



Name: _____

Center: _____

Below are several questions that follow along with the Standard Operating Procedures you have just read. There will be a mixture of short answer, fill in the blank, multiple choice and true and false. Answer each question to the best of your ability, after you have finished turn in your answers to your supervisor.

1. What are the core values of the YMCA?

2. What is the Mission of the YMCA?

3. List at least 4 of the YMCA Child Care Program Goals.

1.) _____

2.) _____

3.) _____

4.) _____

4. Employees are _____ to be alone with a participant.

a) always

c) never

b) sometimes

d) rarely

5. Denying a child's basic need is a violation of what? Give an example of a basic need.

6. Staff expectations should be _____ appropriate and staff should set up _____ and an environment that minimizes the need for discipline.



14. Employees must treat _____, _____, _____, _____, _____ and _____ associated with the YMCA with courtesy and respect regardless of sex, race, religion or culture. _____ language and _____ gestures will not be tolerated.

15. Employees must be _____, clean and _____ appropriate for the work being performed and the setting it is being performed in.

16. For childcare program staff, they are able to wear sandals or other similar open-toed shoes.

- True
- False

17. If you miss a clock in or clock out punch you will need to submit a _____ in paycom.

18. All employee and children records need to be locked up at all times.

- True
- False

19. All YMCA Child Care employees are required to complete the initial 4 trainings within _____ of employment.

20. Center staff meetings will occur _____ to share upcoming events, give reminders and important information. These meetings are a part of the position and attendance is _____.

21. You should notify your supervisor at least _____ hours before your shift if you are going to be absent.

22. If you are absent for more than 3 working days, you are required to provide _____ upon returning to work.

23. Be aware that requests for time off will only be approved if

- a) the form is turned in on time
- b) you say please
- c) it does not cause hardship on the operations of the program
- d) the form is signed by your supervisor

24. Never allow a child to be _____ staff supervision.

25. Staff is to respect children's rights to not be touched on areas of their bodies that would normally be covered by a _____.

26. Participants are to bring their own snacks or are to buy them before they arrive at the center.

- True
 False

27. When preparing and distributing snack, staff must _____ and wear _____.

28. Children are to wash their hands with soap _____ eating snack.

29. Whose responsibility is it to maintain a current certification of Pediatric First Aid and CPR?

30. Only the Child Care Director is required to have Pediatric First Aid and CPR certification.

- True
 False

31. Every program will have a first aid kit.

- True
 False

32. Staff needs to wear _____ when handling any blood injuries.

33. Parents/Guardians need to be informed of illness or accident _____

- | | |
|------------------------------------|---------------------------|
| a) on the same day as the accident | c) within the hour |
| b) by no later than the next day | d) only if it was serious |

34. All incidents/accidents need to be documented using the _____ or _____ based on the seriousness of the injury.

35. In cases of incidents involving a child endangering himself or others (physical, emotional, psychological), staff persons are to report incidents to the Child Care Director immediately.

- True
 False

36. Medication can be distributed at the center under the following guidelines:

1. All medication must be in its _____ container with _____ or in the original medication container with parent note attached.

44. Ground coverings must be at a minimum of _____ deep.
45. During an emergency or disaster, children and staff may leave the program at any time.
- True
- False
46. When an Emergency occurs:
1. Remain calm. Reassure the _____ and others at the scene. Staff should only provide assistance that _____ to do and that might be necessary until other personnel arrive.
 2. _____ at the scene with the participant.
 3. Send word to the _____ who will take charge of the emergency, assess the situation, provide any necessary emergency treatment and call _____ if necessary.
 4. Staff are not to move _____ person (except to _____). Keep the injured calm and warm but staff _____ to perform more than they are trained to do.
 5. If the participant needs to be transported by emergency personnel, bring _____ and _____ (signed permission for medical treatment, insurance information, allergies, etc)
 6. Notify _____ of the emergency and agree on a course of action. If the _____ are not available, notify the _____ listed on the form and contact the participants' physician if listed.
 7. If the participant is being transported by ambulance, be certain to obtain _____ that the participant is being sent to. A _____ must accompany the child to comfort and provide reassurance.
 8. Contact the _____ as soon as possible to notify them of the emergency.
 9. If a serious accident occurs, notify the _____ of the situation.
 10. Complete the necessary _____ and submit within designated timelines.
 11. Make follow-up phone call to _____ to give status report.
47. All children must be at ALL TIMES under _____ supervision of a fully qualified staff person.
48. Ratio of staff to children at a YMCA Program Site is
- | | |
|---------|---------|
| a) 1:6 | c) 1:14 |
| b) 1:10 | d) 1:20 |



59. Staff are to be spread out and alert as they supervise the children during outdoor activities.

- True
- False

60. During outdoor activities, staff is to serve as all of the following, except:

- a) coaches
- b) demonstrators
- c) participants
- d) cheerleaders
- e) referees

61. Children are not allowed to be on the playground with any other children that are not a part of the YMCA program.

- True
- False

62. Staff should be involved in the activity in a _____ role.

63. Staff may sit or have conversations with other staff during the activity that the children are participating in.

- True
- False

64. Staff present is responsible for _____ children around the program site.

65. Prior to using the playground, staff needs to walk through and visually scan _____ and _____ covering for any hazards.

66. Where should toxic and poisonous materials be kept? Who is allowed/ not allowed to use these materials?

67. Describe the water and bathroom break policy in detail.

68. Staff are to take the word of the other children regarding a child's absence.

- True
- False

69. Parents must write a note or speak with a YMCA staff person if a child is not going to be attending the program.

- True
- False

70. Children may leave the program if they say their mom told them to walk home that day.

- True
- False

71. Only authorized persons may sign out a participant and must show a picture ID.

- True
- False

72. All _____ are expected to keep the program site clean and neat. All employees are expected to clean the program site at the end of the day as indicated on the _____ prepared by the Supervisor.

73. Staff is to be positioned around the _____ of the pool or beach and one staff must be in the _____ when children are in the water.

74. The YMCA practices positive discipline techniques, which include all of the following except:

- a) guidance
- b) redirection
- c) think outs
- d) push-ups
- e) positive reinforcement

75. All staff is to demonstrate an _____ attitude of all children.

76. Corporal punishment is strictly prohibited for it is intended to cause _____ on the part of the child.

77. List at least three Can Do techniques that are recommended and three that are Can Not Do.

Recommended:

- 1.) _____
- 2.) _____
- 3.) _____

Prohibited:

- 1.) _____
- 2.) _____
- 3.) _____

78. If you suspect child abuse or neglect, you are to do the following:

1. Inform _____.
2. Your Supervisor is to take immediate action to confirm the facts and the condition of the child.
3. Document observations by using the _____ form and the YMCA _____
4. Contact _____ to report suspicion. _____ will determine the accuracy of the report.
5. Supervisor is to immediately notify the _____ at the _____ office that the report has been filed.
6. Any suspected child abuse or neglect must be reported to _____. As employees of the YMCA, you are a mandated reporter by _____. Failure to report can be punishable by confinement in jail for a term not to exceed _____ and/or a fine up to _____.
7. Do not discuss the situation with others – only discuss with _____.

79. As a mandated child abuse reporter, staff are required to discuss the report with the parents.

- True
 False

80. Each YMCA Child Care Center is open _____ year round including _____ and _____. Hours of operation are determined by program need.



81. The YMCA Child Care Programs are open to _____ regardless of race, gender, religious affiliation or _____.

82. The YMCA Child Care Programs are designed as a _____ program. All participants must be able to function within the limits of the _____.

83. The YMCA Child Care Program staff strive to respond to the needs of each individual child in a group care setting, with a ratio of one staff member to _____ children.

84. Children are assigned to primary caregiver groups. Staff are responsible for each group.

- True
 False

85. List briefly the four things you are responsible for as the Primary Care Group Leader.

- 1.) _____
 2.) _____
 3.) _____
 4.) _____

86. It is up to each individual site as to how often they want to keep track of the children and how accurate they perform the head count.

- True
 False

87. Parents/Guardians are required by _____ to sign in each child every time they pick up or drop off the child.

88. _____ are responsible for informing the YMCA staff in writing ahead of time if their child will be participating in extracurricular activities while at the YMCA Child Care Program.

89. Parents only need to quickly initial the sign in/out sheet. They are always in a hurry or are often distracted by the kids.

- True
 False

90. Staff needs to _____ themselves and greet parents/guardians by _____ each time they come to pick up the child.

91. Staff is expected to build _____ and _____ relationships with parents/guardians from the beginning.

92. Name at least three types of communication used at each YMCA Child Care Center.

93. We highly encourage parents to visit the centers at any time and become more involved in the program through volunteer opportunities and Parent Advisory Councils (PAC).

- True
 False

94. If hours of availability change, staff is expected to provide at least _____ notice by _____.

95. When a staff person works at another center as a substitute, that staff person must bring with them _____.

96. Snacks are to consist of _____ food groups

- | | |
|------|------|
| a) 1 | c) 3 |
| b) 2 | d) 4 |

97. When providing snack, staff need to be aware of any _____ that participants may have.

98. Who is responsible for making sure the snack area is clean before leaving the area?

- a) who ever was sitting in that spot
 b) the entire group of participants
 c) the YMCA staff
 d) the janitorial staff at the school

99. Staff is not to withhold or prohibit children from eating lunch or snack.

- True
 False

100. Staff may heat up lunch or personal snacks for the participants.

- True
 False



101. In order for the YMCA to operate a child care center, it is required to obtain a license from the _____. To retain this license, the YMCA is required to comply with the regulations of _____. Non-compliance can result in _____, _____ and/or _____.

102. Who is responsible for becoming familiar with Title 22, Licensing Regulations and to follow them consistently?

103. Associate Teacher One Staff must provide proof of enrollment in at least _____ units per semester until they have a total of _____ units in Child Development.

104. _____ is responsible for planning, organizing and leading the daily activities.