTANT CHILDCARE ADMINISTRATOR will:

- a. Conduct observations monthly live in the classroom or by viewing video feed.
 - i. Observations will be for at least 30 minutes per staff member.
 - ii. 2 staff will be monitored each month.
 - iii. A staff roster will be used so that within a 12-month period everyone will have been monitored.
- b. The evaluation tool "Covenant Child Care, Self-Monitoring Tool for Supervision Policy" will be used to document strengths and weaknesses for each staff member.
- c. The evaluation/observation will be reviewed with the staff member. If corrections need to be made, the ADMINISTRATOR OR ASST. ADMINISTRATOR will address specific items documented and coach staff members in correct implementation of the supervision policy no later than the next business day after the observation. Both ADMINISTRATOR OR ASST. ADMINISTRATOR and staff will acknowledge and sign the monitoring tool worksheet.
- d. Copies of completed monitoring tool worksheets will be located in the administrator's office and available for review by DCDEE.

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ACKNOWLEDGEMENT

As stated in the Personnel Policies, staff members are expected to follow all company policies and procedures. Staff who do not comply with policies and procedures will be subject to discipline for misconduct and may be suspended without pay, or up to termination of employment.

This policy will be reviewed prior to new staff caring for children and annually during the policies and procedures review staff meeting.

I have read and understand Covenant Child Care Supervision Policy.

Signature of Employee

Date