

Did It Stick? – the New Staff Orientation Video

- **Mission Statement:**

Do you accept this mission? Y/N: _____ Name: _____ Date: _____

- **Our Story:**

- What are some key points you remember about our story? _____

- **The Right Stuff:**

- Name at least 3 characteristics we expect in new staff. _____

- **Dress Code:**

- Do's: List 3 things to wear. _____

- Don'ts: List 3 things NOT to wear. _____

- **Absentee Procedures:**

- What do you do when you want to schedule time off? _____

- What do you do if there is an emergency and you can't make it to work? _____

- No-Call – No Show... What will happen? _____

- **Environment:**

- List at least 3 essential elements/activity areas. _____

- **Relationships: It's ALL about the Relationships!**

- **Charting:**

- List at least 3 important elements of good charting. _____

- **Experiences:**

- List some things kids get to do at CC. _____

• **Registration Form:**

- List at least 2 important things that must be included on the Registration Form. _____
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• **Receiving Payments: True or False?**

T F Tuition payments can be made at the school site. Parents can put a check or money order in the payment box located at the family corner near the attendance sheets.

T F We do not accept cash at the site. If parents need to pay in cash, they need to come to the main office.

T F All parents have signed a payment contract. They choose either a weekly or a daily contract. We bill their tuition based on their contract.

T F If they have a weekly contract, they are charged a set fee each week regardless of attendance. There is a discount built into this fee.

T F If they have a daily contract, they are only charged for their actual attendance.

• **Check-In, Check-Out Systems:**

- If a child, who was expected to attend, does not show up after school, what do you do? _____
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- If someone you don't know arrives to pick up a child, what do you do? _____
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- Once in our care, if a child becomes missing, how long do you search before notifying the parent, the police, and the school administration? _____
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• **Child Abuse: True or False?**

T F If you suspect child abuse or neglect, report this to your supervisor. Children's Choice will notify Child Protective Services on your behalf.

• **Food Service: True or False?**

T F The staff must be diligent in maintaining a clean and healthy environment. Serving bowls, juice containers, tablecloths, tables, microwave, etc. must be kept clean and sanitary

T F A program will sanitize eating utensils, dishes and cups before reuse by washing them in a commercial dishwasher or by completing the following steps:

- 1 - wash with soapy water;
- 2 - rinse with clean warm water;
- 3 - sanitize by using 2 oz of bleach to 1 gallon of water.

T F Wash all fresh fruit and vegetables. Serve food promptly and refrigerate immediately after use.

T F Label and date all leftover food.

T F Hand-washing: Children and staff members will wash their hands with soap and warm running water as needed. Staff and children will wash their hands whenever hands are contaminated with bodily fluids and always:

- After using a toilet;
- Before and after caring for a sick child;
- Before any food service activity, including setting the table;
- Before and after eating; and
- After handling pets or animals.

• **Medications**

- List some important things to remember about medications. _____

• **Fire and Emergency Safety Policy:**

- A fire _____ plan must be posted in all indoor activity areas.
- How often to we need to hold and document fire drills? _____

• **Emergency Preparedness/Response Plan:**

- What do you do, if you become aware of an eminent threat or danger in the program? _____

• **Student Accident Policy/Medical Emergencies: True or False?**

T F Children's Choice will provide an accident report to the parents and place a copy of the signed report in the child's file, which will include a description of the accident, any treatment given or other action taken.

T F In case of serious injury requiring emergency medical attention, Children's Choice will notify the parents and call for emergency transport immediately.

T F For small cuts, scrapes, bruises, etc. administer appropriate first aid. Clean the wound with soap and water and apply a bandage if necessary. Apply ice in the case of bruises.

T F For deeper cuts and bigger bruises follow the above procedure and notify the director. Fill out an accident report.

T F For any type of head injury (even small bumps) notify the director; clean the wound if necessary, and apply ice. The director will notify the parents. Fill out an accident report.

T F For more serious injuries, i.e. those requiring stitches, broken bones, etc. notify the director immediately. He/she will see that the appropriate first aid is administered and that the appropriate persons are notified. All staff are required to obtain CPR/first aid/basis life support training.

T F All staff are required to be certified in First Aid and CPR.

T F School-age caregivers will treat blood spills cautiously and promptly decontaminate the area. Staff members will wear non-porous, single-use gloves when handling a blood spill, bloody diarrhea, bloody nose, or any other bodily fluid.

___ T ___ F Children's Choice will clean contaminated surfaces first with hot soapy water then with a disinfecting solution which is effective against HIV and Hepatitis B. The program must notify the school administration and/or the health office of any blood spill.

___ T ___ F When handling these situations do not leave the group unattended or without adequate supervision. Only one staff persons should be with the injured child. Two or more staff persons may be with the injured child only if a 15:1 child-staff ratio with the rest of the group is maintained.

___ T ___ F In the event of media coverage of a Children's Choice incident, refrain from making any statements other than to refer questions to the Executive Director.

• **Gatekeeper & Systems for Supervising and Keeping Kids Safe, Supervision**

- List some things we do to ensure kids are well supervised and keep them safe. _____
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• **Radio procedures**

- List at least 3 tips for the effective use of radios. _____
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• **Discipline Policy:**

- Don'ts: List some things we do NOT do when disciplining children. _____
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- Do's: List the steps we follow when disciplining children. _____
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- Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff or other children are compromised such as _____ or evading _____
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• **Field Trip Procedures**

- List at least 3 things to do when taking kids on field trips. _____
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• What should you wear on field trips? _____

• **Who is licensing?**

- All Children's Choice programs are required to be licensed as child care providers by the Children, Youth and Families Department, Child Care Licensing Division of the State of New Mexico.
 - List at least 3 items that CYFD Licensing Surveyors inspect. _____
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• **Cell Phone Usage/Photos/Videos/Social Media/Internet Postings: True or False?**

T F Cameras and cell phones are provided at every site. Staff are prohibited from taking photographs or videos of program participants with personal cameras. Any photos or videos taken during the program must be taken with official CC devices.

T F Any photos or videos intended to be shared online can only be posted on official Children's Choice social media sites and only after the Site Director has verified that any identifiable children depicted have a signed media release statement.

T F Staff are prohibited from creating their own Children's Choice program-related social media accounts. If a program wants an individual Facebook page, Twitter profile, etc., they may request that the organization set up the account and give the employee revocable "admin" privileges.

T F Staff are prohibited from "tagging" or identifying children in any photo or video shared online.

T F Staff are prohibited from communicating with currently-enrolled program participants (children) via social media.

T F Staff are encouraged to like, comment on, or share any images, videos, or stories posted on official CC sites.