

HOW TO CONDUCT A NAME/FACE CHECK

Believe it or not, this is not as simple as it sounds. Children move around, get confused about the directions from the teacher, and some even amuse their friends by purposely not following the instructions! Can you imagine?

Name/Face Checks are actually very serious. There is a very simple and basic way to conduct them: match the name to the face and mark it on the list. However, you cannot just call out the names and tell the kids to say "here" because if even one child says "here" out of turn because he gets confused or to be funny, then you will think you have accounted for all the children when in fact you left a child in a hot van or out on the playground! Also, some children will get distracted and continue playing and not hear their names called – which makes the whole process take a lot longer to get through.

Conduct the checks the same way every time, and you will be training the children to cooperate and the whole process will quickly become brief, orderly and precise.

To conduct a proper Name/Face Check:

- Gather the children in one area (e.g., on one side of a low bookshelf in the classroom, or from the tile floor to the carpet if you have both in your classroom. On the playground, gather them away from the fence and have them come and touch the fence when you call their name.)
- Ask them to "freeze." (Some will and some won't, but everyone age 3 1/2 & older should)
- Tell them, "When I say your name, say 'here' and come see me."
- Call out name.
- Look at child's face.
- Have him stand or sit in the designated area.
- Mark his name on the list with a ✓ or a dot • or highlight.
- When complete, make sure all names are highlighted and all kids are in the designated area.
- Count the kids and count the names.
- Ensure that all children are accounted for and numbers match.
- Obviously if you call out a name and cannot find the child you have to take immediate action to locate him! By the same token, if you have called out all the names and still have a child leftover, you forgot to add him to your list when he arrived, or came back from karate, etc.

When should you conduct Name/Face Checks? It is imperative that you conduct Name/Face checks before and after every transition from place to place, i.e., from the classroom to the playground, again as you arrive at the playground (hold them at the gate and do the check as they enter), before you leave the playground, and again when you get back to the classroom. The same goes for leaving your classroom to go to the gym or movie room, etc. **Anytime you move the children from place to place.**

When on a field trip complete a Name/Face check before leaving the classroom, on the van, before leaving the van, as soon as you enter the area for the field trip, before leaving the field trip location, again on the van before it leaves the parking lot, and again as soon as the class returns to the classroom.

Additionally, if your class remains in the classroom (or anywhere else, including field trips) for extended periods of time, you should perform a Name/Face Check every hour.