

Active Supervision Plan (FCCH)

(Hot Sheet)

CF/H-15d Revised 1/17

(Mandatory)

MSHS/EHS/FCCH

Family Child Care Home (FCCH) providers will develop an Active Supervision Plan specific to each home. The plan will address any safety concerns specific to your environment. The 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 home's posted license.

- 1. Date of Plan Development** – Enter the date the plan is completed.
- 2. Provider Name** – Enter the name of the licensed provider in the family childcare home.
- 3. Assistant(s) Names(s)**– Enter the names of the assistant(s) in the FCCH.
- 4. Address** – Write the address of the FCCH
- 5. 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?
 - Identify barriers to vision or specific concerns pertaining to your bathrooms and indicate how you will address them?
 - 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?
 - Where will you locate necessary items for diapering all children?
 - Indoor to Outdoor Transition
 - What systems are in place to ensure play areas are prepped for children?
 - 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 home?
 - 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 (walking fieldtrip) back to the home?
- Meal Times:
 - Who will supervise the children during meal prep and clean up?
 - Who will sit with the children during meal time? How will you ensure an adult is within arm's reach of a child sitting in a high chair?
 - How do you supervise other children while holding a bottle fed child?
 - 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?
 - What systems are in place to ensure all accessible areas, including cabinets, drawers, refrigerator, table and counter are free from hazards?
- Nap Time:
 - Who is responsible for actively supervising sleeping children?
 - Who will be available to supervise a child who does not sleep?
 - Is the lighting bright enough to see the children?
 - How do you ensure a child sleeping in a separate room is supervised?
- Departure and Sign-Out
 - 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 is closed?
 - What system is in place to ensure children who receive other services while in your care time follow the proper sign-in and out procedures?
- Zoning and Communication:
 - What is your site zoning plan for indoors and outdoors? (attach map)
 - Have you arranged furniture and areas so there are no barriers to supervision?
 - 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 or new staff?
- 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 while in your care 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?
- Personal Needs/Emergencies:
 - How will you plan for personal needs or emergencies (e.g. restroom breaks, emergency personal phone call, illness)?
 - How will you plan for staffing concerns (assistant does not show or becomes injured)?
 - Where will you locate your belongings to ensure necessary items are easily accessible (coat, gloves, telephone, first aid kit/emergency cards)?

6. Signatures – Providers, assistants, and specialists sign and date.

7. Active Supervision Monitoring- Designated site staff will 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.