



SUPERVISION OF CHILDREN

ALL STAFF SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Having all children within sight and sound at ALL times
2. Monitoring children during nap/rest time
3. Assisting babies while feeding, preventing choking
4. Holding babies while giving bottle (no propping of bottle)
5. Having babies in hand always, when diapering
6. Locking safety belts on high chairs and strollers to ensure safety
7. Monitoring all children for what they put in their mouths
8. Knowing when a child enters or leaves the room or area
9. Reviewing playground rules before entering the playground
10. Moving around and interacting with children on the playground
11. Never leaving a child unattended on the playground or in the school
12. Interacting with children during free play
13. Monitoring children in rest room
14. Encouraging use of indoor voices
15. Having at least one staff member (over 18 years of age) in correct ratio of adult to Children.
16. Reporting any injury to director and parent via incident report.
17. Redirecting child when difficult behavior exists
18. Maintain a ratio of 10:1 with the preschool group. And do not exceed 20 children
19. Maintain a 4:1 ratio with the Toddler group and do not exceed 8 children for Tolland and 6 for Ellington PSA.
20. Walking the play area to assure it is safe and free of debris prior to use by children
21. Monitoring children during rest time.

Specific supervision of children will include making sure the child:

1. Washes hands following use of the bathroom, fingers in the mouth, nose, sneezing, coughing, entering the building, or before eating
2. Wears shoes or slippers at all times
3. Treats peer and adults with respect
4. Remains in seat while eating
5. Puts away toys prior to moving to a new activity

6. Uses rest room prior to outside time, rest time, walking trips and after lunch

Supervision of children on the playground will include making sure the child:

1. Sits on his/her bottom on slide and swings
2. Has no toys while swinging or sliding
3. Is the only one on a bike or trike or other playground equipment
4. Does not run on the blacktop
5. Does not throw sand or toys, etc.
6. Uses the doors for entrance into fort or playhouses (not windows)
7. Maintain a ratio of 10:1 with the preschool group. And do not exceed 20 children
8. Maintain a 4:1 ratio with the Toddler group and do not exceed 8 children for Tolland and 6 for Ellington PSA.

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