Park Lane Preschool strives to offer quality childcare. Supervision is the most crucial element in providing quality childcare; our qualified staff provides safe Supervision of children based on age, development, and environment inside and outside the centre, where most severe injuries occur in EC programs.

**Policy for Supervision of children inside and outside**

- Staff must ensure that the minimum child-staff ratio is always maintained. If children require additional support, we will appropriately enhance the staff-child ratio to accommodate their needs.

- Staff is always expected to observe children play.

- Staff must know how many children are always under their care and account for them.

- Staff should record the children's arrival and departure times.

- If a child is missing in the facility or on a field trip, a thorough search will be made in the areas they could possibly be in. If unsuccessful, the police would be called, and parents would be notified immediately within the first 5 minutes of an unsuccessful search. We will continue to search after calling parents and police and notify them if we can find the child. However, licensing will be notified immediately after parents and police, even though the child was found safe.

*Follow up on a missing child incident:*

1. Notify Child Care Facilities Licensing office through an incident report

(Within 24hrs).

2. Staff evaluations of the event

3. Implement immediate changes to ensure safety

4. Education of children - review what to do if they become lost or

approached by unfamiliar adults or children to prevent a similar

incident.

Staff are committed to the following as a matter of practice:

- Being aware of emergency procedures.

- Know who is responsible for picking up a child in the place of a parent. Parents must contact the teacher at the child's pickup or drop-off.

- Conducting regular outside checks.

- Knowing where emergency medications, scheduled medications, first aid kits, and emergency contact numbers are kept or stored.

- Always watching and supervising the children.

- Knowing where emergency medications, scheduled medications, first aid kits, and emergency contact numbers are kept or stored.

- Being aware of all emergency procedures.

- Conducting regular and scheduled safety checks of our premises and equipment.

- Knowing which individuals have been authorized to pick up a child in the place of a parent.

**Indoor Supervision**

* Arranging the furniture, equipment and play area strategically to assist with Supervision.
* Staff must keep a communication book to inform all important and critical incidents.
* Staff continually walk around the room so they can always see and hear the children.
* Avoid using phones or any activity that distracts you from Supervision.
* Be consistently present to help children resolve conflict.
* Children must inform an educator when they leave the room to use the bathroom or go to their cubbies, and the educator must accompany the child to ensure we practice safety at all times.
* Spend quality time with each child daily.
* Every day, staff will be prepared with lesson plans and activities, and will have all supplies on hand so they don't have to leave children unsupervised to find something. The morning staff will be in charge of getting activities ready.

**Outdoor Supervision**

During outdoor play, educators will ensure the following:

* The Educator-to-child ratio will be maintained.
* Always keep a close first aid kit, cell phone, and necessary medication.
* Children should always be in the enclosed area.
* Inform co-workers if you are moving to a different area, taking a child inside to the bathroom, or for any other reason.
* Children must wear proper clothing (muddy buddies, t-shirts, swimsuits, etc.) depending on the weather.
* Ensure children can not exit the facility unattended and do not have access to areas requiring increased supervision.