



## Transitions, Safety and Supervision of Routines and Procedure

It is of utmost importance that we at WCP keep the safety of children as our top priority and that procedures are in place to ensure supervision during transitions, both routine and otherwise.

### General

- The lead educator must sign all children in promptly upon arrival and out again as they leave, and inform other staff and volunteers of the number of children present by clearly calling out the number to the team, as it changes.
- Regular headcounts must be conducted by all staff during every transition and frequently throughout the session.
- A qualified designate must act in the Supervisor's absence.
- When required, Individual Support Plans will be established and revised as needs arise to ensure staff and volunteers can prevent accidents/incidents and foresee potential hazards - especially during transitions.
- In order to ensure prevention of falls on stairs, an educator is to lead and remind the children to walk, use the railing and/or hold onto an adult's hand if needed.
- If an educator is alone with a class (no additional paid staff or volunteer) then the class does not go to the upstairs gym or go outside. The blue door and closest washroom is used, the gate is put across the hall, and the other washroom door is closed to ensure supervision.
- Emergency files are kept up to date. First Aid, ISP's, and allergy charts are kept in the emergency backpack and come with the group.

## Group Movement around the Preschool building

- At the beginning and end of the class, adhere to the [Safe Arrival and departure Policy and Procedures](#).
- When transitioning to and from the playground, adhere to the [Playground Safety Policy](#) and procedures in addition to strictly following the safety measures and supervision requirements in place to support safe transitions.
- When transitioning to and from the gym (if used), adhere to the [Gym Safety policy](#), in addition to strictly following the safety measures and supervision requirements in place to support safe transitions.

## Snack Routines

- *Preschool:*
  - After snack, children put their plate/napkin in the gray bin when staff place it on the floor indicating with this visual cue that snack is over for those who are ready, , children take their labeled cups in their cubby and wash hands. Children can have access to their cup of water at any time from their cubby. A staff member or volunteer is to stand watch at the door, ensuring the gate is across the hall, and watch/aid children as they head from the cubbies to the washrooms.
  - A classroom volunteer is in the washroom area to aid as needed between washrooms while a staff member stands at the classroom door in order to remain in ratio and supervise volunteers within the area.
- *Kinderprep:*
  - After snack, staff open the classroom door and ensure the gate is securely across the hall. Children independently take their cup to their cubby and go to the washroom to wash their hands, and come back through the classroom door to play.
  - Head counts are conducted regularly with periodic checks into the washroom, or calls to check in.
  - Individual needs are met and independence given as warranted.
- *Toddlers:*
  - At snack time, children only use the blue door to go to the washroom and a gate is across the hallway, limiting access after the bathrooms.
  - Wipes may be used as an alternative after snack, if appropriate, to avoid disruption.

- If a parent volunteer is changing a diaper or a student is helping with handwashing, a staff member will stand in the doorway to supervise and be available for any instruction while at the same time, maintaining the required ratio within the classroom.

### **Washroom Use During Class Time**

- Use the closest washroom whenever possible with the door open and gate across the hallway, and a staff member supervising from the door. Help will be provided as needed. Student volunteers do not change diapers as per the [Volunteer Parent, Volunteer, and Student Policy](#).
- Staff to child ratios are maintained at all times. If required, an educator will take several children to the washroom as long as the ratio is maintained. Alternatively a parent volunteer, if present, can be asked to take a child to the washroom, providing they follow the [Washroom escort, Class Supervision Plan and Procedure](#) and are supervised by an educator.

*Revised: Tracey Marques (Supervisor) and Britney Stewart (Administrator) in November 2023*

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