

Supervision of Children Policy and Procedure

Purpose:

To ensure that all educators are aware that every child in attendance at Thorncliffe Park Day Care Centre must always be supervised by a educators, whether on or off the premises.

Procedures For Child Supervision:

Main Attendance:

All children upon arrival or departure must be marked in or out on the daily attendance sheet and logged into HiMama indicating the time of arrival or departure. In addition to the time signed in and out, the daily health check must also be conducted in front of the families and the educators are required to initial that they agree with the appearance of their child upon drop-off and pick-up.

Daily attendance sheets must also record all children that are absent, or on vacation. It will also have a spot for daily health checks. All attendance information must be recorded on the visual attendance that is posted in each classroom.

Portable and Main Attendance:

When educators leave the programming space, they must take the portable attendance with them. On the main attendance in pencil, they are to document the time out of the programming space until they return and erase it. If both groups are out of the room at the same time, the main attendance must travel with the groups. The educators are also required to document their whereabouts, number of children and adults (including volunteers) that are participating in an activity that is out of the programming space (ie: gym) on their door.

Playground Supervision

Outdoor play is an integral part of the daily schedule and plays an important role in the development of children's overall well-being. In order for children to thrive in outdoor play, it is crucial that there be sufficient toys and equipment for children to engage in active play and that educators engage as active participants in the play. While these environments need to be safe, it is also important for them to provide children with interesting opportunities for a reasonable degree of risk-taking

- Children will be supervised at all times during outdoor play.
- Educators will position themselves throughout the playground and rotate their position where required to ensure children can be visually supervised while engaging in play.
- Educators to child ratios will be maintained on the playground at all times.
- Reduced ratios will never be used on the playground.
- Infant and toddler children will be separated from other children during outdoor activities.
- Educators will ensure that all gates are always securely closed.
- Educators is required to be engaged in the children's play while on the playground.

Tracking Sheets

When an educator enters the classroom at anytime during the day, they need to sign the tracking sheet and document the number of children in the programming space by conducting a head count. Then check the Main attendance to ensure that the attendance is correct.

Head Counts:

Head counts are to be conducted every time a child enters the classroom and 2-3 times per hour. New educators entering the room must also do a head count and check the attendance to ensure that the numbers are correct.

Sleep Monitoring and Direct Visual Checks

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

- Direct visual checks of **each** sleeping child (i.e. every child placed for sleep in a crib or cot) will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by educators by recording time of visual check on the Sleep Monitoring Chart.
- Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.
- For infants (children under 18 months of age), direct visual checks will be completed at a frequency based on consultation with each family and may be increased based on the observed sleeping patterns and/or medical needs of each infant.
- The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.
- Educators will ensure that all sleep areas have adequate lighting available to conduct the direct
- visual checks of sleeping children.
- Direct visual checks will be completed every 15 minutes for child under 18 months and every 30 minutes for children over 18 months, unless directed otherwise by supervisor, educators or families.

Procedures for Completing Direct Visual Checks
Educators must:

Procedures for Completing Direct Visual Checks

be physically present beside the child;

check each child's general well-being by looking for signs of distress or discomfort including, at a minimum:

- laboured breathing;
- changes in skin temperature;
- changes in lip and/or skin colour;
- whimpering or crying; and
- lack of response to touch or voice.

Where signs of distress or discomfort are observed, the educators who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step

Where the child wakes up, educators must:

- i. attend to the child's needs;
- separate the child from other children if the child appears to be ill;
- document the incident in the sleep monitoring chart and in the child's symptoms of ill health record, where applicable.

Where the child does not wake up, educators must immediately:

- i. perform appropriate first aid and CPR, if required;
- inform other educators, students and volunteers in the room of the situation;
- contact emergency services or, where possible, direct another individual to contact emergency services;
- separate the child from other children or vice versa if the child appears to be ill;
- inform the supervisor/designate of the situation; and
- contact the child's families;

Where the child must be taken home or to the hospital, the supervisor or designate must immediately:

- i. contact the child's families to inform them of the situation and next steps.

Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the educators who conducted the direct visual check and any educators who assisted with responding to the incident must:

- i. follow the serious occurrence policies and procedures, where applicable;
- document the incident in the daily written record; and
- document the child's symptoms of illness in the child's records.

Procedures for Completing Direct Visual Checks

Educators must:

- i. adjust blankets as needed;
ensure the child's head is not covered;
ensure there are no other risks of suffocation present;
document the date, time and initial each direct visual check on the room's Sleep Monitoring Chart;
and
verbally inform other educators in the room that the check has been completed, where applicable and possible.
- ii. document the incident in the daily written record; and
- iii. document the child's symptoms of illness in the child's records.

Educators must:

- iv. adjust blankets as needed;
- v. ensure the child's head is not covered;
- vi. ensure there are no other risks of suffocation present;
- vii. document the date, time and initial each direct visual check on the room's Sleep Monitoring Chart; and
verbally inform other educators in the room that the check has been completed, where applicable and possible.

Incident or Accident Reports:

Should there be an accident or incident during the child's time in care, the educators will call the families to inform them of such accident or incident explaining what occurred and how first aid was applied. The severity of the incident or accident may warrant the families to pick up the child within the hour. A notation will also be made in the communication book. The educators will also mention to the families that an accident or incident report will be written and given to them to read and sign, if requested a copy will be given to the families.

If the families are not satisfied with the details of the accident or incident report the educators will inform the management team immediately. At which time, management will contact the families to inquire about their concerns. If there are some areas of uncertainty, the management team will meet with the educators for further clarification on the issue.

In addition to the above the following will apply to the school age program.

School Age: Portable School Pick up / Drop off

All children must be signed in and out of the program each day as they arrive and exit the program by a educators member. Educators are to remain on the premises of Thorncliffe Park Public School when dropping off the children to ensure that each child has gone inside the school.

School Pick up:

The educators will contact the school or teacher to inform about a child's whereabouts if the child was not picked up by the educators or at the waiting area outside Thorncliffe Park Public school. If the educators are informed that a families has picked up a child and they have not been informed by the families through out the day that they were picking up their child from the school, educators are to contact the families to ensure the child is in their care. All children are to be accounted for before leaving Thorncliffe Park Public School to proceed to the portable.

Bus Pick-up

Children inside Thorncliffe Park School

All children are to be signed in and out when entering and exiting the program. Children who require extra support will be escorted and picked up from their classrooms. Children who are in grade one, children who are new to the program and children who feel uncomfortable walking by themselves to class will be escorted and picked up. The attendance is to be marked accordingly. Educators are to contact the school office / child's teacher if a child does not return by 3:45. If educators are notified by the schoolteacher that a child has been picked up by a families, they are to contact the families to ensure the child is in their care.

Educators are to ensure that a families is the person who relays messages to them that a child will not return from the school.

Supervision When on A Field Trip

All children within the program must be always accounted for.

Responsibility of the Families/Guardians:

Please note that if your child is going to be absent for the afternoon session of the Before and After school program, it is your responsibility to ensure that the educators knows if your child is going to be absent from program. Feel free to call 647-224-5117 / 416-526-5115 or e-mail the supervisor about your child's absence.

We understand that from time-to-time other commitments will mean participants will be absent from the program. Please ensure that all absenteeism's are communicated directly to the educators and not by the child.