

Active Supervision Policies and Procedures new clarifications in yellow:

Active Supervision No. ED 1.010

All children will remain in line of sight by Head Start Staff at all times (including transitions, outside times, mealtimes and nap/rest time).

All DHS staff and substitutes are trained in Active Supervision before working in a classroom setting. In addition, Active Supervision training is revisited at the following times:



- a. Annual Canvas Training
- b. Annual In-Person Mandatory Training (certificates of completion are signed and placed in personnel files)
- c. Monitored through classroom education checklists and observation for follow-up on implementation
- d. Strategies reviewed at team meetings/ cluster trainings and in coaching sessions.

Environment Set Up:

1. Learning environments are arranged so children are always supervised (including during mealtimes, outside times and nap/rest times).
2. Furniture is at waist height or shorter, so adults are always able to see and hear children.
3. Small spaces are kept clutter free.
4. Larger spaces are set up so children have clear play spaces where educators can observe them.

Positioning of Staff:

1. Staff strategically position themselves in the environment to prevent children from harm. They place themselves so they can see and hear all the children in their care at all times (including mealtimes, outside times and nap/rest times).
2. Staff make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary.
3. Staff stay close to children who may need additional support **and respond immediately to children in distress.**

Scan and Count:

1. Staff always account for the children in their care; specifically at any given time, **all staff should know the number of children in the classroom at that particular time.**
2. Staff scan the entire environment to know where everyone is and what they are doing.
 - a. Staff count the children frequently. Staff are aware which children are present and not only count but ensure each child present is accounted for. Suggested times are:
 - b. At the beginning of the day as children are arriving
 - c. After going to the bathroom
 - d. As part of emergency drills
 - e. When children are leaving and returning to the classroom or transitioning within the classroom (Library, gym, assemblies, outside fieldtrips, transitions, recess, and nap time).

Nap Time Edits in Yellow:

Nap Time No. ED 1.011

Overview:

For programs operating 6 hours or more per day, children are encouraged but not forced to nap. Children who do not wish to sleep are provided with alternative quiet activities. Children are never required to sleep or stay on their cots.

Key Guidelines:

1. **Rest Period Duration:**

There is no fixed federal "minimum minutes" or rigid time requirement mandated for rest or nap time. Instead, federal regulations require an intentional, age-appropriate approach where programs operating 6 hours or longer provide a daily rest period, encouraging—but never forcing—children to rest or nap. Teachers will adjust rest times according to developmental needs and behavior. **For older children, rest may consist of mindfulness time or yoga.**

2. **Child's Choice of Rest Area:**

Children may sit or lie next to their cot or on the floor. They are not forced to stay on the cot.

3. **Lighting for Supervision:**

Lighting will be dim but not completely dark, always ensuring active supervision.

4. **Music and Sound:**

Soft, quiet music or white noise may be played to create a calm atmosphere. Loud music is not allowed.

5. **Communication Tone:**

Staff should use calm and quiet voices when interacting with children during nap time.

6. **Alternative Activities for Non-Nappers:**

Children who do not nap are provided with quiet activities. These activities can take place either on their cot or at a table. Children should not be forced to stay on their cots or in their cribs **If a child has not fallen asleep within approximately 10–15 minutes, staff will provide an appropriate quiet activity. Based on the child's individual needs and cues, the child may remain engaged in a quiet activity or may be given the opportunity to return to rest.**

7. **Maintaining Staff-to-Child Ratios:**

Classrooms must remain within the required staff-to-child ratios during nap time.

8. **Cleanliness of Bedding:**

Blankets and pillows must be laundered weekly to ensure cleanliness.

9. **Staff Alertness:**

Staff are required to remain alert and actively supervise children throughout nap time. All children must always remain within staff line of sight and hearing. Staff must be able to continuously see and hear children during nap supervision. Sleeping or napping by staff while supervising children is strictly prohibited.

