

Sample: Supervisory Plan

Sunday Morning SAMPLE Supervisory Plan for Nursery (list ages)

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

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

Personnel/Ratio: Only certified staff and volunteers may work in the nurseries. No one under the age of employment laws in the state may be hired to work in the nurseries and no one under the age of **12** may volunteer in the nurseries as an assistant only. A minimum of two certified staff/volunteers must provide supervision at all times with a minimum ratio set at 1:4. Nursery staff and volunteers are not permitted to allow uncertified friends or family members to assist.

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 using physical discipline in any manner for behavioral management in the nursery. No form 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:

- a. Friendly reminder
- b. Verbal warning/correction
- c. Time to reset
- d. 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 certified staff and volunteers with one person assisting and another in close proximity. Diapering will be conducted by certified staff/volunteers in the observable diapering areas only.

Injury/Incident Reporting: Staff or volunteers will fill out an incident report when a child is injured or hurt in any way. Incidents of conflict with parent/guardian(s) should also be reported in the same manner.

Reporting Concerns: Concerns about the nursery should be reported to the Ministry Leader or Staff person responsible for the nursery.

Release of Children: Staff or volunteers will release children only to those adults who have corresponding identification with the child. Each church will have established a pick up and drop off system.

Acknowledgement from certified staff/volunteer:

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. Please consult Section E of this policy sample policy for detailed information about what supervisory plans should include. Plans are required for all children's and youth programming.]