



## **SUPERVISION Series**

**a guide to the protection of children  
and providers in child care settings**

### **What is the SUPERVISION Series?**

The **SUPERVISION Series** is a *pro-active curriculum* developed by the North Carolina Division of Child Development (DCD) to reduce child abuse and neglect in child care facilities. The project began in 1998, recognizing that many abuse/neglect investigations could be prevented if caregivers followed careful and appropriate practices and procedures in supervising children. The goal is aimed at identifying best practices in child care and helping child care providers to adopt these in order to avoid incidents and reports of child abuse and neglect. Most importantly, **following these guidelines will protect children from harm.**

### **Who is responsible for the SUPERVISION Series?**

Development and dissemination responsibilities have lived with the Child Care Workforce Standards Section at DCD. Content development was done with input and review by both Licensing and Abuse/Neglect staff in the Regulatory Section, and with piloting and external review by training partners and representatives of the child care provider community.

Disseminating the material has occurred primarily through in-service training in the child care resource and referral agencies (CCR&Rs) and through a network of partners who offer child care training in local communities. In addition to CCR&Rs, these partners include local Smart Start agencies, child care health consultants, Cooperative Extension trainers, Head Start Trainers and DCD Field Staff. Some community college instructors have incorporated material from the series into their curriculum courses. Home providers and center directors may use the **SUPERVISION Series** as a hands-on resource to ensure that they are following appropriate procedures and practices in their facilities. Finally, the modules are also frequently prescribed as part of Corrective Action Plans in Administrative Actions.

## What topics are covered in the SUPERVISION Series?

The SUPERVISION Series currently includes four training modules:

- **Get Ready, Get Set, Go!** prepares staff to keep children safe during field trips and routine transportation. It emphasizes the importance of visual supervision, attendance taking, and the physical inspection of vehicles.
- **Beyond Band-aids** addresses appropriate responses to accidents and illness, careful procedures for handling an administering medication, and guidelines for monitoring and maintaining children's health and well-being.
- **Infant-Toddler Zone** reviews the critical elements of secure physical environments, appropriate practices in routine care, and nurturing guidance for infants and toddlers.
- **The Providers Almanac** assists caregivers in dealing with challenging behaviors through intentional arrangement of the environment and purposeful interactions that prevent misbehavior, promote positive relationships, and guide children to self-control.

## How can I access the SUPERVISION Series?

The four modules can be downloaded from DCD's website under **Providers / Provider Resources** at [http://ncchildcare.dhhs.state.nc.us/providers/pv\\_supervision.asp](http://ncchildcare.dhhs.state.nc.us/providers/pv_supervision.asp). Hard copies of the modules are out of print.

Each module posted contains

- a **handbook** with a narrative discussing the concepts of the module and presenting clear and simple suggestions to reduce the risk of harm
- a comprehensive **checklist** of the key points in the handbook – offering quick-reference guides for safe planning, preparation and procedures
- **sample forms** recommended in the handbook
- a **resource list** for further information on the topic