

Supervision and Ratio Best Practices Checklist

Staff Member: _____

Date of Observation: _____

Note: *The term “children” is used throughout this checklist to refer to any individual between the ages of 6 weeks and 12 years of age.

| | <i>Staff member never does this or does not seem aware of the practice.</i> | | | | <i>Staff member always does this.</i> |
|--|---|----------|----------|----------|---------------------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| Staff member accurately states the maximum group size for their classroom or program. | | | | | |
| Staff member accurately states the staff-child ratio for their classroom or program. | | | | | |
| Staff member regularly counts the children under their supervision by matching name to face. | | | | | |
| Staff member can state the number of children under their supervision at all times. | | | | | |
| Staff member uses active supervision strategies appropriate to the age of children with whom they work. | | | | | |
| Staff member adapts their supervision strategies depending on the needs (age, development, behavior) of individual children. | | | | | |
| Staff member follows the program’s standard procedures (i.e., attendance forms and rosters) to document attendance and ratio requirements. | | | | | |
| Staff member communicates with co-workers to ensure accountability for children is maintained at all times. | | | | | |
| Staff member informs supervisors immediately if the classroom or program area is over ratio. | | | | | |
| Staff member maintains accountability for all children at all times. | | | | | |

Notes: