WHAT TO EXPECT:
Unannounced Active
Supervision Monitoring Visit

SCOE monitoring staff is required to conduct an unannounced active supervision visit at least once per quarter. This handout was designed to help prepare an EHS CCP provider for a visit.

TIPS:

Be yourself! Follow the natural flow of your day.

Be confident! You have done your "homework" and are prepared to show off your strong supervision systems.

Breathe! Take a deep breathe. If you breathe heavily, it saturates your brain with oxygen and helps you relax. Tension or anxiety can make a person more forgetful.

WHAT TO EXPECT DURING THE VISIT:

Monitor will observe your systems in action as noted on your Active Supervision Plan.

Visit will last at least 30 minutes and include observing some of the following transitions:

- Arrival
- Indoor to Outdoor
- Outdoor to Indoor
- Meal Time
- Nap Time Supervision
- Departure
- Restroom Supervision

Review of your Active Supervision Plan that is posted by the FCCH license.

Posted child count will be compared to the group sign-in sheet. The monitor will verbally ask provider/assistant how many children are present. Monitor will also conduct a child count.

Children are within sight of provider/assistant at all times during the observation.

Monitor will not leave until any immediate risks are corrected, such as the adult to child ratio.

WHAT TO EXPECT IF AN AREA IS OUT OF COMPLIANCE:

Child Care Specialist will support you with developing a solution.

Items marked out of compliance that requires follow-up will receive a visit within 7 days from the initial visit.