

Appropriate Care and Active Supervision Policy & Procedure

Policy

Huntery's Clubhouse team members will provide appropriate care and supervision of children at all times. Team members will care and supervise to assure for the safety and well-being of children and to assure their basic needs are being met.

Procedure

1. Maintain the required caregiver-to-child ratio and group size (refer to the Ratio and Group Size Policy & Procedure).
2. Know the number of children that are in your care and their whereabouts at all times. Children may never be left unattended.
3. Position team members evenly throughout the classroom and prioritize supervision.
 - If a team member is providing care for a child (i.e. completing a diaper change) or completing a required task (i.e. sanitizing the tables after a meal) the additional team member(s) must focus solely on the supervision of the children remaining in the classroom.
 - Example: If there are 2 team members and 8 children in a toddler classroom and one team member is changing a child's diaper, the second team member must stop what they are doing to appropriately supervise the remaining 7 children in the classroom.
 - If there is 1 team member in the classroom, they should make sure the children are actively engaged in an activity prior to starting a task and continue to supervise the children while completing the task. If the safety of the children is a concern, the team member should call the Director/Asst Director to ask for help completing the task to ensure children are appropriately supervised.
4. Provide for children's basic needs including but not limited to:
 - Safety
 - Be close enough to the children to provide for their safety and prevent potential injuries.
 - Remove any potential health and safety hazards (cleaning supplies, medications, sharp objects, etc.).
 - Model safe, appropriate behavior (do not sit on shelves or tables).
 - Meals
 - Refer to the Meal Time Policy & Procedure.
 - Diapering & Restroom Use
 - Refer to the Diapering Policy & Procedure.
 - Refer to the Restroom Supervision Policy & Procedure.
 - Hand Washing & Cleanliness
 - Refer to the Hand Washing Policy & Procedure.
 - Children's faces, hands and clothing must be monitored throughout the day to assure cleanliness.
 - Follow the "5 Minute Rule". Five minutes prior to a child's scheduled pick up time a team member will check the child to make sure they have a clean face, hands, clothing and diaper (if applicable).

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- Positive Interactions & Discipline
 - Refer to the Conflict Resolution Policy & Procedure.
 - Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.
 - If it becomes necessary to restrain a child, for his or her own or other's protection, holding the child as gently as possible is acceptable. Children must not be physically restrained longer than necessary to control the situation.
 - Examples of inappropriate restraint include, but are not limited to:
 - Holding a child with undue physical force.
 - Using any part of your body to hold a child down on a sleep surface (i.e. a leg placed over a child).
 - Sitting on a child.
 - Confining a child to high chair, swing, car seat, crib, etc.