



Supervision Policy

Ridge Kids Playcare will ensure that children are supervised at all times by following provincial standards for childcare programs in regard to ratios. Educators will ensure the safety, well being and development of all children in the program. Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive and intentional learning environments for children and childcare educators. Effective supervision requires primary staff in licensed childcare settings to be involved and familiar with the children in their care. This is important because the most effective kind of supervision for a particular setting can change depending on the type of program provided. Effective supervision also requires childcare programs and staff to assess their supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of children in the program.

Educators should avoid doing activities that may draw their attention away from active supervision such as administrative tasks, texting, reading, etc.

Educators caregivers observe children's play and behavior by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children gather in larger groups.
- Observing play and anticipating what may happen next in order to provide educators with opportunity to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in the educators direct line of sight (such as those in outdoor play spaces or areas where children nap).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior.
- Watching and participating in children's play to ensure that children are playing in a safe manner.
- Watching and participating in children's play inside and outside, to notice if equipment is not working properly or in disrepair.



Ridge Kids Playcare will promote child safety through supervision practices that include:

- Ensuring children are signed in and out daily by parent(s). If a child is not signed in or out, it is the educators responsibility to fill in the times.
- Ensuring the number of children in care, completing regular checks to ensure all children are accounted for.
- Educators must remain in ratio, if they are required to leave the room they must be covered by another educator.
- Educators coming into the room must check attendance record, count the children and ensure all children are accounted for. This helps all educators know how many children they are responsible for.
- Educators must be familiar with where the children are playing and what they are playing with.
- Educators will be in direct contact with children both indoors and outdoors, observing the children playing and behaviors.
- Educators will closely monitor all children while participating in risky play activities and during transitions.
- Educators will listen to and for the children during play, transitions and quiet time.
- Educators will position themselves in a way that provides optimal opportunity for supervision, allow them to see the children. Educators will spread out and around the room and outside space, keeping their backs against walls or other barriers, allowing them to view children in their site.
- Educators are aware of the indoor space, making sure there are no new hazards and toys are in good repair. Daily safety checklists will be done on the indoor and outdoor spaces before children use them, to ensure safety.
- Educators will ensure room layouts are designed for optimal supervision.
- When leaving the room an attendance check is done to ensure no child is left behind. Checks must be completed each time an opportunity occurs for children to mix (outside, hallways, etc.).
- When walking with a group of children, one educator stands at the front and one at the back. The extra educators will spread out in the middle if there are three or more educators. If there is one educator, they are to stand at the back of the line to see all children ahead.

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The hiring and orientation process involves a thorough review of policies and procedures, requiring Educators to acknowledge and document their comprehension of these guidelines. It is essential for each Educator to be aware of the number of children under their supervision. Implementing effective supervision practices is crucial in minimizing risks to children by averting incidents, injuries, and accidents. In our programs, Educators will engage with and understand the unique needs of the children in their care. Practices can include, but is not limited to, completing roll call and/or counting kids.

Educators should maintain proximity to children to facilitate easy communication without raising their voices. Active supervision entails participating in or guiding children's learning and educational activities while remaining attentive and vigilant towards each child and the group as a whole. Supervision practices are tailored to the specific childcare environment and the individual requirements of the children enrolled, as defined by Licensing.

To ensure effective supervision, Educators must strategically position themselves to monitor all children in their group. They will routinely circulate through various areas where children are present. Small group activities will be prioritized to better address the individual needs of the children. Regular head counts will be conducted in the classroom, particularly when staff re-enter the room and after each transition.

Sign in and Out (Arrivals and Departures)

It is required that children are signed in and out by the approved Parent/Guardian.

When a child is picked up or dropped off by a Parent/Guardian, the parent or guardian must be greeted by an Educator and sign the child in/out on the app and/or paper attendance, as necessary. A child will not be released or accepted into care unless accompanied by an adult.

Parents/Guardians may be able to enter the play area(s) where space and licencing allow. Site specifics will be shared with families as required.

Parents/Guardians must notify the program if someone other than themselves is picking the child up from care. The person must be an adult, a child will not be released to anyone



without authorization. If an Educator is unfamiliar with a person who arrives to pick up the child, that person will be asked to provide government issued photo identification and the information will be compared to the child's emergency information card and/or call the child's Parent/ Guardian.

Washroom Supervision

For children requiring use of the washroom, an educator will position themselves near the door to ensure they are able to supervise/assist if needed. This means the washroom will be checked, prior to use and after. The door will remain slightly ajar for privacy and supervision.