

 Policy # S-16	Effective date: 8/24/17	No. of Pages: 4	Supplemental Forms: Yes
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SUBJECT: Name-to-Face/Child Tracking

POLICY: RWCFS will implement a redundant name-to-face child tracking safety procedure to ensure that the number, names and whereabouts of children in care are known to assigned staff at all times. During transitions, staff will account for all children with name to face recognition by visually identifying each child.

PROCEDURE:

GENERAL EXPECTATIONS:

Staff will consistently follow the Name-to-Face (NTF) procedure including documentation on the Name-to-Face Child Tracking Form.

- The Lead Teacher/Nurturer is responsible for pre-filling in the Classroom Code, date, Staff’s names, children’s first name and last initial, and making sure the forms are available on the clipboard for daily use. Also, the lead teacher will be responsible for making sure the NTF Child Tracking Forms will be kept on the clipboard for the week and turned in at the end of the week to the STL.
- The Teacher/Nurturer responsible for the transition and child tracking per the zoning plan will be responsible for completing and keeping an accurate account on the NTF Child Tracking Form for each transition.
- The clipboard with the NTF Child Tracking Forms will be in the classroom or in the backpack to be available at all times.
- The NTF Child Tracking Procedure and NTF Child Tracking Form will be used for large group transitions.

Staff Section:

Staff Name Boxes – any staff that will be in the classroom for more than 5 minutes and considered in ratio will fill in their name if not already prefilled, the time they entered the classroom, scan, count, verbalize and indicating on the form how many children are in attendance when they arrive in the classroom/transition area. Staff will sign out when they take a break and/or leave for the day verbalizing and indicating on the form how many children are in the classroom at that time.

Child’s Section:

Child’s Name Boxes – children’s first names and last name initials should already filled in. Any child who is in attendance that is not on the form shall be written in to reflect the change.

Arrival Time Boxes – the time the child enters the classroom (Bus driver’s time of when the child is dropped off will be the same time when you sign the children in). If the child does not arrive at the classroom, no time will be added.

Attendance Code Boxes – The first NTF count will be done when the last bus child arrives in the classroom or in a self-transport classroom when the class is scheduled to start. Call each child's name, visually confirm with eye contact that the child is in line or at the meeting place (rug) and complete the box with one of the following Attendance Codes listed on the form; P=Present, A=Absent. If the child is not present at the time you complete your initial NTF attendance, mark A for absent. Count the number of children marked P for present and put the number in the NTF Count Box at the bottom of the form and both staff members initial. If a child arrives late put a slash through the code and write a P next to the code. Also cross off the total in the NTF Count Box at the bottom of the form and change the number, circle the new total and then both staff members verbalize the change. If a child is withdrawn and the form does not reflect the change, mark WD and put a line completely through the rest of the row for that child.

Time Out /Time In/ Transition Boxes– the transition boxes are to be used for a large group activity, otherwise the small group procedure will be used (see below). Write the time you are leaving for the transition in the **Time Out Box** and where you are going in the **Transition Box**, at the top of the page, using the codes located in top section of the form on the right. B=Bathroom, PG=Playground, GM=Gross Motor, D=Drill, CR=Classroom, FT=Field Trip, C=Cafeteria or O=Other. When you get to your transition destination write the time in the **Time In Box** at the bottom of the page. **Use the boxes in the column below the Time Out/Transition/Staff Initials Boxes to ensure that every child is accounted for flowing the NTF steps listed below:**

- Call each child's name, visually confirm with eye contact that the child is in line, and mark a \checkmark in the box across from their name.
- After you have completed the NTF account, count the \checkmark 's and enter the number in the NTF count box at the bottom of the page.
- When all students are accounted for, the teacher with the clipboard will initial in the top **Staff Initials Box** to confirm the number of children and verbalize to the other staff member who will confirm the number of children. Staff will lead the students to the transition destination.
- As the children enter the location put a \bigcirc around the \checkmark . Every child should have a $\bigcirc\checkmark$
- Count the number of $\bigcirc\checkmark$ and make sure it matches the number in the **NTF Count box**, put a \bigcirc around the total number and both teachers verbalize and confirm the number with your initials in the bottom **Staff Initials Box**.
- If for some reason a child does not complete the transition, for example refuses to move in the hall, mark an * in the box next to the \checkmark and make a note in the comment column also indicating the time the child returns. If the comments area is full for that child record the comment on the back of the page with child's name, comment and return time. In the **NTF Count box** cross off the initial number you left with, write the actual number of children at the time of arrival, and circle it. If the child returns write +1 next to the original circled number. Ex. ~~19~~ \bigcirc 18 +1
- Returning back to the classroom or another area is a new transition, repeating the same process.

Time Out Box – Indicates what time each student leaves the room for the day, if is a child the rides the bus the time will match the driver's log and if the child is picked up it will match the sign out book.

- If a child is leaving for an appointment and will return this should be recorded in the section on the bottom of the page by the staff member.

Depart With Box – Lead teacher will write in the name of the person the child departs with; parent's name, name of person on fact sheet, or if the child goes by bus, the driver's name.

SMALL GROUP, INDIVIDUAL TRANSITIONS AND OVERALL CLASSROOM TRACKING ADDENDUM:

Head Start - With small groups (10 or less) or individual transitions staff will use the visual classroom magnet check in and out board located by the classroom door. The magnet will be color coded yellow if the child is present in the classroom, red if the child is absent, and green if the child is out for support services or other activity such as a sensory break, or DCFS interview. The number of children in attendance for the day should be recorded on the board and circled and only changed if a child arrives or leaves for the day. ***Note - The magnet board is also use for overall tracking of child in the classroom.**

- If a child is leaving for an appointment and will return this should be recorded in the section on the bottom of the page by the staff member.

Early Head Start - For safety reasons EHS will follow a similar procedure with small groups (4 or less) using a color-coded dry erase board and markers to mark children in and out. If the mark by the child's name is blue the child is present, red if the child is absent and green if the child is out for support services. The number of children in attendance for the day should be recorded on the board and circled and only changed if a child arrives or leaves for the day. ***Note - The white board is also use for overall tracking of child in the classroom.**

- If a child is leaving for an appointment and will return this should be recorded in the section on the bottom of the page by the staff member.

EHS and HS Guidance - The staff or person responsible for taking an individual child or small group out of the room will:

- Take the laminated picture of the children they will be removing from the class; the pictures will be located near the exit.
- Move the magnets on the visual classroom magnet board or indicate on the white board.
- Say each child's name and visually confirm with eye contact that the child is in line.
- Verbally communicate with the classroom staff the number of children you have and where you are going.
- When they get to their destination staff, or the person responsible, will use the pictures to confirm that all children got to their destination safely and then repeat the procedure to return to the classroom or area.
- Upon return, confirm all the children have returned by moving the magnets back on the visual classroom magnet board for HS or for EHS use the blue dry erase marker, return the pictures to the container, and verbally communicate the number of children you returned with.
- **Partners, consultants and support staff** taking individuals or small groups of children in addition to the pictures will also complete the sign out page located on the bottom of the NTF tracking form. Indicating that the adult acknowledges the responsibility for the child. The responsible adult will fill in the:
 - child's name(s)
 - time accepted
 - adults' signature
 - reason
 - location
 - time returned

For confidentiality purposes this section will be folded under.

ONGOING MONITORING (OGM): RWCFS will review the child tracking form and observe implementation to ensure that the policy and procedure are being followed and that we are in compliance with regulatory requirements.

- STLs will look over the NTF Child Tracking Forms weekly, initial the form to indicate review of the week's forms, file and retain copies for the program year.
- STLs will watch for successful implementation of the child tracking procedure in quarterly during their regularly scheduled observation times. They will record their observations on an observation form, indicate, next steps as need based on their observation and scan/copy it to the N: Drive storage.
- CDM will monitor observations forms quarterly.

Forms: *Active Supervision Policy*
HS Name-to-Face Child Tracking Form
EHS Name-to-Face Child Tracking Form
STL Observation Form

(Revised: PL 5/22)