**Sample Supervisory Plan**

**Sunday Morning SAMPLE Supervisory Plan for Toddler Nursery (ages 2- 4)**

**Registration:** All children must be registered by their parent or guardian prior to being

welcomed into the nursery. Emergency contact information should be listed on the completed registration form.

**Personnel/Ratio**: Only screened staff and volunteers may work in the nurseries. No one under the age of **[X]**may be hired to work in the nurseries and no one under the age of **[X]**may volunteer in the nurseries. A minimum of two screened and trained staff/volunteers must provide supervision at all times with a minimum ratio of one staff/volunteer per five children at any time. Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

**Supervision**: Children in our care require constant loving supervision. Staff and volunteers are expected to engage children in conversation, direct them to age appropriate activities, and calmly redirect problematic behavior.

**Cell Phone Use**: Cell phone use is not permitted while working or volunteering in the toddler nursery other than in the case of an emergency.

**Discipline Procedure:** Staff members and volunteers are prohibited from usingphysical discipline in any manner for behavioral management in the nursery. Noform of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management.

Our disciplinary response includes these four steps:

1. Friendly reminder
2. Verbal warning/correction
3. Time out
4. Summoning the parent to return to the nursery

**Physical Environment:** Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a **[indicate and adjust how frequently, where to find supplies, etc.]** basis. Rugs and other moveable items that could pose danger will be secured.

**Bathroom Procedure**: Children will be escorted to the bathroom by female staff and volunteers with one person assisting and another in close proximity. Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

**Injury/Incident Reporting**: Staff or volunteers will fill out an incident report and advise **[X]** when a child is injured or hurt in any way. Incidents of conflict with parents should also be reported in the same manner.

**Reporting Concerns**: Concerns about the nurseries should be reported to **[X].**

**Release of Children:** Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.

I certify that I have read the Supervisory Plan for the following event: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I will abide by this plan and report any breach of it to ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Note: This is an example of what a supervisory plan may look like. Consult Section E of the Guidelines to Protect Children and Youth handbook for detailed information about what supervisory plans should include. Tailor your plan to include all relevant information. Plans are required for all children’s and youth programming.]**