



Royal Kids Preschool

Supervision Policy and Practices

At Royal Kids Preschool adequate supervision for children is required at all times. Age and developmental needs of children are considered when determining appropriate supervision.

1. The minimum staff to child ratio is continually met on a daily basis:
 - When there are 7 or more children present, a minimum of 2 staff are required
 - Parent volunteer supervision is needed at all times when staff that are present doesn't have current criminal record checks.
2. Primary staff ensures adequate observation and supervision both indoors and outdoors play ensuring every child is safe and secure.
3. Primary staff are aware of the programs indoor and outdoor physical environments, ensuring that are safe and are developmentally appropriate for children.
4. Indoor and outdoor play areas are inspected for hazards before allowing children to play.
5. **Greenspace/Play area**
 - **Taking the children outside for outdoor exploration and inquiry during the spring, summer, and fall months, when its not raining or snowing, without snow or ice and the ground isn't wet or slippery for young children.**
 - **May require parent's consent.**
 - Before every outdoor activity; **staff must place pylon signs along the curb barrier between the green space and parking lot.** Also, to instruct the children to not run past the pylon signs.
 - Staff will closely monitor children's safety at all times.
 - Staff will gather up all pylon signs for storage after every outdoor activity and once all the children are safely back inside the preschool premises.
6. Staff will ensure that every activity are observed and supervised both indoors and outdoors by:
 - Closely monitoring children for safety at all times.
 - Assists children in a manner that every child's safety is always a top priority.
 - Monitoring children's health and well-being to identify symptoms of illness or unusual behavior.
 - Actively participating to every program activities using positive language, gestures and interactions to children.
7. Program Supervisor ensures that every program activity allows effective supervision of children.
8. Complete attendance and head count are required at all times:
 - At the start of each preschool class



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- During outdoor activity, play or inquiry
 - At the end of the program and prior to releasing a child to parent/guardian or approved person/s
 - When a child has been removed from class
 - When a child has returned to class
9. Off-site Activities or field trip must adhere to the Off-site Activity Policy ensuring appropriate supervision, guidance and direction, for the children and their parents.
 10. Transportation between home and the preschool program is not provided. Parents/guardians are required to drop off and pick-up their children from the premises on time.
 11. Signing in and signing out, to and from the program must be properly documented within Brightwheel, ensuring only a parent/guardian or approved person/s allowed to pick-up a child attending the program.
 12. Staff will ensure that various professional services to children in the areas of Speech/Language Therapy, Behavioral, Occupational, etc. are observed to:
 - Only provide services with parental consents.
 - Provide services within the context of the services allowed.
 - Provide a copy of current criminal record checks.
 - Must not take a child out of the preschool premises without approved supervision.
 13. Parents are informed about this Policy during registration and through the Parent’s Handbook.

Revision History

Date	Version	Classification	Description	Author Initials
Sept 2017	1.0	Major	Initial release	AM
Dec 2017	1.1	Minor	Added description that the program does not provide transportation between child’s home and the program’s premises.	AM