

# Supervision in NAEYC Accredited Programs

## Implementing Supervision Practices and Routines

One of the items that are critical to becoming accredited and maintaining accreditation is supervision. All NAEYC Accredited programs must follow all required items. Whether you have old or new staff, it is the program's responsibility to keep all staff up to date on supervision policies and procedures. This resource includes policies and procedures you may want to consider implementing to ensure that your education team takes steps to prevent supervision lapses in the programs.



### Policies and Procedures:

- Oriented old and new staff to supervision practices
- Staff complete face-to-name checks throughout the day including, during transitions.
  - Staff practice face-to-name by matching the child's face to their name on the attendance sheet before marking them present.
- The program director conducts face-to-name checks throughout the day for all classrooms.
- Supervision training is conducted on an ongoing basis and aligned with NAEYC supervision required items and state regulations.

### Expectations of Staff:

- Be alert and responsive.
  - Know where children are at all times.
  - Be able to see and hear the child as required.
  - Provide supervision appropriate to the individual age and needs of the child.
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## Make a Plan Together



Partnering with your education team is one of the best ways to ensure that supervision requirements are understood and implemented. Use the chart below to review together to answer questions and think of your best practices to keep children safe by avoiding supervision lapses.

| <b>NAEYC Required Supervision Assessment Items</b> |   |
|--|---|
| <b>3C.2</b>  | If one or more infant, toddler, or young two year old cannot be easily heard and seen at all times by at least one member of the teaching staff, the child(ren) is/are in a safe environment.   |
| <b>3C.3</b>  | If one or more infant, toddler, or young two year old is out of the direct sight or sound supervision of all teaching staff while in a safe environment, it is for no more than five minutes.   |
| <b>3C.6</b>  | If a preschooler is out of the direct sight AND sound supervision of all teaching staff, it is for no more than 1 minute, and the child is in a safe environment.   |
| <b>3C.7</b>  | If a preschooler is out of direct sight OR sound supervision of all teaching staff, it is for no more than ten minutes and the child is in a safe environment   |
| <b>3C.8</b>  | Teachers of kindergartners and school-age children keep these children within sight and/or hearing most of the time. A teacher may allow kindergartners and school-agers to leave their supervision (out of sight AND sound) for up to 10 minutes so long as they are in a safe environment (e.g., go to hall bathroom; report to school nurse office). |

For questions about required supervision assessment items, email us at [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org) or call us at 1-800-424-2460, option 3.