

E-ALERT

From: Mike Condardo
To: [Early Learning](#)
Cc: [Talena Dixon](#); [Merrilee McBride](#); [Cheryl Polasek](#)
Subject: E-ALERT: Concerns about Active Supervision
Date: Wednesday, November 15, 2017 4:20:00 PM
Attachments: [image001.png](#)
Importance: High

Center Directors and Teaching staff,

SUCSESSES

Thank you to Center Directors for sending in your [Active Supervision Summary](#) which serves as the signed confirmation that you have completed site level procedures, classroom level safety assurances, and your staff has been trained. This is a contractual agreement for each subcontractor, and it was met with 100% compliance. Thank you!

CONCERNS

The follow-up step in this process is to have Education Coaches visit all classrooms by December 15 to verify that each classroom has a quality individualized Active Supervision Plan posted and that the plan is being followed. Education Coaches have noted that only approximately 50% of the classrooms they have visited since October 31 have their plans posted. This is very concerning!

EXPECTATIONS

The following information provides further clarity about the expectations:

1. In many classrooms, we are only seeing the Active Supervision Poster which is a generic reminder about the important elements of active supervision. This is not the classroom level Active Supervision Plan.
2. Your signed Active Supervision Summary indicates you have:
 - a. reviewed the plan for each classroom; and
 - b. ensured each classroom has the approved plan posted.
3. And most important, the plan must be followed and effective.

IMMEDIATE ACTION

Please post plans in classrooms **immediately**. The Center Director Meeting tomorrow will include further training on quality Active Supervision Plans and provide further clarification.

QUESTIONS

Quality Plans: contact your [Education Coach](#)

Monitoring: contact [Nubia Lopez](#)

Thank you,

Talena Dixon, Cheryl Polasek, Merri McBride



DISTRIBUTION:

1EC – Center Directors

1EC – T King

1EC – T Pierce

1EC – TA King

1EC – TA Pierce

2EHS – AT King (includes Educare)

2EHS – AT Pierce (includes WCCW)

2EHS – T King (includes Educare)

2EHS – T Pierce (includes WCCW)

4HS – AT King

4HS – AT Pierce

4HS – Center Coordinators

4HS – Center Directors FD

4HS – Center Directors PD

4HS – Site Supervisors

4HS – T King

4HS – T Pierce

T. Dixon

M. McBride

C. Polasek

(ECEAP-EHS)