

5101:2-13-20

**Supervision/staff/child ratios.**

- (A) Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and near enough to intervene if needed. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. Child care staff members of the type A home shall be within sight or hearing of all children. If the type A home uses a monitor, the child care staff member shall be within a distance to hear the children without the aid of the monitor. When children are outside, child care staff members shall be outside with the children, within sight and hearing.
- (B) Staff/child ratios: the type A home shall employ sufficient child care staff members so that there is one staff member to every group of six children, and two staff members to every group of seven to twelve children.
- (C) To show compliance with staff/child ratios, a current employee record chart shall be maintained by the type A home and shall be available for review by the director's representative. The JFS 01394 "Employee Record Chart" shall include:
- (1) The name of each employee;
  - (2) Position of employee;
  - (3) Date of employment; and
  - (4) Days and hours the employee is assigned to work.
- (D) Arrival and departure: the type A home shall implement a written policy for the following:
- (1) Arrival and departure of children to assure that a child care staff member is aware of each child's presence at the home;
  - (2) Release of a child to persons other than the parent or guardian. A child shall only be released to persons sixteen years of age or older, except when parent or guardian permission is on file. This written permission shall be signed and dated by the parent or guardian and administrator.
  - (3) Determining the whereabouts of a child when the child is absent, but is scheduled to be at the type A home. The procedure shall only be for children who do not arrive at the type A home with their parent or guardian.
- (E) School children may leave the type A home for specific activities, including walking to and from the home or school, walking to their own home or to another destination. Written permission shall be obtained from the parent or guardian and kept on file at the type A home. The written permission shall specify:

(1) The child's name;

(2) The child's destination;

(3) Arrangements for transportation to and from the activities;

(4) Time of arrival and departure;

(5) Time period for which permission is given; and

(6) Parent or guardian's signature and date.

(F) Substitutes: if a regularly employed child care staff member is unable, for any reason, to fulfill the responsibility for the care of children, the staff member shall be replaced immediately by another child care staff member. A list of substitutes and verification of their qualifications shall be kept on file for review by the director's representative.

(G) Attendance: A record of daily attendance shall be kept for each child enrolled, beginning on the child's first day.

(1) A record of daily attendance for each group shall be kept by the type A administrator. Attendance records shall remain with the group at all times throughout the day including outdoor play and emergency evacuations. This record shall specify:

(a) The names and birth dates of children;

(b) The names of the child care staff members responsible for the group; and

(c) For those type A homes caring for children on both a part time and a full time basis, the attendance records shall include the days and hours of enrollment for each child.

(2) Attendance shall be recorded upon the child's arrival, and the attendance record shall provide for documentation of each child's departure.

(3) A child attending the type A home on a drop in basis shall be listed on an attendance sheet.

(4) The written records of attendance shall be kept for a period of one year. A copy of attendance records shall remain at the type A home at all times, and shall be available for review by the director's representative.

Replaces: 5101:2-13-33

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CERTIFIED ELECTRONICALLY

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Certification

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Date

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