



Date:

District:

Campus:

Region 7 Education Service Center, Kilgore, Texas 75662

### CHILD SUPERVISION REQUIREMENTS

### HEAD START TRAINING FORM

SUBSTITUTE TEACHER or TEACHING ASSISTANT: \_\_\_\_\_ (name)

DISTRICT EMPLOYEE: \_\_\_\_\_ (name)

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 10 children at all times, including lunch and rest time.

3. **Substitutes:** Read the information in the substitute teacher folder provided by the teacher.

4. **Substitutes:** 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.*

***I have been informed and provided a copy of this training.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
District

\_\_\_\_\_  
Campus

Note for FSWA: Please scan and attach this document in ChildPlus and provide a copy to the trainee. See LiveBinder for instructions, if needed.