



Active Supervision & Safety Protocol

Revised November 2025

PURPOSE

To ensure that all children are actively supervised at all times in a safe, nurturing, and developmentally appropriate environment, in accordance with Arkansas State Licensing Regulations and the Montessori philosophy of freedom within limits.

GUIDING PRINCIPLES

- **Constant, Active Supervision:** Staff maintain visual and auditory awareness of every child, scanning and counting children frequently throughout the day.
- **Freedom Within Limits:** Children are encouraged to move independently within prepared environments; however, movement is always within sight and awareness of supervising adults.
- **Accountability:** Teachers are responsible for children under their care at all times, ensuring they know the location, count, and wellbeing of each child.
- **Team Collaboration:** Communication between staff (in-person, class phone, or Brightwheel messages) ensures smooth transitions and safety coverage.

ATTENDANCE TRACKING PROCEDURES

- **Dual Documentation System:** To maintain accurate and immediate records, staff will utilize:
 - **Brightwheel Attendance App:**
 - Each child is signed in/out by parent or authorized adult via Brightwheel upon arrival and dismissal.
 - Teachers use Brightwheel to mark transitions between classrooms (e.g., Early Drop-off, Extracurricular, Aftercare).

- **Clipboard Attendance Chart (Paper Record):**
 - Maintained in every classroom and outdoor area.
 - Used for quick head counts, emergency evacuation, and in real time during transitions (bathroom breaks, playground, specials, etc.).
 - Each movement in or out (e.g., to music, dance, nature walk, etc.) is noted with time and supervising adult's initials.

TRANSITIONS & MOVEMENT BETWEEN ENVIRONMENTS

- Before leaving a classroom or designated area, staff count and document children on the clipboard chart.
- A second adult, when available, confirms the count.
- On arrival to the new area, the supervising adult recounts and documents the group's presence.
- When a child joins or leaves for an extracurricular activity, both the sending and receiving teacher must:
 - Mark the transition time on the paper attendance.
 - Update Brightwheel (marking "activity transition").
- Upon return, the same dual-record process occurs to maintain continuous accountability.

STAFFING & RATIO COMPLIANCE

- Staff must maintain Arkansas minimum ratios at all times:
 - Infant (0–12 mo): 1:4
 - Toddler (12–18 mo): 1:5
 - Early Primary (18 - 36 mo): 1:6
 - Primary (2 1/2–5 yrs): 1:12
 - School-age (5+ yrs): 1:18
- Whenever possible, there should be two adults present, especially during:
 - Outdoor play
 - Meal/snack times
 - Transitions
 - Restroom breaks or diapering
- If an adult steps away (emergency, restroom, etc.), they must:
 - Notify another staff member.
 - Ensure ratio is maintained.
 - Log the temporary change on the attendance clipboard.

MONITORING & VISIBILITY

- Teachers position themselves to see and scan all children, avoiding back-to-door or obstructed views.
- Staff use “count, look, listen” strategies:
 - Count: Verify the number of children frequently.
 - Look: Maintain eye contact or line of sight.
 - Listen: Be alert to sounds that signal distress or misbehavior.
- Staff are expected to minimize distractions
 - No personal phone use
 - No side conversations with adults
 - No sitting while actively supervising children

COMMUNICATION & HANDOFFS

- Clear communication occurs at every staff handoff (e.g., arrival, dismissal, mid-day staff change).
 - Outgoing staff review attendance counts, highlight absences, and note children in specials or outdoor areas.
- Brightwheel messages (to parents and admin) are used to alert transitions between classrooms/outdoor areas.

EMERGENCY PROCEDURES

- In an emergency (fire, severe weather, lockdown, etc.), staff must:
 - Bring the clipboard attendance sheet and Brightwheel device.
 - Perform immediate head counts and mark attendance.
 - Account for each child’s location and safety before, during, and after relocation.
 - Notify admin/HOS immediately if a discrepancy occurs.

DOCUMENTATION & AUDITS

- Daily attendance is cross-checked between Brightwheel and clipboard charts.
- Admin conducts weekly random audits to ensure compliance and accuracy.
- Any discrepancies or missed sign-ins are immediately addressed and corrected.

MONTESSORI ALIGNMENT

Active supervision at FMS supports Montessori values by:

- Ensuring children's freedom is balanced with safety.
- Promoting independence while maintaining predictable routines and structure.
- Encouraging grace and courtesy in transitions, fostering responsibility and trust.

ACCOUNTABILITY & TRAINING

- All employees receive Active Supervision & Safety Training upon hire and annually thereafter.
- The plan is reviewed quarterly by the Head of School and Leadership Team.
- Violations of supervision protocols are taken seriously and may result in corrective action.