

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.

When there are children inside the home, a caregiver must also be located inside the home.

When there are children younger than 5 years old in an outdoor area, a caregiver must also be located in that outdoor area. Children 5-12 years old may go outside without a caregiver as long as a caregiver is able to hear them and the area is enclosed with a fence, wall, or solid barrier at least 4-feet high.

Supervision during sleep

Infants must be placed to sleep where a caregiver is able to see and hear them. If an infant is placed to sleep in a different room, a caregiver must personally observe the infant at least once every 15 minutes. Personally observing them means that the caregiver physically goes into the same room and sees the child. Observing a child using a camera or mirror is not considered personal observation.

Attendance records

Sign in/out procedures

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 person 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 person. 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](#).