



PLAYGROUND SAFETY & SUPERVISION

MLCP promotes that the following will be done upon every arrival into the playground:

- ❖ Check of all sand area for foreign or broken objects.
- ❖ Check of grass or cement area for foreign or broken objects.
- ❖ Check for any loose apparatus.
- ❖ Check for any hanging objects.
- ❖ Check of all children's clothing for potential choking hazards, i.e. scarf, ties.

If any of the following do not pass inspection, the playground will be off limits immediately. The Principal and/or designate will be contacted immediately so that they can arrange to make appropriate repairs before the children can return to the playground.

Each year schedules will be prepared to ensure the mandated playground times for the different age groups are met - ensuring that there is no overlap of levels or times.

Daily Inspections: A staff from the first group on the playground both in the morning and the afternoon will perform an inspection before the children enter the playground. Staff will use a "checklist" to itemize that all areas, equipment, gates, etc., are ready for use by the children. The staff member signs off the checklist. Any area not appropriate for use (equipment needing repair, ice patch on surfacing, etc.) is to be reported to the Office and is sectioned and blocked off from the children while awaiting repair. (See attached checklist)

Monthly Maintenance Inspections: The monthly inspection is to be completed by the staff who inspects the playground using the playground checklists. The staff will review all reports of the past month and record all follow up action. (See attached checklist)

Maintenance Inspection: The playground is to be inspected in the spring and fall by the designated staff. The designated staff inspects the playground using the Monthly Inspections and Playground Inspection Checklist forms. Any issues that are identified (i.e. playground surface and equipment) are to be reported and a plan of action recorded. (See attached checklist)



Annual Inspection: The playground is to be inspected annually. Any issues identified the inspection will be reported to the Principal. An action plan will be devised to address any issues highlighted.

All reports will be kept on file in the Principal's office. The Playground Safety Policy will be reviewed by Ministry Staff (Licensing Specialist) at the time of the annual license renewal visit. (See attached checklist)

Outdoor time each day, for at least two hours, is required in weather appropriate conditions. Staff will check daily for suitable and safe conditions prior to playtime. Should the weather conditions be unsuitable inside/gross motor time will be made available via suitable indoor activities. Monitoring of appropriate clothing for outside play and inside return (wet socks, etc.) is essential. Please ensure that the children return clothing (hats, boots, etc.) to appropriate hooks and/or cubbies once inside, and that general appearance is suitable for the afternoon programme announcement.

Supervision on the playground must be maintained according to the CCEYA required ratios. Staff members will station themselves appropriately so that ALL children can be properly supervised.

- ❖ Fenced-in playground (by the gate and swings)
- ❖ End of the driveway area
- ❖ Mid-field
- ❖ End of field

Please KEEP MOVING around the group, both from a socialization point of view as well as supervisory.

Staff assigned to playground supervision are directly responsible for the children there. Staff members are not to be alone on the playground with more than TEN children - and then, only for short periods of time. Please be on time to begin your playground shift.

- ❖ Areas will be monitored keeping child safety at the forefront of all decisions: riding toys only in specified areas and riding in one direction only will be monitored.
- ❖ Sandbox toys, sand, etc. only in the sandbox
- ❖ One child to go down, on their bottoms only, the slide at a time. There should be no running or playing at the bottom of the slide.



- ❖ Physical contact between children should be positive and support and reinforcement of this repeated often.
- ❖ Independence and physical challenge should be encouraged but carefully monitored.

You are there to supervise - "Parent/Teacher Interviews" are NOT to be conducted as monitoring of the children under your supervision is essential. Suggest to parents that the teachers are available for appointments and that they can feel comfortable calling MLCP at any time to schedule a call or a meeting with their child's teacher.

Supervisory staff is responsible for general upkeep of the playground - toys, bicycles, etc. are to be returned to storage. Children should join in the task of collecting tissues, garbage, etc. and replacing stones and sand as necessary.

These expectations are obviously applied to indoor supervision where applicable.

As playground staff will be the last to leave the property, an assigned staff member will be responsible for checking all rooms, bathrooms, doors, windows, lights and outside doors.

Annual review and sign off of the Playground Safety & Supervision Policies is mandated.



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DAILY PLAYGROUND INSPECTION CHECKLIST (+as needed)

Month: _____

**Please initial on the day when inspection has been completed

AREAS	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
Date																										
Fences/Gates																										
Climber																										
Slides																										
Surfacing																										
Riding Toys																										
Picnic Table																										
Garbage																										

Repairs to be completed:

Signature: _____

MONTHLY PLAYGROUND INSPECTION CHECKLIST

Month: _____

Inspected by: _____

AREAS	Comments/Actions
Date	
Fences/Gates	
Climber	
Slides	
Surfacing	
Riding Toys	
Picnic Table	
Garbage	
Sandbox	

Repairs to be completed:

Signature: _____



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ANNUAL PLAYGROUND INSPECTION CHECKLIST

Year: _____

Inspected by: _____

AREAS	Comments/Actions
Date	
Fences/Gates	
Climber	
Slides	
Surfacing	
Riding Toys	
Picnic Table	
Garbage	
Sandbox	

Repairs to be completed:

Signature: _____

PLAYGROUND INSPECTION CHECKLIST

Date: _____

Inspected by: _____

ISSUES TO BE RESOLVED	PLAN OF ACTION	COMPLETED BY	DATE COMPLETED
Snow			
Ice			
Wind Chill			
Freezing of safety surface			
Leaves			
Exposure to sun			
Sweeping of Safety surfaces			
Other			

Date Established: August 2015

Date Updated: August 2018

