

My name is Ethan Lincoln and I am the General Manager and Childcare Director here at Pinnacle Athletic Campus. With Pinnacle being a multi-functioning facility that provides childcare, memberships, rentals, events, and more, the need for a quality safety to plan to ensure the well-being of all is vital. I have over 10 years of experience working with children and have done so in a variety of settings such as school, daycare, before and after school programs, and summer camps.

While children are in care here, we ensure that they are being actively supervised at all times. We do this by maintaining NYS ratios and knowing the number of children in each group. Each child additionally has a name to face card we use when switching spaces to ensure that all children make it from one space to the next. By matching the picture on the card to the child in care when each name is called, we are able to keep track of everyone in care. Positioning of staff is essential as well in proper supervision. When two teachers are with a group, one will be able to actively engage with the students while the other keeps their back to the wall, actively monitoring all students while keeping their head on a swivel watching everything going on. Teachers will maintain competent supervision as well by keeping the children in range of vision and close enough to respond when needed. In addition to name to face, head counts will be done frequently to verify that all students are accounted for.

If a different teacher enters a group to relieve another staff member, then there would be a relay of information about how many kids are in their care, what activity they are currently doing, and what activity will be next. Other relevant details, such as any behaviors, allergies, or important medical information will also be shared with the relieving staff member.

Pick up is a key part of the day to monitor the safety of all children in care as well. When a child is picked up, the parent, guardian, or authorized person will come to the front desk and sign out the child after being identified as being on the list of authorized people to pick up that child. The front desk employee will then notify the group that the child's parent, guardian, or authorized person is here for pick up. A teacher will then walk the child to the front, or the front desk will notify the pick-up person where the group is located. Once the child is out of the group's care, they will adjust the number of kids in active care. They will take the child's name off of the children in care green clip, and move them to the red clip representing that the child is no longer in care and has been picked up or not present that day.

If you have any additional questions, comments or concerns with the policies and procedures we have established here at Pinnacle Athletic Campus please feel free to email or call in regards to these. My email is GM@pinnacle-athletic.com and can be reached during working hours at (585)433-2930.

Sincerely,

Ethan Lincoln