



# BUILDING AND PHYSICAL PREMISES SAFETY-PLAY GROUND SUPERVISION

To ensure the safety of all children the following policies have been put in place and are required to be followed at **all times**:

- When bringing children to and from the playground, have the children line up away from the door. **COUNT YOUR CHILDREN BOTH COMING AND GOING.** Children are never permitted to open or close the door. Do not permit any child to push open the playground door.
- Children are not permitted to sit or play anywhere near the playground door. It is the responsibility of every teacher to enforce this. Keep redirecting the children away from this potentially dangerous position and encourage them to play elsewhere.
- While outside the teachers are to engage the children in play and on the play equipment. The teacher's responsibility is to supervise the children at all times. It is not a time for socializing with other staff while the children remain unsupervised. Teachers should rotate around the playground and interact/play/assist the children.

**Teachers should never be on their phones.**

**The swings at BB 1 are for the children to enjoy. They are NOT to be tied up so that they are inaccessible to the children. Teachers are required to interact and assist the children and the swings are no exception. Teachers can take turns pushing the children as the children should be given turns on the swings.**

- Children should have shoes on their feet at all times while on the playground. Even if the children take them off the teacher needs to put them back on. If this is a problem for a particular child, please speak to Danielle.
- Children must be cleaned after coming in from playing outside. Faces wiped, arms, legs, and hands cleaned, and feet cleaned if they removed their shoes at any point. When parents pick up their child they should be clean in appearance after playing on the playground.
- **There is a trash container in the playground. All trash should be placed in the container and not left ANYWHERE else.**
- **Towels and/or blankets are to be picked up and brought inside, never hung on the fence overnight.**
- While leaving the playground, the safest way to insure the children's safety is to have one teacher stand on the platform blocking the door while the other teachers line the children up. Once the children are in line, the door may be opened and held open by a teacher while the other teachers help the children inside and into their classroom. Once all of the children have entered the building, that teacher can close the door.
- **COUNT YOUR CHILDREN AGAIN WHEN ENTERING THE CLASSROOM. COUNT AND MATCH THE NUMBER OF CHILDREN TO THE NUMBER OF CHILDREN ON YOUR DAILY TRACKING CONTINUITY OF CARE FORM. YOU MUST ALSO DO A NAME TO FACE COUNT TO ENSURE YOU HAVE THE RIGHT CHILDREN.**
- Doors to the classrooms should be opened and closed only by the teacher as well, and children should be moved away from the door before opening them to avoid fingers getting caught.

EMPLOYEE SIGNATURE: \_\_\_\_\_

OWNER/ADMIN SIGNATURE: \_\_\_\_\_