



5.4 Child Supervision Policy

PURPOSE(S):

To ensure that all LHN Nurses staff are aware that every child in attendance at Little Haven Nursery must be supervised by a staff at all times within the ratios adult to Child as in MoE Institutions Compliance Inspection Manual for Early Childhood Education 2018 Manual Policy 1.8.1 p. 66

PROCEDURE(S):

All children upon arrival or departure to the Nursery must be logged in or out on the daily attendance sheet as well as the LHN Parent Communication App indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure.

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

Attendance sheets are to be kept with each group of children at all times. Whenever they are in the Nursery when transitioning from class Nursery Staff must confirm verbally with the Nursery Teacher, the number of children in attendance and check this against the attendance sheets. This same procedure must be completed when leaving or returning from breaks, lunches, etc. Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance sheets. Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Playroom to Playground). In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group). All completed attendance sheets must be kept on file and e-Attendance kept on LHN Parent Communication App. In some cases, special considerations/procedures are put in place to ensure supervision of specific children. The LHN Administration will outline any special considerations/procedures currently in place at the location.





Nursery Staff are required to make inquires to the LHN administration if there are any special considerations for supervision of children, if Nursery staff are moved to another group, or to another centre.

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 wellbeing of the children in our care at LHN.

