

# Supervising Young Children

4-C's Mission is to promote children's well-being by advocating for quality, affordable child care. We support parents and those providing child care by offering information, education, resources and services.

*Serving Carroll,  
DeKalb, Lee,  
McHenry, Ogle  
and Whiteside  
Counties.*

### 4-C: COMMUNITY COORDINATED CHILD CARE

DeKalb  
155 North Third Street,  
Suite 300  
DeKalb, IL 60115  
Phone: 815.758.8149  
Fax: 815.758.5652

McHenry  
667 Ridgeview Drive  
McHenry, IL 60050  
Phone: 815-344-5510  
Fax: 815-344-5520

website:  
[www.four-c.org](http://www.four-c.org)



- Never leave a child unattended. Whether inside or outside, all children have to be in your direct supervision at all times.
- Position yourself so that you are able to see and hear the children at all times while still interacting with them.
- Set up a safe environment for the children. Make sure that toys and furniture are age appropriate and in good condition. Check recall lists regularly.
- Arrange the room to allow children enough space to explore, but not enough wide open spaces to encourage running. Make sure that furniture and equipment is stable and cannot be knocked over.
- Count children on a regular basis, especially when taking walks and transporting. Get into a routine of counting children throughout the day.
- Avoid long conversations by phone or in person while the children are in your care. Schedule separate meetings with parents for longer discussions.
- Sit down and eat with the children at every meal and snack.
- Scan the room with your eyes to avoid problem behavior before it happens.
- Hold the child at all times when changing a diaper.
- Maintain the required child/staff ratios at all times indoors and outdoors.
- Keep doors and gates to unsafe areas closed at all times.
- Teach children to hold onto handrails when climbing up or down stairs.
- Fasten safety straps securely when using strollers, high chairs or other equipment.
- Know each child's abilities and establish clear and simple rules for the children to follow.
- Do household and business tasks at naptime or before/after your child care hours.