

Unannounced Active Supervision Monitoring Report

Agency:	Site/Class:	Teaching Staff:	C= Compliance NO= Not Observed N= Not in Compliance
Date/Time:	Observer:	Visit Status:	

Ratio and Supervision	C/N/NO	Comments
1. The Active Supervision Plan is posted by the classroom/FCCH license.		
2. Children are within sight of teaching staff at all times during the observation.		
3. Required teacher/child ratio is maintained at all times (indoor/outdoor/nap) during the observation.		# of teachers _____ # of children _____
4. All staff can reply immediately and accurately as to how many children are in attendance at any time during the visit.		
5. The accurate number of children is posted, matches the sign in sheet and can be visually observed by all staff when indoors or outdoors.		
6. If observing during drop off or pick up time, the sign-in and out procedure is being followed.		
7. Redundant systems are in place to ensure no child is left unsupervised.		
8. The program has procedures in place that support family/child engagement in active supervision.		

Comments:

Area of Non Compliance	Action Plan	Staff Responsible	Due Date	Completion Date

Grantee/Monitoring Staff Signature: _____ Date: _____

Agency Contact Signature: _____ Date: _____