

Knowing the Whereabouts of Children Policy

ST. JOSEPH ACADEMY
(SJA)

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- I. **Policy:**
The Department of Children and Families Services (DCF) requires child care staff to know the whereabouts of children assigned to their care at all times (DCF251.05(3)). Failure to keep track of children, leaving them unattended even for brief moments, will result in non-compliance of this law. DCF can impose a written violation, a fine, and/or revoke the childcare license.
- II. **Procedure:**
- A. **Supervision:** Infants and toddlers must be supervised by sight and sound at all times. Teaching staff must be aware of and position themselves so they can hear and see the children for which they are responsible.
- Preschool and School-age children are primarily supervised by sight. Supervision by sound is permissible, as long as, a teacher frequently checks on the children who are out of sight. Children under age five should be supervised when in the bathroom.
- The classroom environment should be arranged so that you can monitor the children. Avoid using furniture that blocks your vision of children as they play. Children should be supervised while outside and in the Atrium. Teachers should be walking the perimeter to ensure children are safe and accounted for.
- At St. Joseph Academy, we do not use mirrors or sound devices in lieu of direct supervision. Staff must be able to see and hear the children.
- All staff MUST know how many children are in their care at all times without needing to check the attendance sheet.**
- B. **Attendance:** Teaching staff must make sure there is a current Daily Attendance Sheet for the classroom. As children enter the classroom, you must do the following:
1. Teachers must sign each child in by marking the time the child was dropped off. If children are visiting a different classroom for the day/or part of the day, they must also be signed in on that classroom list. You need to write the child's first and last name on the attendance sheet, the time they were dropped off in the new classroom and provide the child's emergency information. Be sure to sign the child out of the original classroom's Daily Attendance Sheet. (This includes when classrooms are combined at the end of the day).

B. Attendance:

2. Teachers must also sign themselves in and out on the Daily Attendance Sheet. This needs to be done for breaks, if you are breaking someone, and or subbing in a classroom.
3. Whenever a child leaves the group (i.e. going with a teacher to run an errand, going from the playground to use the bathroom, etc.) you must sign the child out when s/he leaves and returns. The teacher transporting the child/ren must have a written list (first and last name) of the children s/he is taking with them.

C. Transporting Children: Whenever you leave your classroom with children, you are transporting them from one place to another. It is imperative that you keep track of your children during those transitions. Prior to leaving any location you should do the following:

1. Before leaving the current location, use the Daily Attendance Sheet to complete a name to face head count, or call the children by name to ensure they are all present.
2. Once you have identified that you have all the children assigned to your care, one teacher should line up at the front of the group and the other teacher should line up in the back of the group. If you are working alone, you must be at the head of the group. (The toddlers and young preschoolers should use a rope system.)
3. Move to your new location recounting children as your cross thru any threshold or doorway.
4. Once you have arrived at your new location, use the Daily Attendance Sheet to complete a name to face head count, or call each of the children by name to ensure they are all present.
5. There should only be one classroom departing any area at one time. For example, if more than one classroom is on the playground, do not line your children up at the gate all at once. One classroom should line up at the gate at a time. If you see a classroom lining up, remove your children from the area.

D. Lost Child: In the event a child is lost, you must notify the Center Administration immediately. If you are offsite, the Center's phone number is 414-645-5337. If you are on a walk or the playground, use the walkie-talkie. If you are in the building, call the Reception Desk (Ext. 221) and have the Reception Staff page **LOST CHILD**.

Lost Child on the Premises:

1. Call the Reception Staff (Ext. 221) and have them page LOST CHILD with a complete description and location.
2. Gather remaining children and remain seated in your current location. Keep other children safe.
3. Administrative staff and Support staff will begin checking the facility for the child.
4. Once the child is found, the Administrative staff will notify the child's parent, DCF licensing specialist and NAC.
5. Listen for the all clear from the Receptionist.
6. If the child is not found, the administrative staff will call 911.

Lost Child Off Premises:

1. Call the Center by cell phone or walkie-talkie.
2. Gather remaining children in a safe location. If a school bus was chartered, take all the children to the bus. If you are on the playground or at the park gather all the children.
3. One teacher should remain with the children and the other teacher should begin looking for the lost child.
4. Most venues should have a Customer Service Area. Notify the Customer Service Staff. The agent will notify security, as well as, make some sort of announcement.
5. A member from Administration will come to the location to help look for the child, if needed.
6. When the child is found, Administrative Staff will notify the child's parent, DCF licensing specialist, and NAC.
7. If the child is not found, Administrative Staff will call 911.

There are serious consequences for losing a child in your care. Losing a child will result in immediate disciplinary actions up to and including termination.

Approved by: Tabitha Jones
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