



Supervision & Transitions

2026 Revision

Supervision Highlights:

Always know how many kids you have!

It is extremely important to be able to count heads in an emergency situation.

- **Meals:**

- teacher must remain sitting at the table while students have food
- teacher cannot work on paperwork or be on a phone/computer
- teacher and students must wash hands before and after
- have supplies at the table including extra napkins & gloves
- check meals for choking hazards (popcorn, uncut grapes, etc.)

- **Centers:**

- monitoring all students proactively to avoid accidents
- be proactive in classroom management, consistently remind the kids of the rules and expect them to follow them. hem.
- move around and interact with kids or do small group

- **Playground / Gym:**

- Move Around—No sitting (unless directly engaged with students)
- Know where all kids are at all time
- visually check safety hazards upon entry:
 - Playground gates are clipped
 - Mulch has been raked
 - Nothing is within 3 feet of the edge of the gym stage
 - No cords/cables are running off of or on the stage
 - All doors are shut and outlets are covered

- **Nap:**

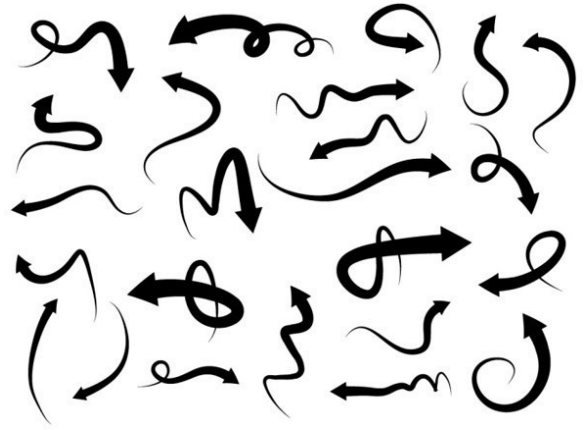
- Mats must be placed 3 feet apart & head to toe
- students cannot sleep with items from the classroom
- mats must be numbered according to the roster
- SIDS are followed & documented in the Navy & Pink Room
- Nap time checks are preformed in ALL rooms

- **Transitions:**

- Line students up to Call Roll via Name to Face in the Procure App
- Verbally Count Students and Compare to the number signed in on Procure
- Keep students together and in a line
- Stop and repeat Name to Face after each corner or threshold
- Call roll via Name to Face and counts heads upon arriving at a location
- Ensure you have a student roster in your emergency bag as a back up

Transition Plan:

Transitions are when the class is moving from one activity to the other. This can be one of the hardest parts of the job. The key to transitioning successfully is to prepare the students the best you can and make what you expect them to do very clear.



Sign In / Sign Out:

Once the student steps in the door they are expected to follow the classroom rules. Teachers should greet the student and tell the parent any pertinent information. Parents should help them get their stuff situated and sign them in on the Procure App. *Parents must select his or her name and sign. If a parent forgets, sign the child in through the app, print the name of the person who dropped off, and add your initials. If the app is unavailable, use a paper copy.

At the end of the day when a parent arrives give them a quick recap of the day, the GOOD and the bad. Keep open and positive communication between all families. Give the parents any mail and ask them to sign any accident/incident forms. Remind them to sign out through the app.

Classroom Transitions:

When it comes time to change from one activity to another (for instance, center time to large group) give the students a 10, 5, and 2 minute warning. "In 10 minutes it will be time to stop playing and clean up for carpet time", or something along those lines. Then when the time comes, have the class stop and look at you, then explain that it is time to clean up and what they are to do next. Have a transition activity or music for the students who finish before the rest of the class.

Utilize the picture schedule and discuss throughout the day what is happening next.

Out of classroom transitions:

Once the students are ready to move, call them one at a time to line up. You may want to have numbers or something on the floor for them to line up on in older classrooms. Make sure you have the bag, your phone or tablet, and walkie. Call roll from Name-to-Face and count the number of students out loud. Explain to the students how they walk in the hallway (stay behind the person in front of you, stay on the blue line, keep your duck tails and bubbles, etc.). Walk where you are facing the students so you supervise them at all times. You may choose to sing songs or discuss current topics as you move down the hall but please be respectful of the other classrooms as you pass. Every time you turn a corner, count heads out loud again to ensure everyone is still together. After arriving at your destination, keep the children in line until you dismiss them. Call roll from Name-to-Face, count heads one final time, go over the rules for the gym/playground or explain what they need to be doing, and tell them how long they have to play before it is time to line back up.

Mealtime Routine & Supervision:

*Read Food and Food Service on page 40 and Meal and Snack Time Supervision on page 32 of Childcare Licensing

1. Have the students on the carpet and engaged in an activity or center play as you prepare.
2. Clean/sanitize food prep counter tops and tables, and wash your hands
3. Check the allergy report for the class you are in.
4. Prepare lunch/snack and milk/water on the counter top or table. Remove any lunch item that is a choking hazard or not permitted. Label cups or use a specific color for kids who get something besides cows milk. Give students a reasonable portion and they can have seconds if desired. Food can be moved to the table once all students are sitting and teacher is ready to sit. The Orange, Blue, Green, Red, and Purple room may set food out on the table as students dance or interact in another activity at the carpet as long as the teacher is supervising the table. Younger classes cannot set food on the table until a teacher is sitting unless the students access is restricted from the table.
5. Have students wash their hands and go to the table as you prepare, have students stand behind their chairs or sit back out of reach of the table until ready to ensure no one eats before you sit down. Make sure each kid has snack/lunch, a drink, a napkin, and utensils if needed before sitting down. Have quick access to extras and the walkie for emergencies.
6. Be cautious of High Risk eaters: shoveling, choking, stealing food from others. Seat these students near you.
7. Each student has to have milk (or alternative if documented) to drink to meet licensing requirements unless otherwise noted for on the menu or allergy report. *See licensing for lunch and snack requirements lunch .02 (30) (d.) snack .02 (38) (d.)
8. When everyone is ready, sit down and Pray. The teacher will sit at the end of or in the middle of the table to be able to actively supervise all students as shown below. If there are two teachers at the table they will sit at opposite ends. In the infant room the teacher will sit directly in front of the high chairs while infants eat.
9. The teacher must remain seated and attentive while students are eating (the teacher cannot be on the phone or doing any type of paperwork) and if you need to leave the table for any reason either have the students hold their hands on their head or pick up the plates. If you have an emergency or need assistance for any reason, call over the walkie.
10. Engage and carry on a conversation with the students about what the meal is, what's going on that day, the weather, etc. *Licensing requirement
11. As students finish eating have them wash their hands and play a quiet activity where they can be easily supervised while the other students finish. If there are two teachers one teacher will stay at the table while the other helps students wash hands and engages with the students who are finished.
12. After all students have left the table; clean up all food before leaving the table, sweep the floor, seal and label all snacks, clean/sanitize the table, and check to make sure there is no food left out (child's or staff's) or on the floor.
13. Make notes on Procare or write notes to parents about what was and wasn't eaten
Food's eaten by students and teachers within the classroom should promote healthy habits
➤NO FAST FOOD, NO POPCORN, and NO DESSERTS. Grapes, hotdogs, & cherry tomatoes must be diced

*-Absolutely no food or drink may be shared between students and teachers.

*-Staff drinks and food must be kept out of reach of students except while seated at the table eating and drinks should be covered at all times.

2.23.2026



Naptime Routine and Supervision:

The Navy, Pink and Yellow classroom will complete S.I.D.S. checks every 14 minutes on all students under 16 months of age and document accordingly. SIDS Sheets will be kept for at least 30 days following the date documented.

S.I.D.S. Check Procedure

1. Once child is asleep, or ready to go to sleep, place the child in his/her crib on his/her back. Bibs must be removed and there cannot be a blanket, toy, or any other object in the crib. Students 13 months and older must sleep on a mat with a blanket.

2. Document on the S.I.D.S. sheet what time he/she went down and that he/she was placed on his/her back.

3. Set the timer for 14 minutes, once the timer sounds check the child's breathing and temp by touch. Mark the S.I.D.S. sheet to document the time and if the child was on his/her Back, Side, or Stomach. Once a child is able to roll independently there will be an "I'm a Roller" sign above the crib to indicate.

4. Reset the timer and repeat every 14 minutes until the child wakes. Document time the child woke up.

Pink, Yellow, Orange Room Nap: For students over 16 months, teachers will set a timer for every 15 minutes and walk through and visually check each student.

Blue, Green, Red, Purple Room: Teachers will set a timer for every 30 minutes and walk through and visually check each student.

Nap Rules:

Students are NOT permitted to sleep with items from centers. We provide mats and sheets and families provide small blankets.

All mats should be labeled with a number and there should be a roster on the wall beside where they are stored to indicate which student is which number and the placement in the room of where their mat goes.

Mats should be positioned 36" apart (3 floor tiles) and students should sleep head to toe unless there is a barrier between them.

All nap stuff will be kept in the students labeled cubby. Sheets will be placed outside the door at the end of nap every Tuesday & Friday to be washed. Blankets should be sent home to be washed every Friday.

Infant sheets and bibs will be washed at least weekly.

Students who do not nap (mainly in the Purple & Red Room) will be required to lay quietly on their mat for 10-15 minutes reading / listening stories before being able to get up and either do quiet activities on their mat or at the table.

Playground Supervision and Rules:

Read Playground Supervision on page 32 and Outdoor Play Routines on page 50 of Childcare Licensing

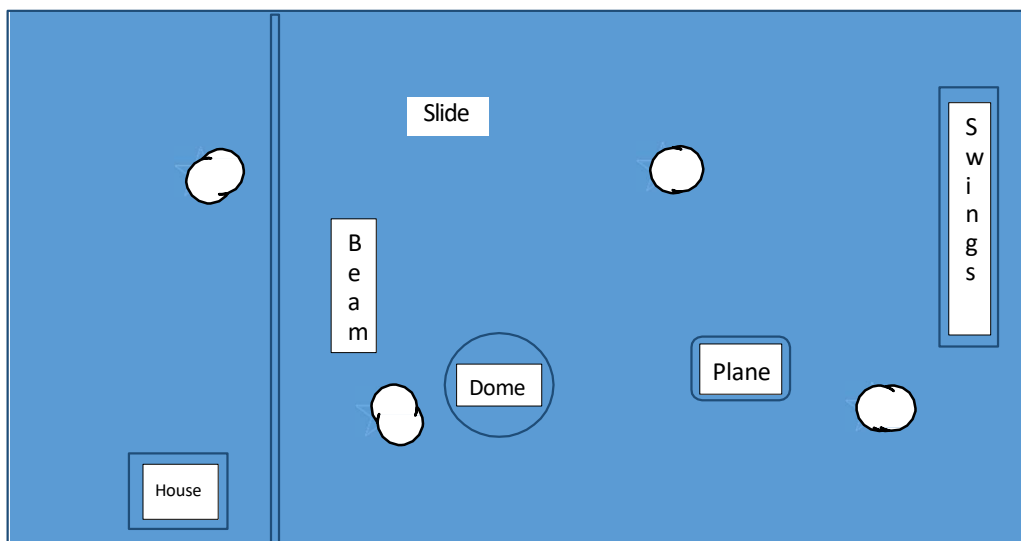
Students are required to go to the playground during allotted times unless it is raining or the heat index/wind chill is above/below 95 and 32 degrees Fahrenheit. Students **must** wear a jacket when it is cold and keep it on even if they are running around and warm up.

The teachers will then line up the children, call roll, and count heads following the transition policy before leaving the classroom. When arriving at the playground, call roll, count heads and go over the rules before dismissing them. Also, ensure the gate is shut and clipped and check the temperature of the playground equipment (slides, handle bars, swings, etc.). While students are on the playground, teachers will supervise all children by walking around and engaging with the children. The marked spots below are where you should be able to see and hear all children. Teachers need to stay where they can see all the students at all times. Teachers should not be simply sitting or leaning against the building. If the teacher needs help for any reason (ie. accidents, injuries, etc.) they will call over the walkie-talkie for the available floater. Before leaving the playground all the toys need to be put away. The teachers will then line up the children, call roll, and count heads following the transition policy. The teachers must visually check the playground to ensure there are no children left on the playground before entering the building. Once back in the classroom teachers will call roll & count heads again to ensure everyone is together.

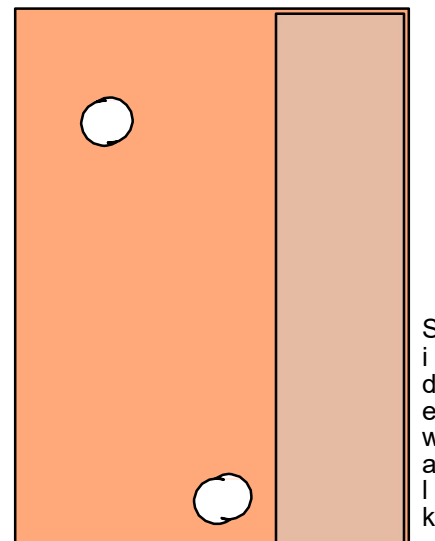
Emergency Procedures:

- Fire: Students will line up at the fence, teacher will count heads, and the class will move to the designated location.
- Tornado: Students will line up at the closest interior door, teacher will count heads, and the class will move through the room into the hallway and follow regular procedures.
- Lock Down: Students will line up at the closest interior door, teacher will count heads, and the class will move to a safe spot in that room and let the PIC

Big Playground



Infant / Toddler Playground



Gym Supervision and Rules:

When the weather doesn't cooperate, students can use the gym (permitting there are no special church activities). The gym may or may not be set up every day if the morning teacher thinks it will not be needed.

When arriving in the gym, count heads and go over the rules. Check the rope, check the stage, and make sure all doors are closed. While students are in the gym, teachers will super-vise all children by walking around and engaging in activities. Teachers need to stay where they can see all the students at all times. If the teacher needs help for any reason (ie. accidents, injuries, etc.) they will call over the walkie-talkie for the available floater. Before leaving the gym all the toys need to be put away. The teachers will then line up the children, call roll, and count heads. The teachers must visually check the area to ensure there are no children left in the gym before exiting.

Emergency Procedures:

Fire: Students will line up at the door furthest from visible fire, teacher will count heads, and the class will exit through the main doors or back exit of the alley.

Tornado: Students will line up at the door, teacher will count heads, and the class will move into the hallway and follow regular procedures.

Lock Down: Students will line up at the door, teacher will count heads, and the class will move through the drama room and into the classroom and follow regular procedures.

Earthquake: Move students to the wall between the two doors. Stay close to the ground. Be cautious of overhead lighting. After the ground stops follow regular procedures.

