

Date:

Center:



Early Head Start Child Supervision Training

complete one section below

Substitute teacher

1. Ensure all children are supervised at all times.
 - Utilize the student head count system throughout the day, especially during transition times, such as going to and from the playground, restrooms, etc.
 - Head Count System: Count the children and ensure you have the correct number of children with you at all times.
2. Ensure there is 1 adult per 4 children at all times, including lunch and rest time.
3. Read the information in the substitute teacher folder provided by the teacher.
4. Call the school office for emergencies.

I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs

Contract and/or Center Employees

1. Ensure no child is left alone or unsupervised while under my supervision.
2. Ensure there is 1 adult per 4 children at all times.
3. Hold children's hands until released to assigned teacher.
4. Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Printed Name

Date

Signature

Center/Position

Note to Advocates: Scan the completed form to ChildPlus and see LiveBinder for further instructions.