



# **TLC Day Care Supervision Policy**

According to New York Offices of Children and Family Services Day Care Regulations, children cannot be left without competent supervision at any time. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher's range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed. Competent supervision must take into account the child's age, emotional, physical, and cognitive development.

Teacher's expectation to maintain competent supervision:

- Attendance is taken when children enter a classroom and children are signed out when they leave for the day. Use OCFS form LDSS-4443.
- Teachers must know the number of children present at all times to maintain ratio without hesitation.
- Children are transitioned from the classroom to the hallway to the playground using a face to name recognition procedure, which ensures that the children being counted are the correct\* children in care. The same system is done when returning back to the classroom.

- When supervising children, it is expected that staff:
  - Keep their backs faced to the walls
  - Have children in their range of vision
  - Be near enough to intervene if necessary

The physical environment and challenging behaviors contribute to competent supervision. If staff are having difficulty following the above expectations due to either of these factors, then please speak with management immediately to review supervision concerns in that particular classroom.

\*Suggested items to help with "correct" children and numbers- white board in classrooms with child's name, time in and out, with number of children.

Walk around the playground and classroom to make sure you are able to supervise all children.

DO NOT congregate with other teachers while supervising. You need to be able to see all children from all directions.

**NO DISTRACTIONS- no personal items or cell phones are allowed when supervising children.**