# Sample Supervisory Plan

*This template is editable so each congregation may tailor it to their needs.*

**Description of the Activity, including registration information:**

The activity outlined in this Supervisory Plan is the nursery care offered on Sunday mornings during worship services. Parents will be registered into the system upon first visit. Each child and parent will be given matching wristbands to ensure all children are accounted for and only the designated parent/guardian can pick up the child(ren).

**Personnel**:

* Only screened staff and volunteers may work in the nurseries. No one under the age of *18* may be hired to work in the nurseries and no one under the age of *16* may volunteer in the nurseries.
* A minimum of two screened and trained staff/volunteers must provide supervision at all times.
* Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

**Supervision**:

* On Sunday mornings, will check to ensure that the nurseries are fully staffed at each of the service/Sunday School times.
* will conduct random visits to the nurseries during all programming times or appoint someone else to take on a supervisory role to observe staff/volunteer/child interactions.
* will meet with staff to provide training and solve problems.

**Ratio**: No less than one staff/volunteer per four children at any time. Minimum of two staff/volunteers at all times.

**Physical Environment:** Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a weekly basis. Rugs and other moveable items that could pose danger will be secured.

**Bathroom Procedure**:

* Children will be escorted to the bathroom in the toddler nursery by female staff and volunteers with one person assisting and another in close proximity. Doors will be left partially open but the child given privacy when appropriate. No child will be alone with one adult.
* Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

**Injury/Incident Reporting**:

* Staff or volunteers will fill out an incident report (forms can be found \_\_\_\_\_\_\_\_\_\_) and advise \_\_\_\_\_\_\_\_\_\_ when a child is injured or hurt in any way.
* Incidents of conflict with children or parents should also be reported in the same manner.

**Reporting Concerns**: Concerns about the nurseries should be reported to ,

**Release of Children:** Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.

**SERVICE PROJECT SUPERVISORY PLAN**

[Date of Event]

**LOCATIONS**

**Habitat for Humanity:** Landscaping at various homes

**Jeremiah’s Italian Ice:** [address]

**CONTACT INFORMATION**

**(904) 777 - 5555 [Leader 1]**, *[Title]* **(904) 555 - 7777 [Leader 2]**, *[Title]*

**SCHEDULE**

**8:15 am** Meet at [location] and load vehicles with food

**8:30 am** Depart for Habitat for Humanity locations

**9:00 am - 1:00 pm** Arrive, setup and work

**1:00 pm - 1:30 pm** Lunch & Depart for Jeremiah’s Italian Ice

**3:00 pm** Pickup at [location]

**OTHER INSTRUCTIONS:**

• Wear outdoor work clothes; closed toe shoes

• Bring $5-$10 for Jeremiah’s Italian Ice, and a bagged lunch

• Bottled water will be provided; coolers will be provided for lunch bags

**POLICIES & PROTOCOLS**

**1) Sickness** - If in the last 48 hours before the event date, your child has had a fever higher than 100.4, body ache, nausea, persistent diarrhea, persistent coughing, congestion, or sore throat, please keep them home.

**2) Mobile Phones** - Adult leaders will contact parents in the event of an emergency. *[Name of Church], and adult leaders are not responsible for any lost or damaged devices.*

**3) First Aid** - A basic first aid kit will be accessible to adult leaders at the service project location.

**4) Drivers** - All drivers will be provided a copy of their license and proof of insurance. No unplanned stops will be permitted beyond the locations mentioned above, except in the event of an emergency, in which case [Leader 1 or Leader 2] must be contacted.

**5) Two Adult Rule** - Students are not permitted to be alone with one adult, or out of view of an adult. In the event of injury or sickness, students will be accompanied by at least (2) adults, or (1) adult and (1) student.

**6) Discipline** - If a student is found misbehaving, bullying, physically or verbally inappropriate, disrespectful, or otherwise uncooperative, they will be confronted and parents may be contacted to pick up their child from the premises.

**SPRING RETREAT**

**SUPERVISORY PLAN**

**[DATE]**

[Primary Location of Retreat]

**DATES & LOCATION**

**Friday, [Date] - Sunday, [Date]**

**[Location 1]:** [address]

**[Location 2]:** [address]

**CONTACT INFORMATION**

**(XXX) XXX - XXXX [Leader 1]**, *[Title]*

**(XXX) XXX - XXXX [Leader 2]**, *[Title]*

**(XXX) XXX - XXXX** [Phone number of primary location]

**SCHEDULE**

**Friday, September 23**

6:00 pm Depart [location] *(Arrive by 5:30 pm for packing)*

6:15 pm - 7:00 pm Dinner [Location 2]

7:30 pm Arrive at [Location 1]

8:00 pm - 9:30 pm Teaching Session I

9:30 pm - 10:30 pm **FREE TIME**

11:00 pm Lights Out

**Saturday, September 24**

8:30 am - 9:00 am Breakfast  
 9:00 am - 9:45 am Teaching Session II   
  10:00 am - 12:00 pm **FREE TIME**   
    12:00 pm - 1:00 pm Lunch   
    1:00 pm - 2:00 pm Teaching Session III  
   2:00 pm - 4:00 pm **FREE TIME**   
    5:00 pm - 7:00 pm Dinner

    7:30 pm - 8:30 pm Teaching Session IV

8:30 pm - 10:30 pm **FREE TIME**

11:00 pm Lights Out

**Sunday, September 25**

8:30 am - 9:00 am Breakfast (Bagels & Fruit)

9:00 am - 9:30 am Cleanup & Pack-up  
 9:45 - 11:00 am Worship

11:30 am Depart for [pick up location]

12:00 pm Arrive at [pick up location]

***See back for packing list and protocols***

**PACKING LIST**

* **Clothing (3 sets of clothes)  
  Shorts:** finger-tip length minimum **Shirts:** No spaghetti straps
* **Sleepwear** (modest)
* **Swimming Suit** (modest)   
  Please wear modest swim attire.   
  Boys should wear swim trunks, (no   
  speedos). Girls must wear a tank top   
  or shirt if wearing a bikini. One piece   
  and Tankinis are acceptable.
* **Toiletries**   
  Soap, Shampoo, Toothbrush/paste, etc.
* **Money for Friday Dinner**
* **Pillow**
* **Sheets/blanket or Sleeping bag**
* **Bible**
* **Notebook & Pen**
* **Beach Towel**
* **Water Bottle (OPTIONAL; WITH NAME)**
* **Medication (IF APPLICABLE)**
* **Favorite Card/Board Game (OPTIONAL)**
* *\*\*Sunblock and bug spray will be provided by [Church]*

**PROTOCOLS**

**Sickness** - If, within 48 hours of September 23, your child has had a fever higher than 100.4, body ache, nausea, persistent diarrhea, persistent coughing, congestion, or sore throat, please keep them home and we will refund your registration fee.

**Mobile Phones -** No mobile phones, or like electronic devices are permitted. Adult leaders will contact parents (or emergency contacts) in the event of a medical need or emergency.

**First Aid** - A basic first aid kit will be accessible to all adult leaders throughout the weekend.

**Drivers** - All drivers with students will be providing a copy of their license, registration and proof of insurance. No unplanned stops will be permitted to and from the locations listed, except in the event of an emergency, in which case [Leader 1 or 2] must be contacted.

**Adult Leaders** - In addition to [Leaders 1 and 2], additional screened and trained adults (male and female) will be present throughout the weekend.

**Two Adult Rule** -A student is not permitted to be alone and out of view with either one adult or one student. Students are never permitted to be out of view of adult leaders. In the event of injury or sickness, students will be accompanied by at least (2) adults, or (1) adult and (1) student.

**Discipline** - If a student is found misbehaving, bullying, physically or verbally inappropriate, disrespectful, or otherwise uncooperative, they will be confronted and parents may be contacted to pick up their child from the premises. If a student is found using a phone, gaming console, or like electronic device, the device will be taken and returned at the end of the weekend. [Church] is not responsible for any lost, stolen, or damaged devices.