**SUPERVISION OF CHILDREN 19a-79-3a(d)(5)**

**Rev. 8/30/2024**

The staff/child ratio is 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, bathrooms, and outside. Children must always be supervised by sight and sound including nap time and during transportation. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

**NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.**

Field Trips- Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child’s emergency contact information and the first aid kit on the field trip.

Bathrooms- Staff must supervise children while they are using the bathrooms.

Transportation on field trips- All children be supervised by sight and sound while getting on and off any mode of transportation.

Playground/Outdoors- It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

* A head count will be taken before leaving the building.
* Children will be escorted by the staff to their designated play areas.
* Staff will encourage and demonstrate proper equipment usage and play.
* Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
* A head count will be taken before re-entering the building.
* Staff may not leave children unattended or out of state-permitted rations and group sizes.
* Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
* When there are wood chips as surfacing on the playground, accessible to children under age three years, we shall:
	1. Have a phone outside at all times in case of emergency.
	2. At least on CPR certified staff member will be on the playground whenever there are children under the age of three using the playground.