

*GRADES TK-5*

# **STUDENT SUPERVISION HANDBOOK**

*2019-2020*



# STUDENT SUPERVISION HANDBOOK

## TABLE OF CONTENTS

Mission Statement.....	1
General Information	
Early A.M. Day Care Drop-off.....	1
Early A.M. Day Care Billing Hours .....	1
Consequences for Failing to Sign in P.M. Day Care .....	1
Minimum Day - Day Care (P.M.).....	1
Day Care (A.M./P.M.) .....	1
Afternoon Day Care.....	1
Phone Usage.....	2
Activities (A.M./P.M.).....	2
Sports (P.M.)/ Music Academy .....	2
Picking Up Students From Day Care.....	2
Late Pick-Up (P.M. Day Care) .....	2
Consequences For Students Picked Up Late From Day Care.....	2
Emergency and Safety Information	
First Aid .....	3
Notes on First Aid Treatment .....	3
First Aid (Staff).....	3
Fire Drills .....	3
Earthquake Drills .....	<u>4</u>
Lock Down Drills .....	4
Rules and Procedures	
Early A.M. Day Care Procedures .....	4
Early A.M. Day Care Bathroom/Drinking Procedures .....	4
Bathroom Rules (A.M. and P.M.).....	4
Bathroom Procedures.....	4
Playground Rules.....	<u>5</u>
Playground Procedures .....	5
Upper Court/Field Rules .....	5
Lunch Pavilion Procedures .....	6
Lunch Pavilion Rules .....	6
Pavilion Rules for P.M. Day Care .....	<u>6</u>
Staff Information	
Staff.....	<u>6</u>
Staff Lockers.....	7
Two Way Radios.....	7
Time Off/Illness .....	<u>7</u>
Supervising the Children.....	<u>7</u>
Day Care Staff Dress Code	
Shirts .....	7
Pants.....	<u>7</u>
Sweatshirts .....	8
Jackets .....	8
Shoes .....	8

Student Supervision Responsibilities

<b>Early A.M. Pavilion .....</b>	<b>8</b>
<b>Pavilion.....</b>	<b>8</b>
<b>Playground.....</b>	<b>8</b>
<b>Bathroom Passes .....</b>	<b>9</b>
<b>Oak Tree/Lower Patio .....</b>	<b>9</b>

<b>Student Supervision Handbook Response Form.....</b>	<b>10</b>
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# STUDENT SUPERVISION INFORMATION

## MISSION STATEMENT

Day Care at Heritage Christian School provides students in grades TK - 5 an opportunity for supervised recreation and enrichment experiences under Christian leadership.

## GENERAL INFORMATION

### EARLY A.M. DAY CARE DROP OFF

- \* Students are not permitted on campus before 6:45 a.m.
- \* There is no access to the campus or supervision available outside of school hours.

### EARLY A.M. DAY CARE

- \* There is no fee for Day Care before school starts
- \* Students are supervised in designated areas.

### CONSEQUENCES FOR FAILING TO SIGN IN FOR P.M. DAY CARE

- \* If a student (grades TK - 5) is found on school grounds and has not checked in to Day Care, the following behavior modification schedule is to be adhered to:
  - 1st time - Warning
  - 2nd time - Benching
  - 3rd time - Behavior Notice
  - 4th time - See Elementary Principal
- \* When a student has been signed out of Day Care, he/she may not return to campus to play unless he/she signs back in to Day Care.

### DAY CARE

- \* Students report to designated supervised location.

### MINIMUM DAY - DAY CARE (P.M.)

- \* Grades TK-5 staying for Day Care go to the Pavilion and sign in for lunch.
- \* Dismissal time: NOON
- \* Following lunch the children are dismissed to various activities.
- \* Day Care charges begin at 12:15 p.m. after minimum car line.

### AFTERNOON DAY CARE

- \* After car line students go directly to Day Care.
- \* Any student grade K-5 not picked up by the designated time (3:15 p.m. Elementary) must remain inside the day care area and be signed in to day care.
- \* When signing in students, always put 3:15 for TK-5 because that is when day care charges begin.
- \* The students are not allowed to touch/write in the Day Care record books.
- \* If you do not know the person who is picking up the student, you must check in the emergency book to make sure the person is authorized to pick them up.
- \* If the person is listed, then you will need to see a picture I.D.

- \* If the person is not listed, then you must make phone contact with the parent. (IF NO PHONE CONTACT IS MADE, THE STUDENT IS NOT TO BE RELEASED.)
- \* If a student is to go home with another family, a written permission slip must be on file.

## **PHONE USAGE**

- \* Students in grade 5 may have cell phones.  
Phones may only be used by grade 5 after school. Some 5th grade students staying in Day Care may have a cell phone for emergency use. Any emergency calls must be made in front of a staff person— Red Shirt. At all other times the cell phone must be in the backpack.
- \* Staff members may use their cell phone during break times. If a call for a staff member is received during a scheduled supervising time, a message will be taken so the call can be returned at a break time. Cell phone usage is restricted to break times.

## **ACTIVITIES (A.M./P.M.)**

- \* Areas may include: black top, field, pavilion, and gym
- \* The Day Care Supervisor will assign the activities.
- \* Activities may include sports and Music Academy.
- \* Equipment will be provided by a supervisor.

## **SPORTS ( P.M.)/ MUSIC ACADEMY**

- \* Any child in sports or Music Academy must sign in at the Day Care table prior to sports/class. Teachers are required to complete a yellow slip for each student when the lesson is finished, in order to sign back into daycare. Before sending the student, call extension 100 to report the child is on the way. If you don't get a live person please call again a second time. If you still don't connect with someone, you will need to walk the child back to daycare with the yellow slip.

## **PICKING UP STUDENTS FROM DAY CARE**

- \* Students must be picked up by the parent or guardian or someone listed on the emergency card. Students will not be released to anyone under the age of 18 or anyone not listed on the Emergency Treatment Authorization form without written permission from the parent or guardian with custodial rights.

## **LATE PICK UP P.M. DAY CARE**

- \* If a TK-5 student remains on campus after 6:00 p.m., the parent is charged \$2.00 per minute.
- \* The late charges are billed on the monthly Day Care bill.
- \* The parent is to sign the Consequences for Late Day Care Pick Up Form on each occasion.

## **CONSEQUENCES FOR STUDENTS PICKED UP LATE FROM DAY CARE**

Since Day Care closes at 6:00 p.m., the following consequences result when students are on campus past that time.

- \* First Occurrence - The Afternoon Supervisor communicates the amount of the late charge and informs the parent that the student is to be picked up by 6:00 p.m.
- \* Second Occurrence - The Afternoon Supervisor informs the appropriate administrator who calls the parent the following day.
- \* Third Occurrence - The student may lose the privilege of using Day Care for a week. Student must be picked up when school is dismissed.
- \* Additional occurrences may result in the loss of Day Care privileges for the remainder of the school year or possibly extended suspension from school.

## EMERGENCY AND SAFETY INFORMATION

### FIRST AID

1. The Health Attendant is available from 7:30 a.m. - 1:30 p.m., students injuries will continue to be addressed by school personnel.
2. Please do not send students to the Health Attendant to assess the condition. If a student complains about being sick, have the student rest. Contact a Supervisor.
3. We, as a Day Care staff, are able to handle the treatment of minor first aid.
4. Be careful not to get another person's blood on your hands. Gloves must be worn when handling incidents involving blood.
5. If a student is hit on the head or falls and hits his head, notify the Day Care Supervisor. A parent is to receive an injury notice the same day regarding a head injury.
6. The Health Attendant will notify a parent. If the Health Attendant is not available, Day Care Staff will notify parents.
7. The Health Attendant determines whether an accident report is necessary. This is done by the Health Attendant.
8. On Day Care only days, an accident report must be filled out by the designated staff in charge.

### NOTES ON FIRST AID TREATMENT

- \* Drugs - All medication must be stored at the Health Office. This includes any form of cough drops, pills, and creams.
- \* Falls - Once a student has fallen, do not help the student to get up, but allow him/her to get themselves up.
- \* Biting - If a student bites another student, notify the Day Care Supervisor immediately.
- \* Nose Bleeds - Do not touch the blood, have the student hold his own nose, and have the student pinch nostrils together.
- \* Bee stings - Alert the Day Care Supervisor.
- \* Object in the eye - Have the student flush the eye out with water in the sink or drinking fountain.
- \* Convulsion - Observe student. If possible help individual to a safe place away from furniture, walls, corners, etc.; but do not restrain movements. Loosen tight clothing, or shirt collar and if lying down, turn head to the side to assure good breathing. DO NOT force anything between teeth or give anything to drink. Stand by until the individual recovers from unconsciousness and the confusion that follows. Notify the Day Care Supervisor.
- \* Fainting - Lay individual out on the floor or ground and cover to keep warm and lift legs above the heart. Notify the Day Care Supervisor.
- \* Bleeding - For severe bleeding, remove student from the accident scene and contact the Day Care Supervisor. Again, use whatever is handy. Be careful not to get another person's blood on your hands.

### FIRST AID (STAFF)

- \* If a staff member is hurt on the job, an accident report needs to be filled out within 24 hours. If a work loss will result, then a form will need to be filled out with the Business Office and Health Attendant. All injuries must be reported to the Day Care Supervisor.

### FIRE DRILLS

- \* Long, steady bell.
- \* If a fire drill bell rings during staff lunch, staff should check with receptionist to see if it is a drill.
- \* If a fire drill occurs during Day Care, have all students freeze and wait for instructions to walk quietly to class numbered lines.
- \* Once at the blacktop/field roll is taken (teacher/day care staff) to make sure all are present.
- \* A designated person will check to see that the bathrooms are empty. (P.M. Day Care)

- \* Remain with the students until the conclusion of the fire drill and notification is received that the drill is over, by two long blasts and the students are instructed to return to the Day Care area.

## **EARTHQUAKE DRILLS**

- \* Notification is by telephone loud speaker, and two way radio.
- \* When there is an earthquake drill, the children are to drop to the ground/floor, cover their heads, and wait for instructions.
- \* Once on the blacktop/field, teachers/day care take roll to make sure all of the children are present.
- \* Remain with the students until the conclusion of the drill and students are released by staff.

## **LOCK DOWN DRILL**

- \* Notification is by telephone loud speaker, and two way radios.
- \* If students are in classrooms, stay there, close the windows, lock the doors, and do not use phones. All students are to remain quiet, no talking.
- \* If on the playground, return to the Platner Pavilion and secure the room.
- \* No students released until telephone loud speaker announcement.

## **RULES AND PROCEDURES**

### **EARLY A.M. DAY CARE PROCEDURES**

- \* Students report to a designated location at 7:15 a.m., TK-5 to Pavilion.
- \* There is no running or tag in the Pavilion.
- \* Students can sit at the tables.
- \* Elementary students place their belongings in the designated area on the blacktop. On rainy days, staff will direct students where to place their belongings in the Pavilion.
- \* A whistle will signal for hands to go up, the students freeze, and quietly listen to directions.
- \* The students follow directions to line up.
- \* Students are dismissed in small groups to go outside.

### **EARLY A.M. DAY CARE BATHROOM/DRINKING PROCEDURES**

- \* Students use the inside bathrooms/drinking fountain between 6:45-7:30 a.m.
- \* Supervision staff watch for the students to return.
- \* Supervision staff gives student a pass to use the outside bathrooms between 7:30-8:30 a.m.
- \* Student returns pass to supervision staff.

### **BATHROOM RULES (A.M. AND P.M.)**

- \* Supervision staff gives permission to use bathrooms.
- \* Students are not to give other students a pass. They are to return pass to supervisor in charge.
- \* Four girls/boys may use the bathrooms at one time.
- \* A.M. Day Care supervision staff stand by the steps and remain within visibility of the playground.

### **BATHROOM PROCEDURES**

- \* Students line up at steps near the bathrooms.
- \* Students are issued passes.
- \* Students walk into bathrooms.
- \* Students exit after washing hands.
- \* Students return passes to supervision staff, not to other children waiting.

## **PLAYGROUND RULES**

- \* Students are to remain in the assigned areas of supervision.
- \* The benches under the Oak Tree are for students on P.E./Sports/Recess restriction.
- \* A pass is needed whenever a student leaves the playground to use the restroom.
- \* Teachers must provide the Day Care Supervisor with a list of students that have practice in a classroom.
- \* Students are not allowed to pick up or kick the rubber ground cover.
- \* Staff is assigned at southern end of playground to ensure students don't throw rubber on walkways.
- \* Playing on the lower patio is at the discretion of the yard supervisor.
- \* Students are not allowed to carry or pick up another student at any time.
- \* Improper equipment use that may cause harm to either student or staff is prohibited. (standing on top of, climbing on, or jumping off).
- \* During the first semester, TK and K are NOT allowed to use any of the monkey bar equipment or the rock wall.
- \* Students must sit on the slide with both feet in front of them.
- \* Students may not block the slide.
- \* Students may only sit on the swings and are to swing facing the playground.
- \* If all the swings are full, the student will need to count to 60 for a turn on the swing. Only one child per swing.
- \* Students may not push anyone who is on a swing.
- \* Students are not to wait at the archways for their turn.
- \* Playing tag of any kind is not allowed.
- \* Students not following the rules will be benched inside the Pavilion or on the benches inside the play area.
- \* Backpacks are to be placed in the designated area.
- \* Students in Grades TK-5 must eat at the lunch tables only.
- \* Eating and drinking outside the Pavilion must be at designated place.

## **PLAYGROUND PROCEDURES**

- \* Students are not allowed in a classroom during recess unless supervised by a teacher and the Day Care Supervisor has been notified.
- \* Students enter walking.
- \* A five minute whistle (two short blows) signals the end of recess is near. Students are to get last drink and use the restrooms.
- \* A long whistle signals the end of recess. All students must raise a hand, freeze, and remain silent.
- \* Students are dismissed by supervision staff to walk to the line-up area by grade.

## **UPPER COURT/FIELD RULES (PM Day Care)**

- \* Students use the drinking fountain on the back of the elementary building.
- \* Supervision staff issues passes for restroom use.
- \* Equipment available includes soccer balls, basketballs, footballs, Four Square balls and kick balls.
- \* Staff determines the games to be played. (Basketball or Crash on the upper courts.)
- \* Games (Four Square, Hopscotch) are painted on the blacktop for students to use. Tetherball/jump ropes are also available.
- \* Students are not to retrieve sports equipment that goes over any fence.
- \* During P.M. Day Care, students do not leave the area without permission.
- \* Children in P.M. Day Care are not to leave these areas without permission from a supervisor.
- \* Supervision staff secures and issues equipment needed.
- \* Students wait for the staff to escort them to these areas.
- \* The same whistle warnings are used in these areas.
- \* The Supervision Staff collects the equipment to return to the Pavilion area.
- \* Supervision Staff notifies the Day Care Supervisor regarding sports equipment that goes over any fence.

## **LUNCH PAVILION PROCEDURES**

- \* Teachers escort students to the Pavilion.
- \* Students purchasing items from the Student Store wait behind the line until a staff member acknowledges them.
- \* Student Store Staff insures that there is only one student at a window at a time.
- \* Students with sack lunches not making purchases may proceed to the assigned tables.
- \* Students walk to the assigned tables.
- \* No sharing of food.
- \* Students wait in line quietly to purchase a hot lunch from an outside vendor.
- \* At the conclusion of lunch, a whistle will sound, all students will be dismissed by a red shirt table by table.
- \* Supervision Staff dismiss students by table.
- \* Students place lunch boxes in the appropriate basket along the wall.

## **LUNCH PAVILION RULES**

- \* There is no running in the Pavilion.
- \* All students must raise their hand to get up from the tables for any reason.
- \* Students are to clean up any spills they cause.
- \* Students are not to throw trash or food at any time.

## **PAVILION RULES FOR P.M. DAY CARE**

- \* There is no running, horse play, or playing of any kind. The Pavilion is for eating, doing homework at the tables, sitting quietly, playing games, watching a movie, or participating in a supervised activity.
- \* Students clean the Pavilion (pick up trash from floor and tables) before leaving for the night.
- \* All rules for lunch use apply for P.M. use.
- \* Students get permission before leaving an assigned area.
- \* Students are to wait behind the line in an orderly fashion at the Student Store, otherwise they lose the privilege to make their purchase.
- \* Designated staff opens and secures the lost and found for jackets/books. Water bottles and lunch boxes will be in the Sunshine Patio behind the Pavilion

## **STAFF INFORMATION**

### **STAFF**

- \* Staff members are to be at their position and ready to work two minutes before their shift begins.
- \* No staff member is to allow students to sit on his/her lap.
- \* No staff member is to at any time grab, shake, pull, or push any student.
- \* If a student becomes uncontrollable or defiant, use the 2-way radio and alert the Day Care Supervisor or designated person.
- \* No staff member is to verbally abuse any student at any time. A caring, but firm, voice may be used. Yelling at students is not permitted.
- \* Staff is to use the restroom before or after their scheduled time of supervision.
- \* Staff is not allowed to eat or drink on their shift. A bottle of water is the only thing allowed. Gum chewing is not permitted.
- \* Staff members are required to check their box in the workroom everyday before their shift begins.
- \* Staff is asked to leave when their shift is over and not stay around and talk with other staff members as it distracts from their supervision.
- \* Staff is required to stand during their time of supervision and to circulate within their area of supervision.
- \* Students are required to call staff Mr./Ms. at all times.
- \* Staff members are to avoid being alone with a child in the classroom or the bathrooms.
- \* Staff is to discourage students crowding around them. Staff focus is on supervision.

- \* Only authorized staff enters the Student Store.
- \* All purchases from the Student Store are made through the windows only.
- \* Designated staff opens the lost and found for jackets, clothing, backpacks and books.
- \* Cell phone usage at break times only.

## **STAFF LOCKERS**

- \* Heritage has provided lockers located in the Pavilion to secure your personal belongings while on duty.
- \* Heritage does not provide locks.
- \* All belongings need to be kept in the lockers - not on the table, chairs, floor, etc.
- \* Please make sure at the end of the year that all personal belongings are removed from your locker.

## **TWO WAY RADIOS**

- \* The 2-way radios are to be treated with care.
- \* The 2-way radios are to be used to communicate to other staff members when needed.
- \* They are to be used to help locate students.
- \* They are not to be used for anything but that which pertains to Student Supervision.
- \* At the end of the A.M./P.M. shifts, place the 2-way radios in the workroom charger. Be sure the radio is seated correctly in the charging cradle and in turned off mode.
- \* P.M. staff responds when called on the radio.
- \* P.M. staff responds to unanswered calls even if they are directed to another staff member.
- \* Keep communication brief and to the point.

## **TIME OFF/ILLNESS**

- \* If time off is needed, fill out Request for Leave form and put it in the Day Care Supervisor's box as soon as possible. The request should be made at least one week in advance so that there is enough time to find a replacement.
- \* If you are ill and are unable to come in, please call the Day Care Supervisor before your shift starts. If unable to contact the Day Care Supervisor, leave a message with the school office.
- \* If you are going to be late, please call the Day Care Supervisor as soon as you know. Heritage reserves the right to call someone in to replace you for your entire shift.

## **SUPERVISING THE CHILDREN**

- \* Refrain from ANY social conversation with parents and fellow staff members.

## **DAY CARE STAFF DRESS CODE**

### **SHIRTS**

- \* Red staff polo shirts are provided and must be worn when clocked in and working your shift.
- \* Turtleneck shirts underneath are permitted.
- \* ALL STAFF MUST WEAR A RED SHIRT AT ALL TIMES.

### **PANTS**

- \* Gray, navy, black, khaki
- \* Jeans that are blue or black
- \* Dockers style pants that are khaki or navy
- \* No other colors permitted
- \* Blue or black jean fabric or other fabric non form fitting capri pants
- \* Khaki, black, or navy (including jean fabric) shorts that reach the top of the knee
- \* Staff may wear the special staff shirt on Fridays

## **SWEATSHIRTS**

- \* Solid red (no logos, writing or pictures) hooded or crew sweatshirt with school logo

## **JACKETS**

- \* Red staff jacket
- \* Personal jacket may be worn under red staff jacket

## **SHOES**

- \* Closed toe shoes
- \* Sandals with closed toe and back strap

All employees need to remain in the guide lines of the dress code of the school as stated in the Teacher Handbook. (hair, earrings, etc.) No visible tattoos or piercings other than the ears of female staff are permitted. Visible tattoos must be covered before beginning a shift, and remain covered throughout.

## **STUDENT SUPERVISION RESPONSIBILITIES**

### **EARLY A.M. PAVILION**

- \* Student supervision
- \* Radio communication
- \* Maintain campus cleanliness
- \* Enforce all HCS rules
- \* Circulate throughout the Pavilion. Do not talk to other staff members, unless it pertains to student issues.
- \* Move to outside supervision at appropriate time (continue to circulate)
- \* Control noise level
- \* Announce time to line up

### **PAVILION**

- \* Monitor line
- \* Student supervision of lines and tables
- \* Radio communication
- \* Maintain pavilion cleanliness
- \* Enforce all HCS rules
- \* Wash all tables before, after, and during use (Pavilion and all patios)
- \* Sweep Pavilion floor and all patios
- \* Line all trash cans and cover with appropriate lids during morning supervision
- \* Place three trash cans inside
- \* Move full cans outside and cover with appropriate lids
- \* Notify Day Care Supervisor when supplies are low (towels, cleaning products, etc.)
- \* Notify Day Care Supervisor of missing trash cans, supplies, low on clean towels
- \* Notify Day Care Supervisor of lost and found requests

### **PLAYGROUND**

- \* Student supervision
- \* Radio communication
- \* Maintain campus cleanliness including rubber pick up
- \* Enforce all HCS rules
- \* Circulate in assigned area. Do not stand against walls or in one area.

- \* Be aware of student activity in all areas
- \* Announce end of break

## **BATHROOM PASSES**

- \* Student supervision
- \* Radio communication
- \* Maintain campus cleanliness
- \* Enforce all HCS rules
- \* Control and distribution of passes (4 girls - 4 boys)
- \* Minor first aid and first aid referral to Day Care Supervisor
- \* Supervision of Oak Tree area: only injured students may sit there
- \* Supervision of drinking fountain
- \* Supervision of the beginning of playground
- \* Maintain campus cleanliness
- \* Announce end of break

## **OAK TREE/LOWER PATIO**

- \* Student supervision (no visiting with students or staff)
- \* Radio communication
- \* Maintain campus cleanliness (broom/dustpan)
- \* Control foot traffic
- \* Minor first aid and first aid referral to Day Care Supervisor
- \* Circulate throughout area
- \* Announce end of break
- \* No balls of any kind in this area

**HERITAGE CHRISTIAN SCHOOL  
17531 RINALDI STREET  
GRANADA HILLS, CA 91344  
(818) 368-7071**

**Student Supervision Handbook  
Response Form**

I acknowledge that I have read the Student Supervision Handbook and will abide by the rules and Regulations as set forth.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

