



Transition Policy

Creation date: June 25, 2015

Revised: October 23, 2015, February 12, 2016, October 10, 2016, November 3, 2017, February 10, 2020, January 17, 2023, November 16, 2023

Approved by Board of Directors: October 23, 2015, July 20, 2023

Policy

The intention of this policy is to ensure the safety and wellbeing of the children during the movement from one area of the program to another. It provides staff a procedure to follow where joint responsibility of the children is shared amongst the program staff. The procedure respects the child's development and ability to manage during a change in activity.

Procedure

- Staff must ensure that they know the number of children in attendance at all times.
- Staff must position themselves so that they can see the interactions of the children and as much of the area they are supervising
- All children must be marked in upon arrival and out at the end of the day, indicating time of arrival and departure on the main attendance, including children who are visiting from another program.
- Only staff members mark children in and out on attendance board. (Full time staff is preferable)
- **The early staff in each room is responsible for ensuring the children are marked in with the time on the daily attendance record**
- **The late staff in each room is responsible for ensuring the children are marked out with the time on the daily attendance record**
- **When staff work alone, they are required to complete both the marking in and out of children on the daily attendance record with the corresponding times**
- Arrival and departure times are marked in pen only.
- Parents should be encouraged to sign their children in and out on their child's daily chart when applicable.
- Staff prepares children for transitions using visual props, songs and schedules.
- Children are transitioned in small groups, when moving from one environment or activity to another
- *Small groups consist of one staff member and the allowable ratios for one staff in that age group.
- Positive interactions are observed between staff and children during the transition.
- The portable attendance accompanies the staff and children who are transitioning to a new environment or activity.

The main attendance reflects any small groups who have left the room.

In House

Upon entering the room/playground/program you are required to supervise.

1. **Do a head count** and check the attendance board for accuracy, do a visual check and include the sleep room and field trip board if applicable.



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

2. Verify verbally the count with the staff presently on duty.
3. Initial the attendance board under the appropriate sign in box and **indicate the number of children in writing still in attendance when arriving for the day.**
4. **Head count is conducted every ten (10) minutes both when in the playroom and on the playground.**
5. **Staff who are in the room/playground alone must document this count on the daily attendance record.**

Upon leaving the room/playground/program for a break/lunch or end of shift you are required to do

1. **Do a head count** and check the attendance board for accuracy, do a visual check and include the sleep room and field trip board if applicable.
2. Verify count with the staff presently on duty.
3. **Indicate the number of children in writing still in attendance when transitioning to new room/playground and upon return.**
4. The attendance board must then be given to a staff member on duty.
5. Initial the attendance sheet under the appropriate sign out box and **indicate the number of children in writing still in attendance when leaving for the day.**
6. **The number written on the attendance sign out sheet must match the number verbally communicated to the staff member accepting the children**

Before leaving the centre, the last staff member on duty must ensure that all children are signed out for the day.

Playground/ Gross Motor Room/Gym/ Other Program room

1. Children are transitioned to leave room in a small group*
2. Head count and roll call before leaving the room/yard/area
3. **Head counts conducted done every ten (10 minutes) and then confirmed with other staff on duty**
4. **Head count is done and documented on attendance sheet if staff is outside by themselves**
5. **Spot checks conducted by Supervisor/Designate daily to confirm staff are aware of number of children in attendance at all times.**
6. Head count and roll call upon arrival in the room/yard/area
7. Attendance sheets marked as children depart, late staff in program to oversee attendance (School age).
Total number of children in school age is tracked as children arrive and depart on attendance sheet
8. Departing staff must check in with staff overseeing attendance before leaving to ensure all children have been accounted for.
9. Departing staff must initial attendance sheet under appropriate sign out box and **indicate in writing the number of children still in attendance just prior to leaving for the day.**
10. Children are transitioned to leave playground/gym/gross motor /other rooms in a small group*
11. Head count and roll call from attendance sheets before returning to program room
12. A complete sweep/check of playground/gross motor room
13. Head count and and roll call upon arrival back in room(s)



Off Site

1. field trip forms completed and a copy left at centre
2. roll call and head count from trip forms before departure
3. **Head counts done every ten (10 minutes) and then confirmed with other staff on duty**
4. roll call and head count boarding and unloading from the bus, streetcar or subway
5. roll call and head count from trip forms upon arrival at destination
6. roll call and head count before departing destination
7. roll call and head count upon arrival back at centre

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of a new policy, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Transition Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Transition Policy and Procedure**. I understand that if I have questions, at any time, regarding the policy and procedure, I will consult with my immediate supervisor.

Please read the **Transition Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: