

January 31,2025



A+ Afterschool Program Supervision Plan for Playground Transition

Objective:

Ensure the safety and accountability of all students during transitions to and from the playground, and provide adequate supervision while they are outdoors.

1. Transition Procedure:

- **Student Count:**
 - Prior to transitioning to the playground, the staff responsible for supervising the children will do a visual(name to face) and verbal attendance check to ensure they have all the children that are assigned to their group.
 - The staff responsible for supervising the children will then count all of the children in their group and confirm the number of students in the group with each other prior to transitioning.
 - **Staff Positioning During Transition:**
 - One staff member will lead the line (front position), while another will be positioned at the end (rear position) to ensure all students stay between the two staff members.
 - **Transition Monitoring:**
 - Staff will maintain active supervision, ensuring all students move safely and stay together as they transition to the playground area.
 - **Transitioning into the building:**
 - Prior to re-entering the building, the staff responsible for supervising children must do a visual(name to face) and verbal attendance check.
 - Staff also must count the children in the group and confirm with each other the number of children they have.
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2. Playground Supervision Placement:

- Upon arrival at the playground, staff will move to their designated supervision areas.
- **Staff Placement on the Playground (Outlined on the Activity Choice Sheet):**
 - **North Gate:** One staff member will be stationed here to monitor the entrance and exit.

- **South Gate:** One staff member will be stationed here for additional monitoring of the playground boundary.
 - **Little Playground:** One staff member will be responsible for supervising the smaller play structure and ensuring students are safe while using it.
 - **Basketball Court:** One staff member will be positioned here to supervise students engaging in activities on the court.
 - **Field by the Garden:** One staff member will supervise students playing in the open field.
 - **Bench Under the Tree:** One staff member will be stationed here to keep an eye on students near this gathering spot.
 - **Bench Between the Swing Sets:** One staff member will monitor students playing on the swings and around this area.
 - **Visibility & Active Supervision:**
 - Staff will maintain clear sightlines and keep their eyes on students at all times.
 - Supervisors will circulate periodically to check in with staff and ensure proper coverage of all areas.
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3. Communication & Accountability:

- The **director** will assign staff positions using the **Activity Choice Sheet**, which will be available on each staff member's clipboard at the start of their shift.
 - Staff will review their assigned positions upon clocking in to ensure they know where they are expected to be.
 - Any changes to the playground supervision plan will be communicated by the director during the daily staff briefing.
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4. Emergency Protocol:

- In case of an emergency or a missing student, the supervising staff member should immediately alert the other staff and the director. Then the Director or assistant director will contact 911 and the parent(s)/guardian(s).
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5. End-of-Playground Transition:

- When it's time to transition back inside, the same procedure for counting students and staff positioning (front and back of the line) will be followed.
 - The runner(a cleared staff member responsible for transitioning students to pickup, bathroom, etc.) or a supervisor on duty will walk around the playground to ensure that everyone has gone inside.
 - The student count will be verified again upon re-entering the building. Staff must verify with each other the number of children they have in their group prior to re-entering the building.
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Staff name(print): _____

Staff signature: _____

Date: _____