



The Lee Wiggins Childcare Centre CHILD SUPERVISION

Purpose of Policy

To ensure that staff are aware that every child in attendance at the Lee Wiggins Childcare Centre (LWCC) must be supervised by the staff at all times.

Procedures for Child Supervision

All children upon arrival or departure must be signed in/out in our daily attendance sheet by staff indicating the time of arrival and departure. This will include a family healthy check of each child upon arrival. Staff will block attendance as well.

Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.

Attendance clipboards are to be kept with each group of children at all times.

When beginning a shift, staff must confirm verbally with supervising staff on duty the number of children on attendance and check this against the attendance clipboard. The same procedure must be completed when leaving or returning from breaks and lunches. Staff must provide written verification of attendance after each staff change and group attendance.

Head counts of the children are to be completed on a frequent basis throughout the day. Head counts are to be checked against the attendance and sign in/out sheets.

Head counts must be completed before and after a transition with a group of children from one activity area to another (example: playroom to playground).

All completed attendance sheets must be kept on file.

A daily record indicating arrivals, departures, and absences helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records in conjunction with constant supervision skills is critical in ensuring the safety and well-being of the children in our care.