



## Care Supervision Policy and Procedures

At Bright Star Montessori School Inc. staff must **at all times** provide effective supervision that ensures the safety, well-being, and development of the children in our program. We believe that effective supervision is more than just watching children; it is about using strategies that promote effective supervision practices and create safe environments for the children we care for. These strategies reduce the risk of harm to children by preventing injuries and accidents. They also promote positive, responsive, and intentional learning environments for children and childcare providers. This policy and the following procedures are discussed with parents upon registration and can also be located on our website [www.brightstrmontessori.ca](http://www.brightstrmontessori.ca) for further reference.

### Effective Supervision Strategies and Procedures:

Effective caregivers must always:

#### 1. Be aware of the physical environment:

- Conduct regular safety checks of the program premises and equipment to remove hazards – daily checklists are to be completed for the playrooms and the playground.
- Position equipment and arranging the environment to allow a clear view of the children's play and rest areas.
- Know which individuals are authorized to pick-up a child from the program in place of a parent.
- Be aware when children arrive and leave the Center, ensuring that both the arrival and departure times are accurately recorded.
- Use a consistent system during head-counts or roll call (counts should be done during all transitions, including when children leave or return to the classroom or playground, during regular play activities)

**Staff must, at all times, have a current and up to date checklist of children in their care to ensure all children are present and accounted for.**

- Know where emergency medications, first aid kits, and emergency contact numbers are kept.
- Establish simple rules for children (for example: "When we are indoors, we walk" or "Walking for safety",).
- Monitor children at all times.

## 2. Observe children's play and behavior by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as, playing near water, near doorways or transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next in order to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in direct sight (such as those in outdoor play spaces or areas where children nap).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior.
- Watching and **participating in** children's play to ensure that children are playing in a safe manner.

Effective supervision is one of the most important tasks caregivers and staff must perform throughout the day. We are caring for the most precious treasures – children! With this in mind, **All Staff must avoid** carrying out activities that may draw their attention away from active supervision. Examples of such activities include: administrative tasks, texting, reading, using the phone, and visiting with co-workers. Should such activities be observed, the Program Director will meet with staff to discuss the issue and a written warning will be documented in the staff's file. Three written notices