

Supervision & Staff-to-Student Ratio Policy (6.3)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Supervision & Staff-to-Student Ratio Policy is to ensure that Good Days Adolescent Special Needs Center (GDC) maintains adequate supervision and staffing levels to promote the safety, engagement, and individualized support of all students. Proper supervision and ratios are essential for maintaining a therapeutic and structured environment.

Section 1: Policy Statement

GDC is committed to providing continuous, appropriate supervision for all students during operating hours and during all activities, both on-site and off-site. Staff-to-student ratios are determined based on student needs, activity type, and safety considerations.

Section 2: Standard Ratios

To ensure individual attention and adequate supervision, GDC maintains staff-to-student ratios that comply with or exceed industry best practices for programs serving adolescents with special needs. We follow a 1:4 ratio meaning we have 1 trainer for every 4 adolescents.

Section 3: Supervision Requirements

Staff are responsible for maintaining active supervision at all times, which includes visually monitoring students, engaging in direct interaction, and anticipating potential risks or triggers.

Supervision standards include:

- Maintaining sight and sound supervision at all times.
- Conducting frequent headcounts during transitions and activities.
- Positioning staff strategically in classrooms, hallways, and common areas.
- Ensuring that students are never left unattended under any circumstances.
- Coordinating with other staff to maintain coverage during breaks or emergencies.

Section 4: Specialized Supervision

Certain students may require additional supervision or accommodations based on their Individualized Support Plan (ISP), behavioral profile, or therapeutic needs. These determinations will be made collaboratively by the Director, therapy team, and caregivers.

Examples include:

- Behavioral intervention requiring continuous observation.
- Sensory regulation activities needing 1:1 support.
- Transitions that may trigger anxiety or elopement behavior.

Section 5: Field Trips and Off-Site Activities

During field trips or community outings, supervision levels may be increased based on the setting, transportation method, and activity risk level. Staff must maintain line-of-sight contact with students at all times.

Field trip ratios:

- Minimum 1:3 ratio for typical outings.
- 1:2 or 1:1 for students with specific behavioral or safety concerns.
- At least one staff member certified in CPR and first aid must be present.

Section 6: Staff Roles and Responsibilities

Each staff member plays an active role in maintaining supervision and ensuring student safety. Staff must be attentive, proactive, and accountable for the students assigned to their care.

Responsibilities include:

- Knowing the location and activity of all assigned students.
- Communicating clearly with coworkers during transitions.
- Following safety protocols and emergency procedures.
- Reporting any lapses in supervision or incidents immediately.

Section 7: Breaks and Coverage

Supervision must be continuous. Staff taking breaks must ensure another staff member assumes supervision duties before leaving an area. The Director or Lead Trainer will coordinate temporary coverage to maintain ratios.

Section 8: Training Requirements

All staff receive training on supervision techniques, ratio management, and safety procedures during onboarding and annual refreshers. Training includes topics such as elopement prevention, positive behavior support, and emergency communication protocols.

Section 9: Monitoring and Compliance

The Director and supervisory staff will monitor compliance with supervision and ratio standards through routine observations, incident reviews, and daily logs. Non-compliance will result in corrective action or retraining as necessary.

Section 10: Acknowledgment

All staff must review and acknowledge this Supervision & Staff-to-Student Ratio Policy during onboarding and annual training. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026