

# Active Supervision Plan

(Hot Sheet)

CF/H-15c Revised 1/17

(Mandatory)

MSHS / RHS / EHS

Each Full Day Class, Part Day Class, and Home- Based staff will develop a Active Supervision Plan specific to each teaching team and site. The plan will address any safety concerns specific to your classroom and/or environment. Include alternate steps if you anticipate changes in your schedule for example: fire drill, lock down, substitute staff. Active Supervision Plan must be reviewed at least **quarterly** and revisions made based on changes in the environment and/or child needs/behaviors. The active supervision plan will be posted near the agency's posted license.

- 1. Date of Plan Development** – Enter the date the plan is completed.
- 2. Educators(s)** – Enter the names of all teachers in the classroom/socialization.
- 3. Assistant Teachers(s)/Additional Support Staff** – Enter the names of all assistant teachers and additional support staff.
- 4. Program Type**– Mark the box appropriate box.
- 5. Location** – Write the name of the site
- 6. Prevent**

- Arrival and Sign-In
  - Who will be checking children in and monitoring the door?
  - Who will be monitoring the sign-in sheet to ensure children are signed in and accounted for?
  - How will you keep track of the number of children present?
  - Who will ensure the door and gates are closed and latched?
  - Is extra staff available to assist with arrival? If so, who and how will they assist?
- Restroom Planning and Diapering (Indoors and Outdoors)
  - Where will adults stand to make sure of visual supervision?
  - How will you take children to the restroom during outside play?
  - Who will take a child to the restroom during nap time?
  - Would placement of mirrors assist with supervision?
  - How will you handle an unplanned toileting accident or needs for diapering?
  - How will you ensure children continue to be visually supervised while changing a diaper?
- Indoor to Outdoor Transition
  - Who will gather the children?
  - Who will perform the visual sweep?
  - How will all children be accounted for prior to exiting the classroom?
  - Who will take out the emergency cards, sign-in sheets and first aid kit?
  - Who will document the number of children exiting the classroom?
  - How will you ensure the safety of each child if you are traveling to another location to play outdoors?

- Outdoor to Indoor Transition:
  - Who will gather the children?
  - Who will perform the visual sweep?
  - How will all children be accounted for prior to exiting the playground?
  - Who will take in the emergency cards, sign-in sheets and first aid kit?
  - Who will document the number of children entering the classroom?
  - How will you ensure the safety of each child if you are returning from another location back to the classroom?
- Meal Times:
  - Who will supervise the children during meal prep and clean up?
  - Who will sit with the children during meal time?
  - If traveling to another location for meal times, how do you ensure the safety of each child and that all children are accounted for during the transitions.
- Nap Time:
  - Who is responsible for actively supervising sleeping children?
  - What staff will be available to supervise a child who does not sleep?
  - Is the lighting bright enough to see the children?
  - How will you ensure the most stringent ratios are followed during nap time?
- Departure and Sign-Out
  - How will you ensure sign-out does not occur during outside time? (outside time should not be schedule when the majority of children are picked up for full day programs)
  - Who will be monitoring the sign-in sheet to ensure children are signed out by an authorized adult?
  - How will you keep track of the number of children present?
  - Who will ensure the door and gates are closed and latched?
  - How will you ensure children are exiting through one door only?
  - How will you plan an organized activity during departure time?
  - Is extra staff available to assist with departure? If so, who and how will they assist?
  - What system is in place to ensure children who receive other services during Head Start class time follow the proper sign-in and out procedures?
- Staff Zoning and Communication (Indoors and Outdoors):
  - What is your site zoning plan for indoors and outdoors? (attach map)
  - How many zones does your classroom have?
  - Have you arranged furniture and areas so there are no barriers to supervision?
  - How are you environment set up to ensure busy areas are not grouped together?
  - How will you communicate with your team members when you need to leave the environment for any reason?
  - How will you communicate an accurate count of children during all transitions and arrival and departure to your team members?
  - How is the supervision plan communicated with substitutes and volunteers?
- Child Count System for all Transitions (to include **one** visual display of the child count):
  - Where will you gather children? (indoor and outdoor)

- Who will count the children?
- Who will record the number of children present and write it on the posted display?
- Who will update the number of children present as it changes?
- How do you ensure children who are receiving other services during Head Start class time are reflected on the child count display?
- Planned System for Children who need extra support
  - How will you plan for children who tend to run away from the group?
  - What staff person will be responsible for children who have a hard time transitioning?
  - What is your plan for children who tend to hide?
  - What is your plan for children who have challenging behaviors

**7. Signatures** – Teachers and administrators sign and date.

**8. Active Supervision Monitoring-** Designated site staff will observe and monitor how the active supervision plan is being implemented while children are present. The date, printed name and comments will be noted on the active supervision plan and will determine if revisions are needed. If revisions are needed, because the active supervision plan is not effective, a new active supervision plan will be drafted with the teaching team and implemented immediately.

**9. Date Plan Updated-** Date and initial each time the active supervision plan is updated.