

Transition & Positive Playground Supervision & Interactions

1. The teacher will be at the front of the line **standing with his or her back to the outside door** (this will be either 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 of the children in front of her.
2. The teacher will have the classroom sign-in sheet and will visually identify each child followed by a verbal count of the children to correspond to the classroom sign-in sheet.
3. 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, they will repeat the process.
4. Once the teacher and the assistant teacher agree upon a count number then the class can proceed to go outside.
5. The teacher will have a child hold the door open and will proceed to **walk out backwards** keeping a visual on the children and assistant teacher.
6. 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 a recount of children may be necessary).
7. 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.
8. Separation of staff on the playground – staff are not to conjugate in one area.
9. The playground needs to be separated into zones with staff being responsible for certain areas and communicating these responsibilities to each other. Center Directors need to ensure this is happening.
10. Staff needs to position themselves within the playground to ensure maximum field of vision.
11. **Leaving a child unsupervised, either in the classroom or playground, during the transition process is cause for disciplinary action, up to, and including termination.**
12. **Not having the correct number of children signed-in or signed-out, at any time, is cause for disciplinary action, up to, and including termination. Staff must know how many children they have in their care at all times!!**
13. **Staff not being signed-in or signed-out of the classroom, at any time, is cause for disciplinary action, up to, and including termination.**
14. **Releasing a child to someone who is not 16 years of age and listed on the emergency form is cause for disciplinary action, up to, and including termination.**

Print Name: _____

Date: _____