

Playground Transition

To ensure the safety of all children it is vital that a child is never left unsupervised or unattended. The following procedure needs to be followed at all times when transitioning children from a classroom to the playground. It is the Center Director's responsibility that all staff, including substitutes, complies with this procedure and that staff have all necessary supports or materials. KCI provides playground supervision and interaction training at least annually.

- The teacher or assistant teacher (substitutes are not to lead line) will be at the front of line standing with his or her back to the outside door (this will either be the door to the playground or the door to the hallway) and the assistant teacher will be at the end of the line with all children in front of him or her.
- The teacher (AT in the absence of a teacher) will have the classroom sign-in sheet and will take roll by visually identifying each child followed by a verbal count of the children to correspond to the classroom sign-in sheet.
- After the teacher has made a verbal count he or she will ask the assistant teacher to make a count. If there is a discrepancy in the count number they will repeat the process.
- Once both the teacher and assistant teacher agrees upon a count number then the class can proceed to go outside.
- The teacher will have a child hold the door open and will proceed to walk out backwards keeping a visual on the children and the assistant teacher.
- If at any time during this process the teacher or the assistant teacher needs to stop the process due to a child's behavior or any other concern they will, in an appropriate tone, verbalize to the teacher or the assistant teacher that the process needs to stop until they are confident of their ability to monitor all of the children (sometimes, in such cases, a recount of children may be necessary).
- The teacher will maintain visual contact with all of the children and the assistant teacher throughout the whole process and until the assistant teacher has entered the playground.

Staff will repeat this process when they return into the building or classroom from the playground.

FOLLOWING ARE ADDED PROCEDURES FOR SPECIFIC CENTERS AND PLAYGROUNDS:

East: The teacher leading children from classrooms 2, 4 & 5 will maintain visual contact with all the children and the assistant teacher while transitioning the children in the hallway. Before exiting the hallway to the playground, staff will count the children a second time.

When on the playground, a staff person must always be positioned in the area of the playground to ensure visibility of the entryway area by the shed.

Due to square footage, no more than 2 classes can use the playground at one time.

Muldoon: Children line up in the cubby area with the teacher facing backwards at the head of the line and the assistant teacher at the back. Teacher will maintain visual contact with all the children and the assistant teacher while transitioning the children in

the hallway. Staff will complete a second count at the door before exiting onto the playground. When on the playground, a staff person must always be positioned at each end of the playground to ensure visibility of all the children, including the shed area.

Ridgeline Terrace: Children will transition from the classroom to the cubby area using the above stated procedures closing the classroom door as the AT goes through. Staff will count the children again and then transition to the playground ensuring they are closing the sectional doors after the last staff member and child has exited the area. Once on the playground, a staff person must always be positioned at each end of the playground. A staff person must always position themselves between the playground gate and the children.

Mt. View: When on the playground, a staff person must always be positioned at each end of the playground to ensure visibility of all children. If a staff must go inside and it is not feasible for the other staff to go inside, the one staff left on the playground will have all the children move to the west end of the playground and position themselves between the children and the east end of the playground.

EHS: Children are not permitted on the East side of the playground. EHS children are not to be on the playground when occupied by Head Start children.

Airport Heights, Creekside Park, Gladys Wood, and Willow Crest: Classroom schedules will be coordinated with the school principal to ensure the Head Start classes do not have outdoor time the same as the elementary school classes. Children will not be permitted to use the permanently structured playground equipment; classroom staff will establish consistent rules with the children and monitor the children at all times. Staff at each site can use either the grass/ball field area or the asphalt area during outdoor time and will have a cart with materials to support activities.

Municipality code 16.55.330 Child-to-caregiver ratios in child care facilities:

Age 4 through 12 months – 1 caregiver to 4 children / 1:4 ratio

Age 12 through 18 months – 1 caregiver to 5 children / 1:5 ratio

Age 19 through 35 months – 1 caregiver to 6 children / 1:6 ratio

Age 36 months through 5 years – 1 caregiver to 10 children / 1:10 ratio

Staff Printed Name: _____

Date:

X

Staff Signature