



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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PAGE 1 of 3
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SUBJECT:
PLAYGROUND RULES / CLASSROOM RULES -
KEEPING OUTDOOR LEARNING SAFE POLICY

APPROVED: 10-19-10


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PURPOSE

The purpose of this policy is to provide staff with clear expectations of Supervision. Observing children outdoors demands concentration. Because so many activities are going on at once, it is easy to watch children without really seeing what is going on. It helps if you can focus your observations by knowing what you want to look for when observing children.

POLICY

This policy states: CCL Title 22, Section: 101229. The licensee shall provide care and supervision as necessary to meet the children's needs." "No child shall be left without the supervision of a teacher at any time, except as specified in Sections 100216.2(e)(1) and 1012309(c)(1). Supervision shall include visual observation."

REFERENCE

Head Start Performance Standard 1304.22 (d)(1)

PROCEDURE

All PSD teaching, supervisory, management and support staff will be expected to observe, support, and enforce the following playground rules and classroom rules regarding the supervision of children.

1. Children may not be on the playground unless they are supervised and the appropriate teacher/child ratios of 8 children to 1 teacher are maintained.
2. Teachers are expected to interact and observe children closely while on the playground. Teachers should space themselves so all children can be seen.
3. Site Supervisor will post a weekly schedule for playground rotation.
4. On the playground, teachers are to station themselves where the majority of the children are playing especially where the equipment is enclosed i.e., outdoor playhouse, tunnels, and the top of the slide.
5. While outdoors, teachers are NOT to stand together in a group and socialize with each other.

6. At no time should teachers turn their backs toward the children.
7. Under no circumstances should staff have cell phones on the playground or engage in personal phone calls while supervising children.
8. Never leave your assigned area without a staff person to replace you; they must meet the qualifications for your position. Before leaving check to maintain correct ratio and tell the relieving staff member your head count.
9. As a safety reminder you are to monitor and redirect children in the use of any equipment. Use your best judgment on the number of children allowed to play on any equipment.
10. Remove any broken, damaged, or unsafe material or equipment as needed. Daily clean and check for broken glass or any unsafe materials on the playground. These tasks are to be performed at least daily and in some areas may need to be done more frequently during the day. If a work order is needed for repairs of equipment notify appropriate contact person. Under no circumstances should children be allowed to play on broken or damaged equipment that is unsafe.
11. Safety Rules are to be established and reinforced with children in order to help children learn the proper way to:
 - Play on paved area
 - Use wheel toys and where (no bumping, racing). Arrows on bike paths in order for children to know which direction to ride.
 - Make use of traffic signs for safety
 - Encourage children to report unsafe or improper behavior they observe, such as, unsafe running, leaving playground etc. Teach children safe practices
12. Supervision of gross motor activities indoor or out is critical to preventing accidents and ensuring safe active play.
13. Staff should use gross motor activities as learning opportunities to promote positive social interactions and to encourage development.

CLASSROOM RULES

The well-being of children should be your highest priority in everything you do. Every safety precaution should be taken as you invite children to participate in classroom activities.

The following will assist you in these rules:

1. Prior to engaging children in gross motor activities survey the area and assure that there are no hazards, toys blocks, or objects that children may injure themselves on

while jumping and participating in the activity.

2. Children 's scissors must be supervised during work time.
3. Keeping children within your visual range indoors as well as outdoors is the main key to supervision.
4. Never leave your assigned area without a staff person to replace you; they must meet the qualifications for your position. Before leaving check the correct ratio and tell the person relieving you your head count.
5. Stay alert for potential problems, observant to any deviant behaviors of enrolled children, to include children who bite, scratch etc., keep your supervisors informed and do necessary documentation and reports.
6. Do not close bathroom doors. Make parents aware of our required obligations to keep
7. children within our visual range and that means that we must see children while in the bathroom area.
8. Transition count must be completed when children go from one activity to another.

Following options can be used when transitioning children

1. Use donut rings (at the discretion of Site Supervisor) when children are transitioned from one area to another ex: when coming to and from the bus. You must know at all times how many children are in your care.
2. An adult must be in front and behind the children for each class. Count and do not depend on someone else to give you an accurate count; ultimately you will be held responsible.
3. Interact with children in meaningful transition activities to keep them actively engaged as they transition. Failure to adhere to these rules can result in disciplinary action, including demotion, suspension and or termination.