



Washroom Escort and Class Supervision Plan 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.

For all age groups: The number of children each staff has is clearly communicated and called out loudly to ensure proper head counts are conducted and children accounted for during all transitions.

Snack and hand washing supervision routines in washrooms

- **Preschool:**
 - After snack, children put their plate/napkin in the grey bin. A staff member or volunteer is to stand watch at the door, ensuring the gate is across the hall, and watch them go 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.
 - The number of children each staff has is clearly communicated to ensure proper head counts are conducted and children accounted for.
- **Kinderprep:**
 - After snack, staff open the classroom door and ensure the gate is securely across the hall. Children independently 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 closest to the classroom. A gate is across the hallway, limiting access to the hall.
 - Wipes may be used as an alternative after snack, if appropriate, to avoid disruption.
 - If a classroom 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 a staff member supervising from the door. A gate is placed in the hall to prevent wandering. Help will be provided as needed.
- Staff to child ratios are maintained at all times. If required, an educator will take several or all the children to the washroom as long as the ratio is maintained. Alternatively a classroom volunteer, if present, can be asked to take a child to the washroom provided this procedure is followed and they are supervised by an educator.

See below for further reference:

[Volunteer Parent, Volunteer, and Student Policy](#) (re: Volunteer supervision)
[Transitions, Safety and Supervision of Routines Procedure](#)

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