

Site Name: _____ - Classroom Number: _____

Effective Date: _____

A. Staffing and Supervision of Children:

1. Lead Teacher (LT) is responsible for supervision of children with support from the Associate Teacher (AT) and Child Care Aides. The AT assumes responsibility when the LT is out of the room for any reason.
2. In the event both the LT and AT are out of the room, a designated qualified part-time staff person is assigned temporary oversight of the classroom by a full time staff person.
3. The transfer of authority is verbally communicated to all classroom staff prior to the teacher in charge leaving the room.
4. The LT or AT will verbally acknowledge all children, staff and volunteers upon arrival and at departure to provide an audible cue that numbers of children or staff have changed.
5. Classroom staff is responsible for maintaining accurate counts of children in attendance at all times. For specific classroom attendance tracking procedures, see Section B. #6, Attendance Tracking.
6. Volunteers and visitors are under the direct supervision* of a qualified staff person at all times and are not left alone with the children (WAC 170-295-1050). The qualified staff visually monitors the activities of volunteers and visitors throughout their time in the classroom.
**Direct supervision is defined for this purpose as "The function of watching, guarding or overseeing" (Source: Rogets Thesaurus). The Center Manager retains the role of site supervisor and is ultimately responsible for staff and volunteer supervision.*
7. All staff and volunteers will verbally indicate to each other when leaving or returning to the classroom.
8. Staff to child ratios (1 staff per 10 children for Head Start OR 1 staff per 4 children for Early Head Start) is maintained at all times. Work study students, volunteers and other visitors are not counted in the staff to child ratios.
9. Teachers, part-time staff, and volunteers or others in the classroom wear program approved photo identification that is visible at all times.
10. Staff positions themselves so that children can be observed in all areas of the classroom and playground.
11. Staff attends to children at all times. Children are always kept in visual and auditory range. (Exception: toilet trained children must be within auditory range of a qualified staff member while using the bathroom).
12. A qualified staff member provides supervision while children are using the bathroom to provide for privacy and assistance.
13. The classroom has sufficient lighting for adults and children to be seen at all times, including rest time.
14. All classroom staff, including Center Managers and support staff, review posted classroom child food allergies and *Individual Health Plans*.

B. Attendance Tracking:

1. (Specify type of audible notification devices) are installed on all classroom exits.
2. The entrance **Please select...** is closed during all hours of operation.
3. Qualified staff ensures parent/guardians sign the child in at arrival and attach provided name tag to the child's clothing. Qualified staff verbally acknowledges parent's and child's arrival.
4. At departure, qualified staff ensures parents/guardians sign their child out and remove the name tag. Staff verbally acknowledges parent's and child's departure.
5. If the pick-up person is unknown to the qualified staff as a designated pick-up person for that child, identification and authority to pick-up must be verified.
6. *Please indicate below classroom system for tracking attendance such as, "A tracking sheet is used to monitor attendance throughout the day" or "Attendance is recorded in the attendance book and the total recorded on the white board." This system must include both verbal and written components for total head count and individual child tracking.*

C. Safe Movement throughout the Day/Session.

1. Head counts are conducted and the tracking sheet numbers are verified throughout the day, especially at meal times, large group, before and after outdoor play, **(fill in other times)**, and whenever leaving the site.
Head counts are also conducted as a part of transition to and from outdoor play (or when leaving/returning to the classroom for any reason) as follows:
 - a. Before leaving the classroom;
 - b. Upon arrival to the playground;
 - c. Periodically during outdoor play;
 - d. Prior to leaving the playground;
 - e. Immediately upon arrival back in the classroom
2. When a staff hands-off the supervision of a child or group of children to another staff, the hand-off, including the number of children, is verbally communicated by the sending staff and verbally acknowledged by the receiving staff person.
3. The *Emergency Notebook*, *Parent Sign-in/out Book*, and attendance tracking sheet are taken whenever the group leaves the classroom (playground, walk, field trip).
4. No child or group of children will leave the classroom for any reason if proper staff ratios cannot be maintained.
5. Staff annually reviews the Missing Child Procedures (Chapter 9, Subject 7 of the *Education Services Manual*) and Classroom Management During Evacuation Drills (Chapter 9, Subject 2 of the *Education Services Manual*).

D. **Classroom Specific Safety Information:**

Staff Signatures

The Classroom Safety Plan must be reviewed, revised as needed, and signed quarterly at a minimum.

I have read, understand and will follow the Classroom Safety Plan for **(insert site/room here)**.
I understand my roles and responsibilities to successfully implement this plan.

Title	Print Name	Signature	Date
Lead Teacher			
Associate Teacher			
Family Services Coordinator			
Child Care Aide			
Volunteer			

Center Manager Signature

Date Approved

Send copy to assigned Education Specialist for final review.