

Early Learning and Child Care Summer Safety Information

COUNT YOUR CHILDREN AND CHECK ATTENDANCE

Remember to:

- **Count** your children
- be aware of all children in the group.
- frequently scan the area.
- develop and use a system to monitor where children are at all times.
- **Check attendance** by looking at each child's name as it appears on your sign in sheet or on your child tracker. Make visual contact with each child in the group as you see their name on the list. This process of **name-to-face recognition** takes a bit more time, but it is much more effective than a head count alone. A name-to-face recognition may not be needed at every point noted below but is strongly recommended when transitioning from one place to another (i.e. Outside to Inside)

Keeping children safe is your responsibility.

At the centre, COUNT the children:

- upon each child's arrival
- several times during play and activity times
- when moving within the centre
- when a staff arrives or leaves the group
- when transitioning from indoors to outdoors/outdoors to indoors
- upon each child's departure

At the playground or on outings, COUNT the children:

- before leaving the centre
- when arriving at the playground or destination
- several times during play or at the destination
- before going back to the centre
- when a staff arrives or leaves the group
- after re-entering the centre