**New Employee Staff Guidelines Scavenger Hunt**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Welcome to our team! We have developed this scavenger hunt as a fun way to become familiar with the Children’s Choice philosophy and policy. Please take an hour and a half to read through the Staff Guidelines handbook and complete this form before your first shift with the children!**

1. One of the goals of the Children’s Choice program is to: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The role of the adult working in this program is to be a **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ development of children through healthy interactions.
2. The vision of Children’s Choice is to see healthier **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, healthier

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, and healthier **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

1. Who is at the top of our organizational structure? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. What is the foundation at the bottom of our organizational structure? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. What are some examples of clothing that would be prohibited by the dress code? **A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. What are some of your options under step 2 of the discipline policy? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Who is required to have First Aid and CPR training at each site?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. When are you required to wash your hands? **A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **D)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. What is the minimum number of fire drills that each site is required to conduct each month? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. When APS is closed due to snow, Children’s Choice is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
5. When you administer medication to a child, you must provide a written record of: **A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **D)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
6. If a child becomes missing and cannot be located after **\_\_\_\_\_\_\_\_\_** minutes, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** must first be notified by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
7. What are the second and last field trip procedures: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Our special needs policy states that we will make **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to provide fully inclusive school-age care for any child with special needs.
2. How can parents find out about financial assistance?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. What does “Employment at Will” mean?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. What types of harassment are prohibited?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. How many paid holidays do you receive in your second and subsequent years of employment?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. How many hours of training are you required to receive each year? **\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Statement:**

* I have received, read, and understand the Staff Guidelines.
* I know and understand the Children’s Choice discipline policy.
* I know and understand the fire evacuation and disaster plans.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**