

COMPETENCY TEST

Module 1: Your Primary Tool – The Regulations

- 1. Which of these responses is true about evacuation drills?**
 - ☐ a. The time it takes to evacuate does not matter as long as everyone gets out safely.
 - ☐ b. Providers may need to exceed the regulatory requirements of monthly practice to get it right.
 - ☐ c. Evacuation drill practice is most effective when children are not present.
 - ☐ d. Documentation of drills is optional.

- 2. Who plays the most critical role in creating and maintaining a safe environment for child day care?**
 - ☐ a. Providers
 - ☐ b. Parents
 - ☐ c. Local government
 - ☐ d. Federal government

- 3. What is the leading cause of death in childhood?**
 - ☐ a. HIV/AIDS
 - ☐ b. Child abuse
 - ☐ c. Violent crime
 - ☐ d. Unintentional or “accidental” injuries

- 4. Why do the child day care regulations state, “Suitable precautions must be taken to eliminate all conditions in areas accessible to children which pose a safety or health hazard,” rather than listing all of the conditions?**
 - ☐ a. The officials who developed the regulations worried that if a condition was left off a detailed list, the state could be sued.
 - ☐ b. Each situation is unique. It would be impossible to develop a set of regulations that anticipated every possible safety or health concern.
 - ☐ c. The state needed to keep the length of the regulations short so they would not take up more than five pages.
 - ☐ d. The people who created the regulations had no idea what types of conditions might pose a safety or health hazard.

- 5. Which side of the “Injury Triangle” refers to the number of children who are present in your day care program at any given point in time?**
 - ☐ a. Prediction
 - ☐ b. Prevention
 - ☐ c. People
 - ☐ d. Playtime

6. Which side of the “Injury Triangle” includes the steps you will take to anticipate or look ahead to when injuries are most likely to occur?
- ☐ a. Prediction
 - ☐ b. Prevention
 - ☐ c. People
 - ☐ d. Playtime
7. Which side of the “Injury Triangle” includes childproofing and all of the steps you take to create and maintain a safe environment?
- ☐ a. Prediction
 - ☐ b. Prevention
 - ☐ c. People
 - ☐ d. Playtime
8. What do the regulatory requirements represent?
- ☐ a. The “floor” of quality, the very least a provider needs to do.
 - ☐ b. The best possible quality
 - ☐ c. The absolute best practices in child care
 - ☐ d. Insufficient quality to be safe
9. Which of these regulatory requirements is intended to protect children from drowning?
- ☐ a. Storing cigarette lighters and matches in an area inaccessible to children
 - ☐ b. Requiring barriers to prevent children from gaining access to bodies of water
 - ☐ c. Ensuring that play equipment is in good condition and free from sharp edges
 - ☐ d. Establishing a daily schedule of program activities for children
10. How preventable are injuries to children?
- ☐ a. Most injuries to young children are both predictable and preventable.
 - ☐ b. There is nothing adults can do to protect children from injuries.
 - ☐ c. Only a very tiny fraction of injuries to children can be prevented.
 - ☐ d. Children’s injuries can’t be prevented; children just have to learn from them.

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Module 2: Creating a Safe Environment

- 1. Maria has a heavy bookcase in her program. There are books, pictures and toys on the shelves. Which of these actions would make the bookcase safest?**
 - ☐ a. Put up a sign that says, "Keep off" and "Do not climb."
 - ☐ b. Put heavy items on the upper shelves.
 - ☐ c. Tell children not to touch the bookcase.
 - ☐ d. Secure the bookcase to the wall so it can't fall over.

- 2. When is a fill-and-drain wading pool acceptable for use in a child day care program?**
 - ☐ a. When all children have written parental permission to use the pool
 - ☐ b. When the provider supervises the children in the pool
 - ☐ c. When the pool is properly maintained in good condition, with no sharp edges
 - ☐ d. Fill-and-drain wading pools are never allowed for use in child care programs

- 3. What is the single most important thing adults can do to reduce the risk of SIDS?**
 - ☐ a. Put plenty of blankets in the crib to keep babies warm.
 - ☐ b. Put several stuffed animals in the crib so babies can snuggle with them.
 - ☐ c. Make sure the crib mattress is very soft and thickly cushioned.
 - ☐ d. Place babies on their backs to sleep.

- 4. Benita runs a child care program. Sandy, one of the parents in her program, told Benita to place her infant on his side to sleep. What should Benita do?**
 - ☐ a. Tell Sandy that the regulations require putting the baby on his back to sleep, unless Sandy gives Benita a note from the baby's doctor to place the child on his side to sleep.
 - ☐ b. Do what Sandy told her to do, even though Benita doesn't think it's right, since the baby is Sandy's child.
 - ☐ c. Ask Sandy to sign a waiver releasing Benita from liability if the baby dies from SIDS while he is in the program.
 - ☐ d. Put the baby on his back to sleep anyway, but if Sandy asks if he was put on his side to sleep, Benita should lie so Sandy won't take the baby out of her program.

- 5. What is the FIRST thing you should do if you suspect a fire has started in your program?**
 - ☐ a. Call 911 and report that there is a fire in your child day care program.
 - ☐ b. Evacuate the children from the program.
 - ☐ c. Notify the children's parents that there is a fire in the program.
 - ☐ d. Put out the fire with a fire extinguisher so you won't need to evacuate the children.

6. Which of these is true about smoke detectors in your program?

- ☐ a. There must be one working smoke detector on each floor of the home.
- ☐ b. Smoke detectors that run on household electrical power don't need battery back-up.
- ☐ c. Only battery-operated smoke detectors need to be tested every month.
- ☐ d. Smoke detectors are not necessary if your home has a carbon monoxide detector.

7. Which statement is true about emergency evacuation?

- ☐ a. You should always do your monthly evacuation drills on the same day of the week, at the same time of day, using the same exit.
- ☐ b. Never conduct evacuation drills when children are eating or napping, since fires would not be likely to happen at those times.
- ☐ c. You don't need to have a written emergency evacuation plan on file, as long as you know how to evacuate the children from your program.
- ☐ d. When conducting emergency evacuation drills, the regulations require you to periodically alternate the exit you use so children can practice both the primary and back-up evacuation routes.

8. Which of these is the most important reason why you must have a fire extinguisher in your program?

- ☐ a. To help you put out a fire in your program so you can prevent damage to your belongings and avoid having to evacuate the children
- ☐ b. To help you clear a path if fire blocks your exit out of the program, so that you and the children can get out safely
- ☐ c. To help the children understand what a fire extinguisher is, how it works and how to operate it if there is a fire in the program
- ☐ d. To help put out a large fire if the fire department cannot reach your program in a timely manner

9. Which of these circumstances is most likely to require providers and children to "shelter in place" at the program?

- ☐ a. A fire in a non-program area of a family or group family day care home
- ☐ b. Temporary moderately inclement weather, like a thunderstorm
- ☐ c. Sudden severe weather, like a tornado
- ☐ d. A natural disaster, like an earthquake, that makes it unsafe to stay inside

10. Which of the following do the child day care regulations require regarding sheltering in place?

- ☐ a. Programs must hold two shelter-in-place drills annually, during which procedures and supplies are reviewed.
- ☐ b. Parents must not be notified of shelter-in-place drills in advance
- ☐ c. Providers should not discuss sheltering in place with children except during shelter-in-place drills
- ☐ d. Programs must have a 3-day supply of food and drinkable water stored in the basement for sheltering in place.

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Module 3: Capacity and Supervision

- 1. Which of these things should you do when reviewing the Day Care Registration form (also called the "Blue Card")?**
 - ☐ a. Don't worry if the parent didn't sign the form, as it isn't required and can be done later.
 - ☐ b. Ask the parent if the emergency contact people listed know they are being used as emergency contacts.
 - ☐ c. Avoid asking the parent about any special health care needs the child may have, since that would violate HIPAA rules.
 - ☐ d. Make sure only the front of the card is complete and that a photo of the child is permanently attached to the card.

- 2. Joanne is trying to find the best place for a crib in the spare bedroom of her family day care home. Which of these would be the best choice?**
 - ☐ a. Under the locked window, which is covered with mini-blinds that have a long cord within reach of the crib
 - ☐ b. Touching the steam radiator, so the baby will need a blanket on cold winter days
 - ☐ c. Along the wall across from the doorway, so she can see the baby
 - ☐ d. Next to the desk where she keeps all of her knitting supplies.

- 3. Which of these is true about program capacity?**
 - ☐ a. A group family day care program can care for up to 20 children if they are all older than age two, PLUS two additional children attending kindergarten or a higher grade.
 - ☐ b. Maximum program capacity is determined by the type of program (family vs. group family day care) and the ages and school enrollment status of the children in care.
 - ☐ c. A family day care provider can care for up to ten children if all children are older than age two, PLUS an additional two children who attend kindergarten or a higher grade.
 - ☐ d. A provider's own children (or children of a relative within the third degree of consanguinity of the provider) never count toward her maximum capacity.

- 4. Kristin is setting up her family day care program. She wants to make a sand and water play area in a separate room. How can Kristin use this area and still provide supervision?**
 - ☐ a. Use an electronic monitor so she can hear the children from the main room.
 - ☐ b. Let the preschoolers use the room by themselves for short periods of time.
 - ☐ c. Use that room at a certain time of day and bring all the children there together.
 - ☐ d. She can't set up this area, since all care must be provided in one large room.

- 5. Juanita is a family day care provider who cares for three children over the age of two and her own 22-month-old child. She receives a call from a parent seeking care for his six-month-old twins. What should she do?**
 - ☐ a. Tell him she can accept the twins as soon as he completes their Blue Cards.
 - ☐ b. Check to see if her neighbor will be home in case she needs help.
 - ☐ c. Ask him to have the twins wear different colors each day so she can identify them.
 - ☐ d. Tell him she can enroll them in two months.

6. Which of these is an example of competent supervision?

- ☐ a. Using video surveillance cameras or electronic baby monitors, as long as you have written parental permission
- ☐ b. Waiting until children are napping to do household chores that remove you from direct physical contact with the children
- ☐ c. Having school-age children keep an eye on younger children while you change an infant's diaper in the bathroom
- ☐ d. Engaging the children in an activity while you change an infant's diaper at the changing table five feet away in the same room

7. Tammy is preparing lunch in the kitchen of her family day care home. One of the children tells her that Johnny was jumping on the couch and fell off. What should Tammy have done differently to provide competent supervision?

- ☐ a. Nothing; she provided competent supervision
- ☐ b. Put the child into "Time Out" in a separate room
- ☐ c. Brought the children into the kitchen for an activity while she prepared lunch
- ☐ d. Asked one of the preschoolers to lead the game while Tammy took the toddler into another room to calm him down

8. Ginger wants to open a family day care program and provide care on the first floor of her home, but the only bathroom in the home is on the second floor. What do the regulations require for supervising children?

- ☐ a. She must have a bathroom installed on the first floor of her home.
- ☐ b. Children who are able to toilet independently may use the bathroom on the second floor for a short period of time.
- ☐ c. She must take all of the children upstairs whenever any child needs to use the bathroom.
- ☐ d. She must hire an assistant to help her supervise children who can toilet independently.

9. Jeffrey is a group family child care provider who has a five-year-old son, Bryan, who is not ready to attend kindergarten in the fall and will therefore remain in the program. How does this affect Jeffrey's program capacity?

- ☐ a. Bryan will be counted as a school-age child because he is of school age.
- ☐ b. Bryan is required to attend school because he is five years old.
- ☐ c. A provider's own school-age children do not count in program capacity.
- ☐ d. Bryan will be counted as a child over two.

10. What should Jamie do with the Day Care Registration form (also known as the "Blue Card") after enrolling a new child?

- ☐ a. Put it in the child's folder because she will never need to look at it again.
- ☐ b. Make a copy for the emergency bag and file the original in the child's folder.
- ☐ c. Return it to the parent after she has read it.
- ☐ d. Only complete the "Blue Card" if the child is receiving medication.

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Module 3: Capacity and Supervision

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 - ☐ b. Put Johnny in “Time Out” for jumping on the couch
 - ☐ c. Brought the children into the kitchen for an activity while she prepared lunch
 - ☐ d. Asked one of the school-age children to watch the younger children while Tammy prepared lunch

COMPETENCY TEST

Module 4: Nutrition and Food Safety

1. When can you heat formula, breast milk, or other infant food items in a microwave?

- ☐ a. Only with written permission from the child's parent
- ☐ b. Only if you stir the bottle or food during and after heating
- ☐ c. It is only OK to heat solid infant foods in a microwave
- ☐ d. These items are never to be heated in a microwave

2. Which of these is TRUE about common food-borne illnesses?

- ☐ a. Fruit and vegetables are not sources of food-borne illnesses
- ☐ b. Dairy foods are safe from contamination as long as they haven't expired
- ☐ c. Bacteria, viruses, molds, and parasites may contaminate both raw and cooked foods
- ☐ d. As long as food looks okay, it is perfectly safe to eat

3. How should infants be introduced to solid foods?

- ☐ a. By parents with the guidance of the child's health care provider
- ☐ b. By the day care program, where infants will have the widest variety of solid foods
- ☐ c. By offering a variety of solid foods introduced at once to see which ones the infant likes
- ☐ d. By the provider, one food at a time, to check for food allergies

4. Which statement is TRUE about jarred baby food?

- ☐ a. You should discourage parents from using jarred baby food, since there is no way to tell whether or not it's contaminated
- ☐ b. Feed the baby from a bowl, not directly from the baby food jar, since contaminants can spread quickly in a jar
- ☐ c. Put heated leftover baby food back in the jar and store it in the refrigerator for up to 72 hours
- ☐ d. If a new jar of baby food doesn't pop when you remove the lid, it's still safe to feed as long as it smells okay

5. What's the safest way to warm a bottle of breast milk or formula?

- ☐ a. Microwave it on medium power for one minute, shake it well, then heat it on medium power for another minute
- ☐ b. These items should never be heated, since heating will cause bacterial contamination, which can make the infant sick
- ☐ c. Allow the bottle to come to room temperature gradually by leaving it on the counter for one hour
- ☐ d. Place the bottle of breast milk or formula in warm water for about five minutes, shake the bottle, and test the temperature prior to serving

- 6. What do the New York State Child Day Care Regulations require when it comes to child care programs providing and serving fluid milk to children in care?**
- ☐ a. Only iron-fortified infant formula should be served to children younger than two years of age
 - ☐ b. Lactose-free milk should be served to all children to help prevent children from developing allergic reactions to milk
 - ☐ c. Whole milk should be served to all children in care, regardless of age
 - ☐ d. When milk is served as a beverage, low-fat or fat-free milk (1% fat or less) must be served to children two years of age or older
- 7. If you're not sure if a food is safe, which saying below describes the best course of action?**
- ☐ a. When in doubt, throw it out
 - ☐ b. Taste before serving to children
 - ☐ c. Looks OK, smells OK, is OK
 - ☐ d. Freeze above 40°, refrigerate above 50°
- 8. What is a child day care program's responsibility regarding obesity prevention?**
- ☐ a. The program must inspect any food that children bring from home, to ensure that children only eat healthy foods
 - ☐ b. The program must share information on healthy food and beverage choices and the prevention of childhood obesity with parents.
 - ☐ c. The program must simply provide daily opportunities for exercise, since exercise is more important than nutrition in preventing childhood obesity
 - ☐ d. The program must recognize that childhood obesity is determined by genetics, not by the food children eat or the physical activity they get
- 9. Which of the following are the only beverages that the regulations allow a program to provide to children in a day care program?**
- ☐ a. Water, fluid milk, and infant formula
 - ☐ b. Fluid milk, 100% juice, and water
 - ☐ c. Fluid milk, water, and juice that contains at least 20% fruit juice
 - ☐ d. Water, infant formula, and low-fat (1% fat or less) milk
- 10. What do the regulations require for serving infant formula in programs?**
- ☐ a. The regulations prohibit the use of infant formula in child care programs; infants may only be fed breast milk or whole milk
 - ☐ b. Formula may be prepared and provided by the parent, or by the program when agreed to in writing by the parent
 - ☐ c. Infant formula must be prepared and provided by the parent; the program may only warm the prepared formula and feed it to the infant
 - ☐ d. A bottle of infant formula needs to be labeled with a child's first name and age, to avoid getting it confused with another infant's bottle

COMPETENCY TEST

Module 4: Nutrition and Food Safety

1. What is a child day care program's responsibility regarding obesity prevention?

- ☐ a. The program must inspect any food that children bring from home, to ensure that children only eat healthy foods
- ☐ b. The program must share information on healthy food and beverage choices and the prevention of childhood obesity with parents.
- ☐ c. The program must simply provide daily opportunities for exercise, since exercise is more important than nutrition in preventing childhood obesity
- ☐ d. The program must recognize that childhood obesity is determined by genetics, not by the food children eat or the physical activity they get

2. When can you heat formula, breast milk, or other infant food items in a microwave?

- ☐ a. Only with written permission from the child's parent
- ☐ b. Only if you stir the bottle or food during and after heating
- ☐ c. It is only OK to heat solid infant foods in a microwave
- ☐ d. These items are never to be heated in a microwave

3. Which statement is TRUE about jarred baby food?

- ☐ a. You should discourage parents from using jarred baby food, since there is no way to tell whether or not it's contaminated
- ☐ b. Feed the baby from a bowl, not directly from the baby food jar, since contaminants can spread quickly in a jar
- ☐ c. Put heated leftover baby food back in the jar and store it in the refrigerator for up to 72 hours
- ☐ d. If a new jar of baby food doesn't pop when you remove the lid, it's still safe to feed as long as it smells okay

4. What do the regulations require for serving infant formula in programs?

- ☐ a. The regulations prohibit the use of infant formula in child care programs; infants may only be fed breast milk or whole milk
- ☐ b. Formula may be prepared and provided by the parent, or by the program when agreed to in writing by the parent
- ☐ c. Infant formula must be prepared and provided by the parent; the program may only warm the prepared formula and feed it to the infant
- ☐ d. A bottle of infant formula needs to be labeled with a child's first name and age, to avoid getting it confused with another infant's bottle

5. How should infants be introduced to solid foods?

- ☐ a. By parents with the guidance of the child's health care provider
- ☐ b. By the day care program, where infants will have the widest variety of solid foods
- ☐ c. By offering a variety of solid foods introduced at once to see which ones the infant likes
- ☐ d. By the provider, one food at a time, to check for food allergies

6. If you're not sure if a food is safe, which saying below describes the best course of action?
- ☐ a. When in doubt, throw it out
 - ☐ b. Taste before serving to children
 - ☐ c. Looks OK, smells OK, is OK
 - ☐ d. Freeze above 40°, refrigerate above 50°
7. Which of the following are the only beverages that the regulations allow a program to provide to children in a day care program?
- ☐ a. Water, fluid milk, and infant formula
 - ☐ b. Fluid milk, 100% juice, and water
 - ☐ c. Fluid milk, water, and juice that contains at least 20% fruit juice
 - ☐ d. Water, infant formula, and low-fat (1% fat or less) milk
8. What's the safest way to warm a bottle of breast milk or formula?
- ☐ a. Microwave it on medium power for one minute, shake it well, then heat it on medium power for another minute
 - ☐ b. These items should never be heated, since heating will cause bacterial contamination, which can make the infant sick
 - ☐ c. Allow the bottle to come to room temperature gradually by leaving it on the counter for one hour
 - ☐ d. Place the bottle of breast milk or formula in warm water for about five minutes, shake the bottle, and test the temperature prior to serving
9. What do the New York State Child Day Care Regulations require when it comes to child care programs providing and serving fluid milk to children in care?
- ☐ a. Only iron-fortified infant formula should be served to children younger than two years of age
 - ☐ b. Lactose-free milk should be served to all children to help prevent children from developing allergic reactions to milk
 - ☐ c. Whole milk should be served to all children in care, regardless of age
 - ☐ d. When milk is served as a beverage, low-fat or fat-free milk (1% fat or less) must be served to children two years of age or older
10. Which of these is TRUE about common food-borne illnesses?
- ☐ a. Fruit and vegetables are not sources of food-borne illnesses
 - ☐ b. Dairy foods are safe from contamination as long as they haven't expired
 - ☐ c. Bacteria, viruses, molds, and parasites may contaminate both raw and cooked foods
 - ☐ d. As long as food looks okay, it is perfectly safe to eat

COMPETENCY TEST

Module 5: Protect and Prevent

- 1. When a child's physical condition or behavior suggests the child may have been abused or maltreated, what is the term for that?**
 - ☐ a. Indicator
 - ☐ b. Report
 - ☐ c. Reasonable cause to suspect
 - ☐ d. Positive proof

- 2. Logan is three years old and has been in your program for several months. This morning, while doing a daily health check, you noticed that she has an oval bruise on the inside of her upper arm that looks like a fingerprint. What should you do?**
 - ☐ a. Ignore it, since this is only the first time you've seen her with an injury.
 - ☐ b. Assume it is just a typical type of bruise that children get while playing.
 - ☐ c. Ask her parent what happened and call in a report to the SCR as soon as possible.
 - ☐ d. Don't do anything unless Logan tells you how she got hurt.

- 3. Which of these is generally considered a "suspicious" bruising area?**
 - ☐ a. Upper arm
 - ☐ b. Shin
 - ☐ c. Forehead
 - ☐ d. Elbow

- 4. Which of these factors would typically constitute "reasonable cause to suspect"?**
 - ☐ a. A child has a broken arm and she tells you she fell off her bike, but her father tells you that she broke her arm when she fell out of bed.
 - ☐ b. A child was out of the program all of last week because she was visiting her father in another state; you have occasionally heard her mother call him a "jerk."
 - ☐ c. A child looks pale and gaunt; when you ask his mother if he's been eating properly, she tells you they're waiting for results from medical tests that were run last week.
 - ☐ d. A child tells you that he's mad at his mommy because she won't let him play Nintendo for a week because he refused to tidy up his room.

- 5. What is the standard for calling the Statewide Central Register to make a report of suspected child abuse or maltreatment?**
 - ☐ a. Clear and convincing evidence
 - ☐ b. Evidence beyond a reasonable doubt
 - ☐ c. Reasonable cause to suspect
 - ☐ d. General suspicion

6. Which of these individuals is considered a mandated reporter?

- ☐ a. Any provider or caregiver in a child care program
- ☐ b. Every adult (aside from the provider) living in a home where a child care program operates
- ☐ c. A neighbor living next to a family or group family day care provider
- ☐ d. The parent or legal guardian of any child younger than 18 years old

7. Tony brings his infant daughter, Melissa, to your child care program. She's asleep in her car seat. Tony tells you that Melissa was up most of the night and that she fell asleep less than an hour ago. He asks you not to wake her up. What should you do?

- ☐ a. Let her keep sleeping in her car seat in an area where she won't be in the way.
- ☐ b. Let her keep sleeping in her car seat, then do a daily health check when she's awake.
- ☐ c. Pick her up gently so she won't wake up; put her in a crib so she can keep sleeping.
- ☐ d. Wake her up and do a daily health check while Tony is still there for questions.

8. What is Abusive Head Trauma?

- ☐ a. Bleeding (which may be accompanied by bruising or swelling) in the brain from an infant's developing brain rattling around inside the skull as a result of shaking
- ☐ b. A neurological disorder caused by any frequent repetitive movement, such as gently rocking a baby on a regular basis, that stalls a child's large muscle development
- ☐ c. A form of emotional abuse in which the parent's stress levels are so high that the child is psychologically "shaken" by any adult interaction throughout childhood
- ☐ d. A temporary, non-fatal condition that affects every infant who was exposed to drugs or alcohol while in the mother's womb

9. You are working with a group of busy toddlers. Your assistant, Lee, is trying to calm a crying toddler. You see Lee shake the child back and forth several times. Which of these best represents what you should do?

- ☐ a. Gently take the child from Lee, get emergency medical help for the child and make a report of child abuse or maltreatment to the Statewide Central Register.
- ☐ b. Tell Lee that she must never shake a child, then schedule her for training and tell her that you will forget the incident, since it's the first time it happened.
- ☐ c. Fire Lee after the children have left for the day, but don't take any other action, since Lee might be able to sue you.
- ☐ d. Ignore this incident, since Lee is probably just overstressed today and would never intentionally hurt a child.

10. Which statement is true about a child's health in the day care program?

- ☐ a. After completing a daily health check, you don't need to evaluate a child's health status again for the rest of the day.
- ☐ b. If a child develops symptoms while in care that would cause you to exclude him, you can keep him for the rest of the day, as long as you exclude him from care tomorrow.
- ☐ c. A daily health check should be done when the child first arrives at the program and the parent is available for questions.
- ☐ d. You should never wake up a child who arrives at the program asleep; wait until the child is awake to perform the daily health check.

COMPETENCY TEST

Module 5: Protect and Prevent

1. What is Abusive Head Trauma?

- ☐ a. Bleeding (which may be accompanied by bruising or swelling) in the brain from an infant's developing brain rattling around inside the skull as a result of shaking
- ☐ b. A neurological disorder caused by any frequent repetitive movement, such as gently rocking a baby on a regular basis, that stalls a child's large muscle development
- ☐ c. A form of emotional abuse in which the parent's stress levels are so high that the child is psychologically "shaken" by any adult interaction throughout childhood
- ☐ d. A temporary, non-fatal condition that affects every infant who was exposed to drugs or alcohol while in the mother's womb

2. Which of these individuals is considered a mandated reporter?

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- ☐ d. The parent or legal guardian of any child younger than 18 years old

3. Tony brings his infant daughter, Melissa, to your child care program. She's asleep in her car seat. Tony tells you that Melissa was up most of the night and that she fell asleep less than an hour ago. He asks you not to wake her up. What should you do?

- ☐ a. Let her keep sleeping in her car seat in an area where she won't be in the way.
- ☐ b. Let her keep sleeping in her car seat, then do a daily health check when she's awake.
- ☐ c. Pick her up gently so she won't wake up; put her in a crib so she can keep sleeping.
- ☐ d. Wake her up and do a daily health check while Tony is still there for questions.

4. What is the standard for calling the Statewide Central Register to make a report of suspected child abuse or maltreatment?

- ☐ a. Clear and convincing evidence
- ☐ b. Evidence beyond a reasonable doubt
- ☐ c. Reasonable cause to suspect
- ☐ d. General suspicion

5. Which of these factors would typically constitute "reasonable cause to suspect"?

- ☐ a. A child has a broken arm and she tells you she fell off her bike, but her father tells you that she broke her arm when she fell out of bed.
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- ☐ c. A child looks pale and gaunt; when you ask his mother if he's been eating properly, she tells you they're waiting for results from medical tests that were run last week.
- ☐ d. A child tells you that he's mad at his mommy because she won't let him play Nintendo for a week because he refused to tidy up his room.

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 - ☐ c. Forehead
 - ☐ d. Elbow
7. Logan is three years old and has been in your program for several months. This morning, while doing a daily health check, you noticed that she has an oval bruise on the inside of her upper arm that looks like a fingerprint. What should you do?
- ☐ a. Ignore it, since this is only the first time you’ve seen her with an injury.
 - ☐ b. Assume it is just a typical type of bruise that children get while playing.
 - ☐ c. Ask her parent what happened and call in a report to the SCR as soon as possible.
 - ☐ d. Don’t do anything unless Logan tells you how she got hurt.
8. When a child's physical condition or behavior suggests the child may have been abused or maltreated, what is the term for that?
- ☐ a. Indicator
 - ☐ b. Report
 - ☐ c. Reasonable cause to suspect
 - ☐ d. Positive proof
9. Which statement is true about a child’s health in the day care program?
- ☐ a. After completing a daily health check, you don’t need to evaluate a child’s health status again for the rest of the day.
 - ☐ b. If a child develops symptoms while in care that would cause you to exclude him, you can keep him for the rest of the day, as long as you exclude him from care tomorrow.
 - ☐ c. A daily health check should be done when the child first arrives at the program and the parent is available for questions.
 - ☐ d. You should never wake up a child who arrives at the program asleep; wait until the child is awake to perform the daily health check.
10. You are working with a group of busy toddlers. Your assistant, Lee, is trying to calm a crying toddler. You see Lee shake the child back and forth several times. Which of these best represents what you should do?
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 - ☐ b. Tell Lee that she must never shake a child, then schedule her for training and tell her that you will forget the incident, since it’s the first time it happened.
 - ☐ c. Fire Lee after the children have left for the day, but don’t take any other action, since Lee might be able to sue you.
 - ☐ d. Ignore this incident, since Lee is probably just overstressed today and would never intentionally hurt a child.

COMPETENCY DEMONSTRATION CHART: Hand Washing

As the participant completes each step successfully, mark a ✓ in the box. If the participant does not complete the step, leave the box blank. If the participant makes an error while performing a step, write down what you observed.

Name of person completing the demonstration: _____

Name of person completing the evaluation: _____

Hand Washing	Observed Skill?
1) Moisten hands with water and apply liquid soap.	
2) Rub hands with soap and water for at least 30 seconds – remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry. (Nail brushes are recommended.)	
3) Rinse hands well under running water with fingers down so water flows from wrist to fingertips.	
4) Leave the water running.	
5) Dry hands with a disposable paper towel or approved drying device.	
6) Use the paper towel to turn off the faucet and, if inside a toilet room with a closed door, use the paper towel to open the door.	
7) Discard the paper towel in an appropriate receptacle.	
8) Apply hand lotion, if needed.	

Participant Score: Check One:

☐ Pass

☐ Fail—Explain: _____)

☐ Incomplete—Explain: _____)

Participant's Attempt: ☐ 1st or ☐ 2nd

Rater's Signature: _____

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COMPETENCY DEMONSTRATION CHART: *Cleaning and Sanitizing*

As the participant completes each step successfully, mark a √ in the box. If the participant does not complete the step, leave the box blank. If the participant makes an error while performing a step, write down what you observed.

Name of person completing the demonstration: _____

Name of person completing the evaluation: _____

Cleaning and Sanitizing Nonporous Surfaces (countertops, tables, diaper changing areas)	Observed Skill?
1) Prepare one of the bleach solutions and explain its use using the following ratio: <i>½ teaspoon bleach to 1 quart water OR 1 tablespoon bleach to 1 quart of water.</i>	
2) Wash the surface with soap and water.	
3) Rinse until clear.	
4) Spray the surface with the bleach solution until the surface glistens.	
5) Let sit two (2) minutes.	
6) Wipe with a paper towel or allow to air dry.	

Cleaning and Sanitizing Toys Mouthed by Children	Observed Skill?
1) Prepare the soaking solution using the following ratio: <i>1 teaspoon bleach to 1 gallon of water.</i>	
2) Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard-to-reach places.	
3) Rinse under running water until the water runs clear.	
4) Place the toys in the bleach soaking solution.	
5) Soak for at least five (5) minutes.	
6) Rinse toys with cool water and allow to air dry.	

Participant Score: Check One:

- ☐ Pass
- ☐ Fail—Explain: _____)
- ☐ Incomplete—Explain: _____)

Participant's Attempt: ☐ 1st or ☐ 2nd

Rater's Signature: _____

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COMPETENCY DEMONSTRATION CHART:
SAFETY PRECAUTIONS RELATING TO BLOOD

COMPETENCY DEMONSTRATION CHART:
Safety Precautions Relating to Blood

As the participant completes each step successfully, mark a √ in the box. If the participant does not complete the step, leave the box blank. If the participant makes an error while performing a step, write down what you observed.

Name of person completing the demonstration: _____

Name of person completing the evaluation: _____

Safety Precautions Relating to Blood: Procedure for Dealing with a Bloody Nose	Observed Skill?
1) If disposable gloves are readily available, put them on.	
2) Stop the bleeding by applying gentle pressure.	
3) All blood-soiled materials used to stop the bleeding should be placed in a plastic bag.	
4) If the child's clothes are soiled with blood, remove the clothes, put them in a plastic bag with the child's name on it, tie the bag and return it to the child's parents for laundering.	
5) Remove gloves using appropriate technique and place them in the bag with the soiled materials.	
6) Tie the bag and discard it in a plastic-lined trash receptacle.	
7) Have the child wash his/her hands.	
8) Put on new disposable gloves.	
9) Clean and sanitize any blood-contaminated surfaces.	
10) If your clothes are contaminated with blood, remove them and launder them separate from clothes that are not contaminated with blood.	
11) Wash your hands thoroughly.	

Participant Score: Check One:

☐ Pass

☐ Fail—Explain: _____

☐ Incomplete—Explain: _____

Participant's Attempt: ☐ 1st or ☐ 2nd

Rater's Signature: _____

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COMPETENCY DEMONSTRATION CHART: Diapering

As the participant completes each step successfully, mark a ✓ in the box. If the participant does not complete the step, leave the box blank. If the participant makes an error while performing a step, write down what you observed.

Name of person completing the demonstration: _____

Name of person completing the evaluation: _____

Diapering	Observed Skill?
1) Collect all supplies, but keep everything off the diapering surface except the items you will use during the diapering process. Prepare a sheet of non-absorbent paper that will cover the diaper changing surface from the child's chest to the child's feet. Bring a fresh diaper, as many wipes as needed for this diaper change, disposable gloves and a plastic bag for any soiled clothes.	
2) Wash hands and put on gloves. Avoid contact with soiled items. Items that come in contact with items soiled with stool or urine will have to be cleaned and sanitized. Carry the baby to the changing table, keeping soiled clothing from touching the caregiver's clothing. Bag soiled clothes and, later, securely tie the plastic bag to send the clothes home.	
3) Unfasten the diaper, but leave the soiled diaper under the child. Hold the child's feet to raise the child out of the soiled diaper and use disposable wipes to clean the diaper area. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper. Note and later report any skin problems.	
4) Remove the soiled diaper. Fold the diaper over and secure it with the tabs. Put it into a lined covered or lidded can and then into an outdoor receptacle or one out of reach of children. If reusable diapers are being used, put the diaper into the plastic-lined covered or lidded can specifically for those diapers or in a separate plastic bag to be sent home for laundering. Do not rinse or handle the contents of the diaper.	
5) Check for spills under the baby. If there is visible soil, remove any large amount with a wipe, then fold the disposable paper over on itself from the end under the child's feet so that a clean paper surface is now under the child.	
6) Remove your gloves, maintaining the "clean to clean, dirty to dirty" principle, and put them directly into the covered or lidded can.	

Competency Chart continued on next page ►

Diapering	Observed Skill?
<i>(Competency Chart continued from previous page)</i>	
7) Slide a clean diaper under the baby. If skin products are used, put on gloves and apply product. Dispose of gloves properly. Fasten the diaper.	
8) Dress the baby before removing him from the diapering surface. Clean the baby's hands, using soap and water at a sink if you can. If the child is too heavy to hold for hand washing and cannot stand at the sink, use disposable wipes or soap and water with disposable paper towels to clean the child's hands. Take the child back to the child care area.	
9) Clean and disinfect the diapering area. <ul style="list-style-type: none"> • Dispose of the surface liner in the covered or lidded can. • Clean any visible soil from the changing table. • Spray the table with bleach solution or hospital-grade germicidal solution so the entire surface is wet. • Leave the solution on the surface for 2 minutes, then wipe the surface or allow it to air dry. 	
10) Wash your hands thoroughly.	

Participant Score: Check One:

☐ **Pass**

☐ **Fail—Explain:** _____)

☐ **Incomplete—Explain:** _____)

Participant's Attempt: ☐ **1st** **or** ☐ **2nd**

Rater's Signature: _____

COMPETENCY TEST

Module 7: Developing Health Care Policies and Procedures

1. Which statement is true about immunization requirements?

- ☐ a. You can enroll a child who has not been immunized, if a physician licensed to practice medicine in New York State furnishes the program with a signed, completed medical exemption form issued by the New York State Department of Health or New York City Department of Education. The medical exemption must be reissued annually.
- ☐ b. If a child's parent refuses to have him immunized due to a sincere religious belief, you can enroll the child if his parent provides a written statement.
- ☐ c. Children don't need to be immunized until they are 24 months old, unless they live in an area identified as "high risk" by the NYS Department of Health.
- ☐ d. The NYS child day care regulations do not require providers to keep a list of immunization dates on file for each child in their program.

2. Which statement is true about exposure to lead?

- ☐ a. It can be harmful to a child and can lead to brain damage and other long-term effects.
- ☐ b. There is no way to find out if a child has been exposed to lead.
- ☐ c. Lead poisoning is not a problem in the USA, since exposure to lead is impossible.
- ☐ d. Lead screening is required on every child's Medical Statement.

3. Which statement is true about administering medication in a child care program?

- ☐ a. a provider must be a registered nurse to give children medication.
- ☐ b. You only need a parent's verbal permission to give injectable medication (like insulin).
- ☐ c. You do not need to be MAT-certified to apply over-the-counter topical ointments.
- ☐ d. Only licensed medical professionals can give inhaled medication, like nebulizers.

4. Timmy's mom tells you that he had strep throat last week, which is why she kept him home. He looks OK now. What do you need to do?

- ☐ a. Report Timmy's illness to OCFS and the Department of Health.
- ☐ b. Nothing; if he looks OK, he's probably not contagious.
- ☐ c. Exclude him until his mom gives you a doctor's note indicating that it is safe for Timmy to return to care.
- ☐ d. Contact the other children's parents and tell them Timmy might still be contagious.

5. When a child is injured at your program, which of these circumstances require you to notify OCFS?

- ☐ a. A child with a history of epilepsy has a mild seizure but is not otherwise harmed.
- ☐ b. A child is bitten by a toddler, but the bite did not break the skin.
- ☐ c. A child falls off her bike in the driveway, scraping her knee.
- ☐ d. A child stumbles, sprains her ankle and can't put any weight on it.

- 6. You are working in a program that is not approved to give medication. Your nephew attends your program and was recently prescribed an antibiotic that needs to be given three times a day. Who can give the medication to the child?**
- ☐ a. Only the child's parent or a medical professional, like a registered nurse
 - ☐ b. No one in your program, since the program is not approved to give medication
 - ☐ c. You can, as a relative within the third degree of consanguinity of the child's parent
 - ☐ d. Your assistant can, if you have written permission from the child's parent
- 7. Four-year-old Jordan is being enrolled in your program. He has never been tested for lead. What should you do?**
- ☐ a. Explain to Jordan's parent that the child day care regulations require all children in the program to be tested for lead before they can enroll.
 - ☐ b. Accept Jordan into the program, give his parent information about lead poisoning and prevention, and recommend that he receive a lead blood screening test.
 - ☐ c. Accept Jordan into the program, as long as he receives a blood test within 30 days and that the test results are negative for lead poisoning.
 - ☐ d. Exclude Jordan from the program, since he could have lead poisoning and pass it on to the other children in the program.
- 8. Why should a program review and revise its health policies at least once a year?**
- ☐ a. The child day care regulations require you to do so.
 - ☐ b. Health care consultant approval is only valid for one year.
 - ☐ c. EpiPens might receive FDA approval as over-the-counter medication.
 - ☐ d. The health needs of the children in the program might change.
- 9. Who is allowed to sign the Child in Care Medical Statement?**
- ☐ a. Licensed physician, physician assistant or nurse practitioner
 - ☐ b. Registered nurse, licensed practical nurse or EMT
 - ☐ c. The child's parent or guardian, who is not a licensed medical professional
 - ☐ d. Medical assistant, social worker or hospital administrator
- 10. Helen is considering caring for two-year-old Max, but then his mom tells Helen that he was born with HIV. What should Helen do?**
- ☐ a. Tell Max's mom that he can't be enrolled in the program, since he has HIV and would pose a risk to the other children.
 - ☐ b. Tell Max's mom that Helen is required by the regulations to notify the other children's parents about Max's condition if she enrolls him.
 - ☐ c. Enroll Max, but make sure that he doesn't play near the other children, since he could infect them.
 - ☐ d. Enroll Max, treat him like any other child, maintain his confidentiality as required for any child, and be sure to practice safety precautions with all of the children.

COMPETENCY TEST

Module 7: Developing Health Care Policies and Procedures

1. Who is allowed to sign the Child in Care Medical Statement?

- ☐ a. Licensed physician, physician assistant or nurse practitioner
- ☐ b. Registered nurse, licensed practical nurse or EMT
- ☐ c. The child's parent or guardian, who is not a licensed medical professional
- ☐ d. Medical assistant, social worker or hospital administrator

2. You are working in a program that is not approved to give medication. Your nephew attends your program and was recently prescribed an antibiotic that needs to be given three times a day. Who can give the medication to the child?

- ☐ a. Only the child's parent or a medical professional, like a registered nurse
- ☐ b. No one in your program, since the program is not approved to give medication
- ☐ c. You can, as a relative within the third degree of consanguinity of the child's parent
- ☐ d. Your assistant can, if you have written permission from the child's parent

3. Which statement is true about immunization requirements?

- ☐ a. You can enroll a child who has not been immunized, if a physician licensed to practice medicine in New York State furnishes the program with a signed, completed medical exemption form issued by the New York State Department of Health or New York City Department of Education. The medical exemption must be reissued annually.
- ☐ b. If a child's parent refuses to have him immunized due to a sincere religious belief, you can enroll the child if his parent provides a written statement.
- ☐ c. Children don't need to be immunized until they are 24 months old, unless they live in an area identified as "high risk" by the NYS Department of Health.
- ☐ d. The NYS child day care regulations do not require providers to keep a list of immunization dates on file for each child in their program.

4. Timmy's mom tells you that he had strep throat last week, which is why she kept him home. He looks OK now. What do you need to do?

- ☐ a. Report Timmy's illness to OCFS and the Department of Health.
- ☐ b. Nothing; if he looks OK, he's probably not contagious.
- ☐ c. Exclude him until his mom gives you a doctor's note indicating that it is safe for Timmy to return to care.
- ☐ d. Contact the other children's parents and tell them Timmy might still be contagious.

5. Which statement is true about administering medication in a child care program?

- ☐ a. a provider must be a registered nurse to give children medication.
- ☐ b. You only need a parent's spoken permission to give injectable medication (like insulin).
- ☐ c. You do not need to be MAT-certified to apply over-the-counter topical ointments.
- ☐ d. Only licensed medical professionals can give inhaled medication, like nebulizers.

- 6. When a child is injured at your program, which of these circumstances require you to notify OCFS?**
- ☐ a. A child with a history of epilepsy has a mild seizure but is not otherwise harmed.
 - ☐ b. A child is bitten by a toddler, but the bite did not break the skin.
 - ☐ c. A child falls off her bike in the driveway, scraping her knee.
 - ☐ d. A child stumbles, sprains her ankle and can't put any weight on it.
- 7. Four-year-old Jordan is being enrolled in your program. He has never been tested for lead. What should you do?**
- ☐ a. Explain to Jordan's parent that the child day care regulations require all children in the program to be tested for lead before they can enroll.
 - ☐ b. Accept Jordan into the program, give his parent information about lead poisoning and prevention, and recommend that he receive a lead blood screening test.
 - ☐ c. Accept Jordan into the program, as long as he receives a blood test within 30 days and that the test results are negative for lead poisoning.
 - ☐ d. Exclude Jordan from the program, since he could have lead poisoning and pass it on to the other children in the program.
- 8. Helen is considering caring for two-year-old Max, but then his mom tells Helen that he was born with HIV. What should Helen do?**
- ☐ a. Tell Max's mom that he can't be enrolled in the program, since he has HIV and would pose a risk to the other children.
 - ☐ b. Tell Max's mom that Helen is required by the regulations to notify the other children's parents about Max's condition if she enrolls him.
 - ☐ c. Enroll Max, but make sure that he doesn't play near the other children, since he could infect them.
 - ☐ d. Enroll Max, treat him like any other child, maintain his confidentiality as required for any child, and be sure to practice safety precautions with all of the children.
- 9. Which statement is true about exposure to lead?**
- ☐ a. It can be harmful to a child and can lead to brain damage and other long-term effects.
 - ☐ b. There is no way to find out if a child has been exposed to lead.
 - ☐ c. Lead poisoning is not a problem in the USA, since exposure to lead is impossible.
 - ☐ d. Lead screening is required on every child's Medical Statement.
- 10. Why should a program review and revise its health policies at least once a year?**
- ☐ a. The child day care regulations require you to do so.
 - ☐ b. Health care consultant approval is only valid for one year.
 - ☐ c. EpiPens might receive FDA approval as over-the-counter medication.
 - ☐ d. The health needs of the children in the program might change.