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**KEYS TO ACTIVE SUPERVISION**

1. Maintain minimum staff to child ratios or better at all times
2. Establish “Primary Care Groups”
3. Keep children within sight AND sound at all times.
4. No staff member should be left alone with any child at any time.
5. Know names, faces and whereabouts of all children in group not just the number of children in group. Maintain systems whereby floaters and substitutes can easily learn the children’s names and faces.
6. Use effective classroom management techniques to maintain order and control of children.
7. Give clear, concise directions to children in an age appropriate manner.
8. When moving children from one area to another, assemble children in a pairs, or a single file line to effectively keep all children within sight and sound. With young children a “magic” rope can be effective in teaching children to walk in lines.
9. Teachers at the front of a line should walk backward to keep children within sight and sound.
10. Teachers should be intently focused on the children they are supervising at all times, even when not actively engaging the children.
11. On the playground, staff should NEVER be sitting down.
12. Staff should never be more than 10 feet from any child engaged in any activity where the child’s feet leave the ground.
13. Staff should never be involved in casual conversation with other staff and/or parents.
14. Classroom and playground setup should be evaluated to determine if there are areas where children can not be seen at all times. Classroom or playground setup should be corrected or staff placement should be such that these areas are eliminated.