

# Supervision Plan Form



Center: \_\_\_\_\_ Site: \_\_\_\_\_

Conditional Hire's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Conditional Hire had will have fingerprints taken on: \_\_\_\_\_  
(no later than 5 days after start date)

The Criminal Record Check Procedure states: ***"A Conditional Hire CANNOT be left unsupervised with ECEAP, Head Start, or Early Head Start children. If the conditional hire will be working at the site prior to receiving and reviewing the fingerprint-based Criminal Record Check results, a Supervision Plan Form needs to be submitted to PSESD."***

Describe how you will ensure that the Conditional Hire named above will NOT be left unsupervised with ECEAP, Head Start, or Early Head Start children:

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I will ensure that the Conditional Hire named above will NOT be left unsupervised with ECEAP, Head Start, or Early Head Start children until the Conditional Hire's fingerprint-based Criminal Record Check results have been received and reviewed for employment eligibility in the program.

\_\_\_\_\_  
Center Director Date

I will not enter into a situation where I am left unsupervised with ECEAP, Head Start, or Early Head Start children until my fingerprint-based Criminal Record Check results have been received and reviewed for employment eligibility in the program.

\_\_\_\_\_  
Conditional Hire Date

Submit to: Kristyl Riddle ([kriddle@psed.org](mailto:kriddle@psed.org))