

This document is provided as guidance and is not a legal document. It does not override or replace the need to be familiar with rules. Current rules may be found on [the DLBC website](#).

Active supervision

General requirements

Every child must be supervised by a qualified caregiver. At its most basic, supervision means that you can see and hear the children in your care. While this is important, caregivers are not just required to supervise children, but provide what is known as **active supervision**.

Active supervision implies that a caregiver is doing more than passively being present in the same room as children. The following are a few actions you are expected to take when providing active supervision:

- **Know the number of children:** You must be able to recall the number of children you are presently responsible for at any given moment.
- **Focus on the children:** When providing active supervision, you may not focus on personal interests or tasks unrelated to providing care to your children.
- **Interact with your children:** Active supervision implies that you are engaged with your children and aware of what they are doing. The minimum requirement is that you interact with your children at least every 15 minutes.

Positioning

As stated earlier, one of the minimum requirements to supervision is being within sight and sound of children. This is important because a caregiver providing active supervision must be able to quickly respond if there are any concerns for child safety.

You are required to position yourself where you are easily able to supervise each child. Depending on the shape or layout of the area, this may require repositioning yourself so you can see and hear each child.

If there are any children in your group younger than 5 years old, it is required that you are physically present in the same room as them. If children younger than 5 years old do not have a caregiver physically present in the same room, they will be considered unsupervised.

Supervision during sleep

Programs may use a napping room during scheduled nap or rest periods. Consult with your program policies as well to see if this practice is permitted at your facility.

A napping room is a room where children sleep without a caregiver physically present in the same room.

If a napping room is used, the following requirements must be met:

- The napping room must be adjacent to a non-napping room.
- A caregiver must be located in the non-napping room.
- A video camera or mirror must be positioned so that the caregiver in the non-napping room is able to see and hear the children in the napping room.
- The doorway between the napping and non-napping room must be open and may not have a barrier or gate blocking the way.
- As soon as a child in the napping room wakes up, they must be moved into the non-napping room.

It is important that a caregiver is able to see each child while they are sleeping. This means that blankets and other items may not be placed over sleep equipment in a way that would prevent a caregiver from seeing children sleeping in the equipment.

For example, placing a blanket or sleep tent over a crib in a way that prevents anyone from easily seeing the child while asleep is not allowed.

Attendance records

Programs must keep an accurate record of when each child arrived and left their facility. This is also referred to as a sign-in/out record. Sign in/out procedures include:

- Only parents, and people with parental permission, may sign a child out.
- If an unfamiliar individual attempts to sign a child out, you must check their photo ID to confirm whether or not they have permission from the parents to sign the child out.
- The record must include the date and time the child was signed in and out.

When a person signs a child in or out, they must use a unique identifier. Most commonly this would be a signature or an electronic code specifically assigned to that individual. The purpose of using an identifier is meant to clearly identify who it was that signed the child in or out.

Attendance systems

For the purposes of complying with child health and safety standards, any attendance system, physical or digital, may be used.

Programs receiving child care subsidy payments through the Department of Workforce Services (DWS) are required to either use the ARISE Attendance System, or another electronic attendance system meeting Office of Child Care (OCC) requirements. More information about this requirement can be found in the [OCC Child Care Provider Guide](#).