

## DHS Reminders (Supervision of Children Policy & Lost Child Policy)

**DHS Supervision Policy** - DHS has a specific written policy about the supervision of children. Please review the policy and ask for clarification if needed.

Reference: Pennsylvania Code Title 55, Public Welfare Chapter 3270

### **§3270.113a Supervision of children – Statement of Policy**

The phrase *supervised at all times* means that each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children assigned in his group. The staff person shall be physically present with the children in this group.

Pennsylvania Code Title 55, Public Welfare Chapter 3270 §§ 3270.20, 3280.19 and 3290.17

The DHS regulations for child care facilities require that the facility operator shall report incidents involving inpatient hospitalization or emergency room treatment of a child receiving care at the facility, the death of a child receiving care at the facility and a facility fire that requires the service of a fire department.

The statement of policy also requires that when a child in care is lost, the facility operator shall immediately notify a child's parent and shall telephone the appropriate regional office of the Department within 24 hours. The facility operator must also mail or deliver a written report to the appropriate regional office with 72 hours after the occurrence.

Lost child incidents are as follows:

- (1) A child receiving care in the facility is lost or missing from the facility.
- (2) A child in the care of the facility is left behind on a facility excursion
- (3) A child receiving care in the facility is left unattended in the facility when the facility is closed.

### **MLEDP Head Count Procedure (Pool/Moving to Another Location/Field Trips)**

Each group is required to take a complete group head count at the start of the day, upon leaving the site for a new location (outside play area, gym, field trips pool, upon arriving at the new location and before returning from that location. No exceptions.

**Failure to follow the DHS Supervision of Children and Reporting A Lost Child policies as well as the MLEDP Head Count Procedure will be considered cause for dismissal.**