



January 31,2025

A+ Afterschool Program Supervision Plan: Overall competent supervision

Objective:

Maintain the safety and accountability of all students by providing continuous and vigilant supervision throughout the program.

1. Transition Supervision:

- **Staff communication**
 - Prior to transitioning to any other program area, all staff responsible for supervising the program area **MUST** do a count of all students in that area and communicate with each other to confirm how many students they have in their care.
 - **Student Count Before Transition** - Staff will do a verbal, and visual attendance check before all transitions (e.g., moving between classrooms, the playground, the gym and the cafeteria).
 - **Name to face attendance verification** - Staff **MUST** do a name to face verification. When taking attendance, make sure you visually see the child that you are calling. The count will be done by calling out each student's name from the attendance sheet and looking at them to ensure that you have the right students and that none are left behind.
 - As one staff takes attendance, the other staff will maintain constant supervision of the group
 - **Staff Positioning During Transitions:**
 - One staff member will lead the line (front position) while another staff member will be positioned at the end (rear position) to keep all students in between.
 - **Transition Monitoring:**
 - Staff will ensure that students move together as a group and maintain line order during the transition.
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2. Post-Transition Attendance Check:

- **Attendance Verification:**

- Once students have transitioned to their destination, staff responsible for supervising the program area will immediately do a verbal and name to face attendance check. The staff must communicate and confirm with each other how many students are in their program area prior to beginning any activities. This ensures that all students are accounted for in the new space before they engage in activities.
 - Staff must communicate with the supervisor on duty(via walkie talkie) and let them know how many children they have in their program area.
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3. Supervision During Activities:

- **Staff Placement for Room Supervision:**

- Staff will be strategically placed in different areas of the room to ensure maximum visibility of all students. This allows for constant supervision from various angles.
- Labels for staff positioning will be put up in each program area daily.
- **Cafeteria:** 1 staff will be positioned near the door leading out to the basketball court and 2 staff will be positioned near the door leading to the hallway.
- **Gym:** 1 staff will be positioned by the door that leads to the Albany St. exit and 1 staff will be positioned by the door that leads to the hallway.
- **Library:** 1 staff will be positioned on the stage to oversee the entire program area and 1 staff will be positioned near the main entrance.
- **Coral room:** 1 staff will be positioned by the double doors that lead to the hallway and 1 staff will be positioned by the double doors that lead to the cafeteria.
- The goal is to cover all sections of the room, ensuring that no blind spots exist and that staff can monitor student interactions and behavior.

- **Active Supervision:**

- Staff MUST maintain competent supervision of ALL children in their program area at all times. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. All children must be within a staff's range of vision and that the staff be near enough to respond when redirection or intervention is needed.
- Staff will continuously scan the room, keeping their eyes on the students at all times to prevent any unsafe or disruptive behavior.
- While staff are positioned in their areas they will engage with students and assist with activities while still maintaining active supervision of the area.

- **Staff Responsibilities:**

- Ensure students are following rules and staying engaged in their activities.
 - Intervene quickly if a student requires assistance or if any behavioral issues arise.
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4. Supervision Ratios & Assignments:

- **Staff-to-Student Ratios:**
 - Supervision will comply with appropriate ratios based on the number of students in the program.
 - There will be no more than 10 students assigned to 1 cleared staff member.
 - Staff members who are NOT cleared should NOT be left alone with any student(s).
 - Supervisors will adjust staffing accordingly if the group size changes during different activities ensuring that we stay within the 10:1 ratio.
 - **Staff Assignments:**
 - Each staff member will be assigned a specific area of the room or a particular group of students to supervise.
 - This will change if needed to ensure staff are able to properly supervise within the supervision ratio.
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5. Communication & Accountability:

- **Director's Role:**
 - The director will ensure that all staff know their assigned responsibilities and areas of supervision before each activity choice begins.
 - The director will communicate any changes in student pick-up plans, daily activities, or any other changes that occur during program hours.
 - Clear communication of staff duties will be provided during a daily briefing before the program begins and as needed throughout the day.
- **Daily Attendance Records:**
 - Attendance sheets will be used to keep track of the students in each program area.
 - After the post-transition attendance verification, staff responsible for supervising children must communicate to the supervisors on duty (via walkie talkie) how many students they have in their program area.
 - When a student leaves a program area, the staff responsible for the care of the children in that area will cross that student's name off of their attendance list. The staff supervising that area must also communicate to all staff in the program that the child has left the activity choice via walkie talkie and let staff know where that child is going(home, a different choice, etc.).
 - The staff responsible for supervising that specific activity choice will then do another attendance check and a recount of the students they are supervising.
 - When a student enters a program area (from another activity, the bus, etc.), the staff responsible for supervising that area will write that student's name on their attendance list and do another attendance check and a recount of the students

they are supervising. The staff responsible for supervising that program area must also communicate to all staff that the child has entered the activity choice via walkie talkie.

- A runner (a cleared staff that helps transition children from one area to another (parent pickup, bathroom, another program area, etc.)) will take that child to whichever program area they need to go to and communicate with staff via walkie talkie when that student has arrived in that program area they were headed to.
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6. Emergency Protocols:

- **In Case of an Emergency or Incident:**
 - Staff will follow established emergency procedures, including notifying the director and the proper authorities if necessary.
 - If a student goes missing or is unaccounted for, the team will conduct an immediate re-check of the attendance and retrace the student's last known location.
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7. End-of-Day Supervision:

- **Final Transition:**
 - At the end of the program, staff will count students as they transition to pick-up the dismissal area.
 - Attendance will be rechecked once staff and students arrive at the dismissal area to ensure that all students are accounted for before each child leaves the program for the day.
- **Pick-Up Procedures:**
 - Staff will ensure that students are only released to authorized individuals, following the established pick-up policy.

Staff name(print): _____

Staff signature: _____

Date: _____