**U81 Little Chief’s Daycare and Supervision Policy**

**Policy:**

To ensure that staff are aware that every child in attendance at Little Chief’s Daycare

 must be supervised by a staff member at all times.

**Procedures:**

* All children upon arrival and departure must be marked present or absent on the daily attendance sheet.
* Attendance clipboards are to be kept with each group of children at all times, including on field trips.
* As each staff member begins their shift, they must be aware of the number of children present in the childcare facility, along with a head count,
* then to confirm on the attendance sheet.
* Head counts are to be done often throughout the day, while compared to the attendance record. This should be done minimally 2-3 times per hour.
* A daily record indicating each child’s arrival, departure, or absence helps to establish an accurate count of all children in case of an emergency situation.
* At all times the educator is to ensure the environment is safe for each child.
* During walks, there is to be 1-2 educators with the children,
* while holding hands or holding onto a walking ring.
* During nap time there is one staff member present in the room at all times.
* If a child needs to use the washroom, another staff member will assist that child.