

CHAPTER FIVE—SUPERVISION

Direct Supervision

- 114-504 A. Children shall be directly supervised at all times by qualified staff persons:
- (1) Directly supervised for infants and toddlers means staff persons shall be in the same room or area as the children and that the children shall be within their sight at all times;

POLICY: Paid students may substitute for full-time caregivers and may be counted in the staff to child ratio under the following conditions: (1) they meet all requirements of full-time caregivers, or (2) they meet all requirements of an Emergency Person and remain under the direct supervision of a qualified caregiver at all times. (4/01/08)

- (2) Directly supervised for preschool and school-age children means staff persons are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed;

POLICY: If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)

- (3) The center shall have a written procedure to account for the presence of each child as the child enters and exits the premise, enters and exits a vehicle or moves to a new location in or around the center;

POLICY: Each caregiver who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transporting, or on a field trip. The written account should include the child's name, the times the child enters and exits the facility, a vehicle, or another area of the center. (1/31/06)

- (4) There shall be at least two staff persons in the center at all times; and

POLICY: Child Care Regulatory Specialists may not provide child care services while at a center and may not be counted in the staff:child ratios. If a facility is found to be operating with only one qualified caregiver present, another qualified caregiver must be summoned to the facility. If no other qualified caregiver can be summoned, the director (or designee) shall contact the parents to pick up their children immediately. If no qualified caregivers are present at the facility, the unqualified caregivers shall be instructed to locate and inform the director to return to the facility immediately. A report shall be made to OHAN at the earliest opportunity. If the director cannot be located or cannot return to the facility, law enforcement shall be contacted and a request shall be made for an officer to respond for the purpose of an official written report. The Regulatory Specialist may ask law enforcement to assist with efforts to locate parents. (8/25/08)

- (5) Children in feeding chairs shall be constantly supervised.

Ratios and Group Size

- 114-504 B. (1) The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms.

STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio		
	Two years after	Three years after	Four years after
Birth to one year	1:5	1:5	1:5
One to two years	1:6	1:6	1:6
Two to three years	1:9	1:8	1:7
Three to four years	1:13	1:12	1:11
Four to five years	1:18	1:17	1:16
Five to six years	1:21	1:20	1:19
Six to twelve years	1:23	1:23	1:23

(6/24/08)

(6/24/09)

(6/24/07)

- (2) When there are mixed age groups in the same room, the staff:child ratio shall be consistent with the age of the majority of the children when no infants or toddlers are in the mixed age group. When infants or toddlers are in the mixed age group, the staff:child ratio for infants and toddlers shall be maintained.

POLICY: When there is no majority defining the age group, always determine the ratio by the youngest age child. (1/31/06)

POLICY: When children of different ages are combined in a designated infant room, the enrollment is limited to the number of infants allowed in that room. When no infants and/or toddlers are present in the designated infant room, this restriction does not apply. (1/31/06)

- (3) For mixed age groups, with one or more infants or toddlers, the ratios applicable to the youngest child in the group apply.

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the director. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license. (1/31/06)

Policy: In order to thoroughly and accurately cite a violation of staff to child ratios, a copy of the daily enrollment sheet for the room in question should be obtained. The enrollment sheet must state the ages or dates of birth of the children and the number of qualified and unqualified staff present. The numbers and ages of the children must be recorded on the DSS form 2942 and reviewed with the facility director or designee. A request must be made for the director to sign the DSS form 2942. If they refuse to sign the form, it should be noted on the form in the facility director space.(7/30/09)

Nap Time Staff:Child Ratios

- 114-504 C. (1) During nap times the following ratios apply as long as at least one other staff person is readily available:

NAP TIME STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio		
	Two years after	Three years after	Four years after
Birth to one year	1:5	1:5	1:5
One to two years	1:6	1:6	1:6
Two to three years	1:18	1:16	1:14
Three to four years	1:26	1:24	1:22
Four years and older	1:36	1:34	1:32

(6/24/08)

(6/24/09)

(6/24/07)

POLICY: Nap time in an infant room can be any time of the day when the majority of the infants are asleep. (1/31/06)

POLICY: During nap time, there must be one qualified staff person available in the facility to assist in a room if needed. The director may serve as that staff person. (1/31/06)

Water Safety Staffing

114-504 D. (1) The following staffing ratios apply at all times while children are swimming or wading. The staffing ratios shall also apply at all times while children are near a water body that poses a potential risk based upon the age of the child.

WATER SAFETY STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio
Birth to two years	1:1
Two to three years	1:2
Three to four years	1:3
Four to five years	1:6
Five years and older	2:25

(2) All swimming activities shall be supervised by a person with current lifeguard training certification. If this is a staff person who has current lifeguard training certification, they may be included in the staff:child ratio. In instances in which all staff members can, without the ability to swim, quickly reach any child, a certified lifeguard is unnecessary.

POLICY: Wading pools are defined as being any body of water one foot or less in depth. (1/31/06)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Legible safety rules for the use of swimming and built-in wading pools shall be posted in a conspicuous location, and each caregiver responsible for the supervision of children shall read and review them often enough so he/she is able to cite the rules when asked. (1/31/06) (SEE RESOURCE MANUAL SECTION 5 FOR SUGGESTED POOL SAFETY RULES.)