

# Module 1: Active Supervision of Children Required Policy and Procedure Review

*The FCC provider and new Child Care Staff Member (CCSM) completing the orientation training should review the following FCC home specific policies and procedures together.*



## Supervision

### Active Supervision

- Review the FCC home's procedures for maintaining appropriate supervision.
- Review the best spots in each room of the home that staff should position themselves in order to assure they can observe the whole room.
- Review the correct positioning of cots at naptime to assure that all children can be seen. It is recommended that the FCC home diagram the placement of cots and hang the diagram in an easily accessible place.
- Review the FCC home's procedures for maintaining appropriate supervision while children are using the bathroom facilities.

### Outdoor Play Supervision

- Review and show staff any known blind spots on the outdoor play space, where children are not able to be seen easily (behind corners, inside play structures, behind bushes, around sheds, etc.) These are areas where heightened supervision is needed.
- Review the rule requirements for actively supervising children while outside. Describe the areas in the outdoor play space where staff should stand in order to be able to see all of the children during play.

### Arrival/Departure Supervision

- Track any children who arrive from a location other than with their parent/guardian or leave the program to go to a destination other than with their parent/guardian.
- If applicable, review the FCC home's plan for determining the whereabouts of a child who does not arrive as expected. Show the CCSM where the list of emergency phone numbers are kept in order to track these children. Review the FCC home's policy for parental notification if a child is going to be absent.

## Staff/Child Ratio

- Review the FCC home ratio and maximum group size limitations with the new CCSM.
- Review the FCC provider's procedures for what the new CCSM should do if a situation arises where a parent dropping off a child would put them over license capacity, ratio, and/or max group size.
- Review the FCC home's policies for personal phone calls.
- Review the FCC home's policies for phone calls/conversations with parents.
- Review with the new CCSM the FCC home's policy on procedures to be followed for personal, sick, vacation, and other needed time off. Include in this review the responsibilities of the CCSM for finding a substitute, if applicable.
- Review with the new CCSM any individuals who may be in the FCC home, but who are not permitted to be counted in ratio. It is important for new CCSM to be able to identify who is and is not permitted to be counted in ratio.
- Review with the new CCSM and other staff listed on the Medical/Dental/General Emergency plan who have completed the first aid training.

## Attendance Records

- Review a copy of the attendance record for which the new CCSM will be responsible.
- Review the method the FCC home uses to mark the arrival and departure of children. Include how attendance is taken if a child leaves (example for school/doctor's appointment) and returns later the same day.
- Review how attendance records are handled when groups combine, especially at the beginning and end of the day.
- Review how attendance is handled if one CCSM takes a small group of children outside, to another activity, or to another part of the home.
- Review school-age specific procedures, if applicable to the FCC home.

The CCSM taking the orientation should complete this activity and assignment, and then review them with the FCC provider or administrator. Use the activity below to observe situations in the FCC home, which may affect staff/child ratio and group size. If the situation may occur, but does not on the day of observation, describe the system the FCC home has put in place to maintain ratios and group size.



## Module 1 Activity

1. The children use a restroom, which is in a different part of the home.  Yes  No

If yes, explain how supervision is maintained when children need to use the restroom.

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2. Employees may be in the home who are not permitted to count in ratio  
 Yes  No

If yes, explain what system the FCC home has in place to assure these individuals are not used to count in ratio. \_\_\_\_\_

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3. The restroom is not in the care space.  Yes  No

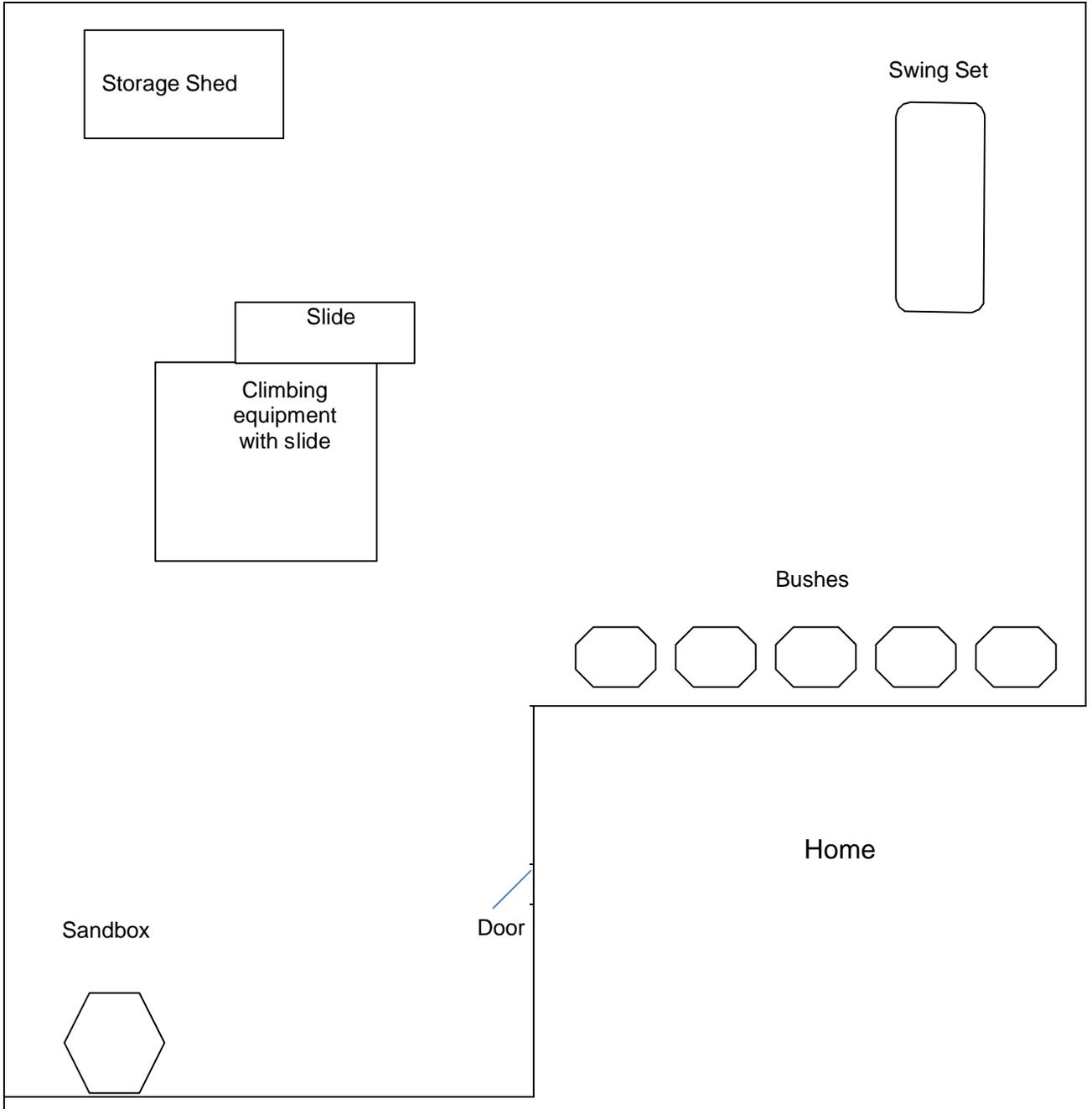
If yes, explain how staff/child ratios are maintained when CCSM need to leave the care space.

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Indicate with an "X" potential blind spots or equipment which could be particularly hazardous on the outdoor play-space diagram below. Imagine that you are in the outdoor space with a group of children. Using an "S" indicate where you should be located in order to supervise this group. Review with the FCC provider.



## Module 1 Assignment



## Module 2: Emergencies and Evacuation Required Policy and Procedure Review

*The FCC provider and the new CCSM completing the Orientation training should review the following program specific policies and procedures together.*



### Evacuation Procedures

- Review the posted location of the JFS 01242, “Medical/Dental/General Emergency Plan” and the JFS 01201, “Dental First Aid Chart”. Review and explain the plans in detail.
- Discuss with the new CCSM the FCC home's policies and procedures for the following evacuation situations:
  - Fire
  - Weather alert/tornado
  - Threat of violence
  - Loss of power, water, or heat

The policies and procedures should include the following:

- ✗ determining when evacuation is needed
- ✗ how the center accounts for all children once evacuation has been completed
- ✗ how parents will be notified

- Review the safe location to which the children should be evacuated.
- Review paperwork and emergency supplies, which should be taken in the event of evacuation (attendance sheets, children's emergency contact information, emergency medication, first aid kit)
- Tour the FCC home, reviewing the evacuation diagrams in the rooms in which the new CCSM will be working.
- If the FCC home is serving children who have limited mobility, discuss any special procedures needed to safely evacuate these children.
- Discuss with the new CCSM the schedule for fire drills; whether they will be announced or unannounced, and any documentation that the CCSM will be required to maintain.

## First Aid Procedures

- Review with the new CCSM the FCC home's specific policies regarding how to assist a child with first aid needs, including:
  - the location of the first aid kit
  - procedures to call for assistance, if needed
  - responsibilities to supervise other children, if not attending to the injured/ill child
  - the location of materials needed for universal precautions
  
- Review the location of the JFS 01201, "Dental First Aid Chart" and program procedures regarding what to do in the event of a dental emergency.

## Incident/Injury Reports

- Review with the new CCSM center specific procedures for completing the JFS 1299, "Incident/Injury Report" including:
  - where the report is located
  - the process for obtaining the FCC provider or administrator's and the parent/guardian signature
  - how to make copies (if applicable)
  - the process to assure the incident report gets to the person picking up the child on the day of the incident
  - where a copy of the report should be filed
  
- Review completed copies of previous incident reports with the new CCSM
  
- Review with the new CCSM the requirement and process for notifying ODJFS of a serious incident by completing the JFS 01156, "Serious Incident Reporting for Child Care" through the Ohio Child Care Licensing and Quality System <http://ocqlqs.force.com>

The CCSM taking the orientation should complete this activity and assignment, and then review them with the FCC provider or administrator. Use the "Scavenger Hunt" activity sheet below to locate emergency items.



## Module 2 Activity

- Locate the first aid kits in the building and document where you found them.

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- Locate the medical/dental emergency plan and dental first aid chart in the home, and any other spaces used to care for children.

- Locate the fire and weather evacuation diagrams for the room in which you will be responsible. Walk the routes in order to become familiar with them.

- Locate the Incident/Injury Reports (JFS 01299) and take one to the FCC provider.

- Locate the fire extinguishers in the FCC home, and write down the location of the one closest to your room and the date of expiration.

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- Locate the gloves that would need to be used for universal precautions and the designated disposal area and document the location of those areas below.

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Answer the questions in the Emergency and Evacuation questionnaire below and then discuss your answers with the FCC provider or administrator.



## Module 2 Assignment

1. The parents of one of the children have recently gone through a difficult divorce. The FCC home has paperwork on file, which indicates the visitation days for each parent. The mother comes to the FCC home to visit the child on a day that is not her day to pick up the child. She becomes angry when you say you cannot allow her to pick up the child. What action should you take? \_\_\_\_\_

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2. You are outside with a group of children. One of the children falls down and gets a bloody nose. Several of the other children begin to cry because their friend is bleeding. What action should you take?

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3. During nap time the tornado sirens go off unexpectedly. You are not aware of a tornado siren test being conducted that day. Your children are all asleep, many without shoes on. What action should you take? \_\_\_\_\_

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## Module 3: Classroom Routines and Responsibilities Required Policy and Procedure Review

*The FCC provider and the new CCSM completing the Orientation training should review the following program specific policies and procedures together.*

### Daily Schedules

- Review the daily schedule.
- Review where the schedule is posted.

### Safe and Sanitary Environment

- Review with the CCSM any safety checklists that the FCC home has developed to be used to check for hazards. A sample checklist can be found in the Assignment sheet for this chapter.
- Review with staff where chemicals should be stored.
- Review the cleaning/sanitizing schedule found in Appendix A of Rule 5101:2-13-13.
- Review with the CCSM their cleaning/sanitizing responsibilities. If the FCC home uses a checklist to document when cleaning/sanitizing has been completed, review the checklist.
- Review designated times during the day when the CCSM should complete required cleaning/sanitizing activities.

### Outside Play

- Review the outside play weather policy outlined in the FCC home's parent information.
- Review the procedures for assuring children have access to restrooms and drinking water when playing outside.

### Snacks and Meal Time

- Review the parent information policies regarding meal and snack times.
- Review with the CCSM the daily schedule, which indicates the times when meals and snacks are served.
- Review with the CCSM the nutritional requirements of meals/snacks, including any special requirements for infant/toddlers.
- Review the location of the posted menu and FCC home's procedures for documenting changes.



Observe a group of children at mealtime and at nap time. Answer the questions below and discuss your observations and responses with the FCC provider. If the FCC home does not participate in meals or naps, please proceed to the Module 3 Assignment

## Module 3 Activity

### Routines and Responsibilities

**MEALTIME:**

Describe the routine for preparing children for the transition to mealtime.

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Did the CCSM or FCC provider involve the children in mealtime preparations/clean-up?

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Did the CCSM or FCC provider involve the children in conversation and encourage social behavior?

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**NAPTIME:**

Were there any children who had a difficult time going to sleep? If so, describe how the CCSM or FCC provider responded to the child.

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Was there anything that could have been done to make the transition smoother?

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Were there any children who did not sleep? If so, were they provided with activities to keep them busy? What else could have been provided?

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Use the Safety Checklist to assess a care space for safety compliance.  
Review your observations with the FCC provider.

## Module 3 Assignment

Daily Safety Check (check if in compliance)	Mon	Tue	Wed	Thu	Fri
FCC Home is smoke free.					
Fire arms/ammunition appropriately locked out of sight.					
Indoor temperature below 85 degrees, if no ventilation provided.					
Indoor temperature not below 65 degrees.					
Equipment checked for: sturdy, free of sharp edges or corners, no splinters, no protruding nails, no loose or rusty parts, no lead paint					
Area rugs have non-skid backing.					
Lawnmowers, power tools and other equipment not used and stored in a place inaccessible to children.					
Broken or hazardous items removed and stored in a place inaccessible to children.					
Items small enough to be swallowed out of the reach of infants and toddlers.					
Cleaning equipment and supplies out of the reach of children.					
Mercury thermometers not used.					
Pets properly cared for and housed – no feces or urine is accessible to children, living environment is clean.					
Air conditioners, heat pumps, electric fans, and heaters out of the reach of children or safeguards in place to prevent injury.					
Space heaters only used if they are vented and have a nonflammable guard for each heater.					
Toilets and sinks are a suitable height for children, or a sturdy non-slip platform is provided.					
All areas are well ventilated and protected from rodents, insects or other hazards.					
Indoor swings (except infant swings), slides, climbers, and other climbing apparatus are not placed over concrete, tile or other similar hard surface. Shock absorbent covering is under and around equipment. If over 3 feet high, mats are at least a 1 ½ inch thick covering used and placed according to manufacturer's instructions.					
Children's equipment with straps is used according to manufacturer's instructions.					
Spray aerosols not used with children present.					
Employee's personal belongings not accessible to children.					
Lead hazards and asbestos not present.					
Children protected from the following items and conditions which may threaten their safety: Stoves Bodies of water Window pull coverings Telephone, electric and extension cords All outlets, including surge protectors, are covered					

## Module 4:

# Child Abuse Reporting and Child Management Techniques Required Policy and Procedure Review

*The FCC provider and the CCSM completing the orientation training should review the following program specific policies and procedures together.*



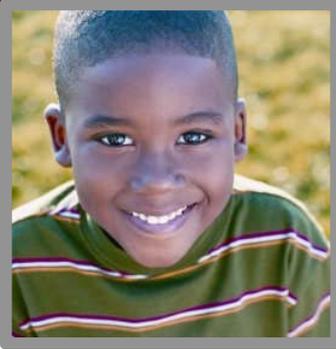
### Child Abuse Reporting

- Review with the FCC Provider ways you can assist in the event a referral for an identified potential abuse/neglect situation needs to be completed.

### Child Management Techniques

- Review with the FCC provider the FCC home's child management techniques located in the information shared with parents.
- Review with any staff member that will be working with infants, what Shaken Baby Syndrome is, how it happens and what staff in your program can do to prevent it from occurring.

Read the scenarios below and answer the questions following each scenario. Discuss your answers with the FCC provider.



## Module 4 Activity

1. Two 4-year old boys are playing in the block area together, building a bridge for their dump trucks. Another boy wanders into the area, takes some blocks off the toy shelf and begins to help build the bridge. The first two boys tell him it was their idea and he cannot build with them, which results in the boy starting to cry. What should you do?

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2. A toddler child has recently started to bite. CCSM have begun documenting the time and circumstances surrounding the biting instances and have noted that the child seems to bite either right before snack in the morning or right before nap in the afternoon. What would be some suggestions for CCSM on next steps?

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3. You have asked a three year old to help you pick up the puzzles that he has been playing with during free playtime. After asking him for the third time, you are beginning to feel frustrated. What should you do?

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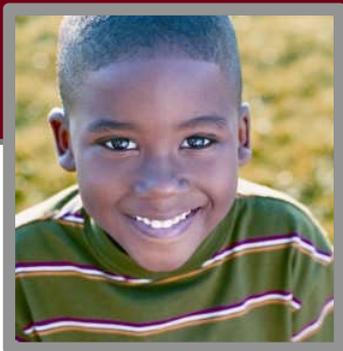
4. You have a new school age girl that has recently started in your program. Two other children in her class have started calling her "four eyes" because she wears glasses. The new girl has told her mother and the mother called you to complain. What should you say to the parent and to the children involved?

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Observe a playspace. Document any of the following types of behavior management strategies, which you observe in use. Describe what you observed and discuss with the FCC provider.



## Module 4 Assignment

### Behavior Management Strategies:

- Use redirection
- Offer children acceptable choices
- Praise positive behavior
- Model appropriate conflict resolution skills
- Acknowledge children's feelings
- Support children problem solving their own solutions
- Use natural consequences
- Provide supportive environment (schedule which allows for flexibility, placement of quiet/active areas, duplicate toys, etc.)

Behavior Management Strategy Used: \_\_\_\_\_

Description of Observation \_\_\_\_\_

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Behavior Management Strategy Used: \_\_\_\_\_

Description of Observation \_\_\_\_\_

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Behavior Management Strategy Used: \_\_\_\_\_

Description of Observation \_\_\_\_\_

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## Module 5: Medication Policies Required Policy and Procedure Review

*The FCC provider and the CCSM completing the orientation training should review the following program specific policies and procedures together.*



### Administering Medication

- Review whether or not the FCC home administers medication and any program specific policies regarding this administration. Policies should include:
  - If the FCC home administers all types of medication
    - × prescription
    - × non-prescription
    - × fever reducing
    - × emergency medications
    - × topical
  - If the administration of medication is limited to specific time(s) of the day
  - If the parent must administer at least one dose prior to the program administering (to assure the child does not have an adverse reaction)

### Receiving Medication

- Provide the CCSM with a copy of the JFS 01217, "Request for Administration of Medication". Review Box 1 of the form for information required to be completed by the parent/guardian.
- Review with the CCSM the program's policy regarding who accepts medication from the parent.
  - If the CCSM will not be responsible for accepting medication, review procedures for directing parents to the CCSM who is responsible.
  - If the CCSM will be responsible for accepting medication from the parent, review any center specific procedures for assuring label is attached and complete, container is original, correct dosage amounts have been obtained, and JFS 01217 has been completed by parent.
- If the FCC home uses the "Prescription Pads", and if the CCSM will be responsible for administering medication, review the following and how to use them:

- JFS 01581, "Your Prescription for Safely Administering Non- Prescription Medication"
- JFS 01580, "Your Prescription for Safely Administering Prescription Medication:"
- JFS 01582, "Your Prescription for Safely Caring for Children with Special Health Conditions"

### Storing Medications

- Review with the CCSM the location for storage of medication.
- Review with the CCSM the location for storage of medication that requires refrigeration.

### Medication Errors

- Review with the CCSM the location of the telephone number for Poison Control.
- Review with the CCSM any other policies which must be followed if a medication error were to occur.



*Read the scenarios below. Determine what the out of compliance would be. Then describe what could have been done differently, using the FCC home's medication systems, to prevent the non-compliance from occurring. If the FCC home does not administer medication, proceed to Module 6.*

## Module 5 Activity

1. Amanda's mom brought in a prescription antibiotic, which is to be given to Amanda at noon to treat her ear infection. You give her the JFS 01217, "Administration of Medication" form which she completes prior to leaving for the day. At lunchtime, you get the medication to give to Amanda and notice that her mom never signed the form. When you call her to explain the problem, she says to go ahead and give Amanda the medication and she will sign the form at pick-up this afternoon.

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2. Charlie's dad informs you at morning drop-off that Charlie has recently been diagnosed with a strawberry allergy. He tells you that Charlie cannot eat anything with strawberries and if he does, that he immediately needs to be given Benadryl so that he doesn't break out in hives. You give him a JFS 01236, "Medical/Physical Care Plan for Child Care" to complete. He also completes the JFS 01217, "Administration of Medication" form. You check to make sure that he has completed all of the information in Box 1 of the form. After he leaves, another CCSM arrives for the day. You tell her about Charlie's allergy and show her the completed paperwork. She notices that the bottle of Benadryl indicates that a physician should be consulted for the correct dosage of a child under 6 years of age. Charlie is 4 years old. You explain that since this is only emergency medication, you don't need to get instructions on file from a physician.

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3. Sarah is a recently enrolled school-age child. Upon reviewing Sarah's enrollment paperwork, you notice that her mother has indicated Sarah has asthma. When you question Sarah's mom about this, she indicates that it is a very mild case, and that on occasion, when there is an air quality alert, Sarah may need to use her inhaler, which she keeps in her book bag. Since Sarah is administering this to herself on an irregular basis, you don't need to get any paperwork on file for her.

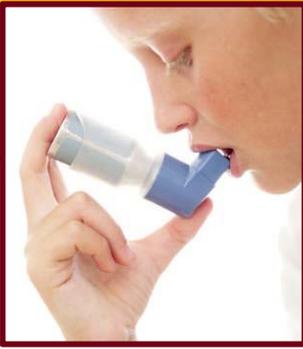
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*If the FCC home administers medication, answer the questions below and review with the FCC provider. If the FCC home does not administer medication, proceed to Module 6.*



## Module 5 Assignment

A parent of a two-year old child has just brought in Tylenol that they would like given to the child at lunch time because the child is cutting a molar. What would you direct the parent to do?

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Assuming the FCC home will administer the medication and all of the required paperwork is complete and on file. Where will you store the medication?

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It is now lunchtime and it is time for the child to receive their medication. Who will administer the medication and what are the appropriate steps to take to assure it is administered safely.

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Assuming the medication is administered safely. What are the next steps in terms of documentation and returning the medication to the parent?

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## Module 6: Communicable Disease Policies Required Policy and Procedure Review

*The FCC provider and the CCSM completing the orientation training should review the following program specific policies and procedures together.*



- If a copy of the JFS 01279, “Communicable Disease Curriculum for Child Care Providers” handbook is available, review the location with the CCSM.

### Preventing Communicable Disease

- Review with CCSM the schedule for cleaning and sanitizing Items which can be found as the Appendix in Rule 5101:2-13-13. Explain to CCSM their responsibilities for cleaning various items found on this schedule and when cleaning/sanitizing responsibilities should be completed. If the FCC home uses a checklist to document the completion of these items, it should also be reviewed with the CCSM.

### Managing Illness

- Review a copy of the written communicable disease policy with the CCSM.
- Review the names of the CCSM who have communicable disease training and are responsible for observing children upon arrival.
- If the CCSM has current communicable disease training and will be responsible for observing children, review the procedure for observation, including any form the FCC home may require the CCSM complete to document an observation which may indicate the child has a communicable disease
- Review with the CCSM the FCC home’s policies and procedures regarding the isolation and release of a child with a suspected communicable disease. The policies and procedures should include:
  - who will determine if a child has symptoms which required them to be released
  - who will contact the parent
  - where the child will be isolated until picked up and who will be responsible for supervising the child
  - any written documentation which the program gives to the parent upon release of the child
  - policies regarding when the child may return to the program.

- Review the use and location of the JFS 08087, “Ohio Department of Health Communicable Disease Chart” with the CCSM.
- Review with the CCSM the FCC home’s policies and procedures regarding a CCSM who is ill and unable to work. These should include:
  - steps to be taken if the CCSM is unable to report to work
  - what to do if a CCSM becomes ill while at work
  - any documentation which may be required from a physician when returning to work.
- Review the FCC home’s procedures for notifying parents of exposure to communicable disease and the CCSM role in facilitating the notification.

### Reporting Requirements

- Review the FCC home’s procedures for fulfilling reporting requirements to the local Health Department.

Observe a diaper change completed at the FCC home. Document the steps completed correctly. Then have FCC provider observe you complete a diaper change, and document the steps you completed correctly. If the FCC home does not care for children in diapers, proceed to Module 6 Assignment.



## Module 6 Activity

	FCC provider or administrator		CCSM	
	Step Completed Correctly?		Step Completed Correctly?	
	Yes	No	Yes	No
Disposable separation materials under child				
Cleaned diaper area from front to back				
Disposed of diaper and wipes in plastic lined, covered trash can which prevents hand contamination				
Used safety strap on changing table (if applicable)				
Sanitized the diaper changing area				
Disposed of separation materials in plastic lined, covered trash can which prevents hand contamination				

Use the JFS 08087, "Communicable Disease Chart" to answer the following. Review your answers with the FCC provider when completed.



## Module 6 Assignment

1. Locate the JFS 08087, "Communicable Disease Chart" and answer the following:

What is the communicable period of head lice? \_\_\_\_\_

How is croup spread from one child to another? \_\_\_\_\_

What are some of the symptoms of thrush? \_\_\_\_\_

2. Read the following scenario and answer the questions below:

A three-year old child in your care is complaining that it hurts them to eat. When you look in their mouth, you see some small blisters. Upon further examining the child you also observe blisters on their hands.

What is the first step you take in determining a possible cause for the blisters?

\_\_\_\_\_

If you determine the child, has a possible communicable disease do they need to be isolated and sent home?

\_\_\_\_\_

How would you notify the parent/guardian and what would you tell them about the symptoms and possible exclusion period?

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Would you need to notify the parents/guardian of other children and if so how would you do so?

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What steps would you take to prevent the spread of this possible communicable disease?

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# Module Seven: Field Trip Safety

## Required Policy and Procedure Review

*The FCC provider and the CCSM completing the orientation training should review the following FCC home specific policies and procedures together.*



### Field Trips

- Review the types of field trips in which the program participates.
- Review the sample JFS 01232, “Field Trip Checklist” with the CCSM.
- Review any policies/procedures and systems the FCC home has implemented to assure CCSM are keeping an accurate account of children throughout the field trip.
- Review program policies/procedures regarding administrative review of field trips, including if approval is needed prior to scheduling a trip.
- Review the permission slips which the program uses for field and/or routine trips.

### Swimming

- Review with the CCSM program specific supervision and water safety policies. These could include:
  - Location of the CCSM, including whether or not they should be in the water with the children, or standing “on deck”
  - Rotation of CCSM to different locations throughout the activity
  - The use of rest breaks by children and attendance taking requirements during these breaks
  - Assignment of CCSM to children while they are participating in the water activity
  - Whether or not children are allowed to use “floaties” or other swimming aides

- × Note: CCSM should never use such swimming aides as a substitute for appropriate supervision. These aides are usually not approved as lifesaving equipment and can give children a false sense of security in the water.
- Inclement weather procedures (rain, thunderstorms, lightening, etc.)
- How supervision will be provided when some children are swimming and others are not

- Review with CCSM the procedures for supervision for swimmers vs non-swimmers.
- Review the system that the program uses to ensure children are safe while in the water.
- Review additional children's water safety rules.
- Review swimming emergency policies/procedures with the CCSM.



Use a copy of the FCC home's field trip permission slip form to complete the following. Review with FCC provider when completed. If FCC home does not participate in field trips, proceed to Module 8.

## Module 7 Activity

Use the following information to create a field trip permission slip for parents/guardians to sign:

- Field Trip One: Walking to library next Friday  
Leaving at 10:00 a.m. – returning at 11:30  
No water near library
- Field Trip Two: Riding in FCC home vehicle to zoo  
Children are 3 and 4 year olds  
Leaving at 9:30 a.m. – returning at 2:00  
p.m. Large pond near middle of zoo  
Two weeks from today
- Field Trip Three: Swimming at public pool  
Riding in parent volunteer cars (3 volunteers who will stay at  
pool)  
School age children  
Next Wednesday  
Leaving at 12:30 p.m. – returning at 4:00  
Children need to pack a snack and beverage in disposable  
container
- Field Trip Four: Transporting school age children from local elementary school  
to program every day after school  
Duration of school year  
Arrive at school at 3:30 every day



## Module 7 Assignment

Identify the non-compliance in each of the following scenarios and explain what the CCSM could have done differently to avoid the non-compliance:

1. A CCSM is picking up three children from school to take them to the program after school is over. One of the children does not arrive at the vehicle as expected. The CCSM goes into the school to try to locate the missing child, leaving the other two children alone on the vehicle.

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2. A CCSM is with a group of children who are swimming at a public pool. One of the children indicates they need to use the restroom, which is located at the other end of the pool area. The CCSM tells the child to go to the restroom and come right back. After five minutes the child has still not returned and the CCSM is becoming worried.

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3. You are at the zoo on a field trip. One of the children realizes that they left their lunch in the FCC provider's van. You send the child and a parent volunteer out to the parking lot to get the lunch out of the van.

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## Module 8: Parent Information and Licensing Rules & Law Required Policy and Procedure Review

*The FCC provider and the new CCSM completing the orientation training should review the following FCC home specific policies and procedures together.*



### Parent Information

- Provide a copy of the parent information to the CCSM. Review the policies and procedures contained in the information.

### Licensing Rules/Law

- Review with the CCSM all of the relevant licensing rules.
- Show the CCSM where a copy of the rules are located in the FCC home, or how they can be accessed electronically.

Review the parent information and use it to answer the following questions. Review your answers with the FCC provider.



## Module 8 Activity

1. What is the FCC home's policy regarding weather conditions that would affect outside play time?

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2. What is the FCC home's policy of releasing a child to someone other than his or her parent?

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3. What are the precautions the FCC home takes if a child needs to be isolated due to illness?

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4. What are the FCC home's policies for inclement weather?

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Together with the FCC provider, identify three licensing rules that affect daily practice in the home. Observe the care environment and record examples of the rule being implemented.



## Module 8 Assignment

Example: Outdoor Supervision

Observation: When the FCC provider was outdoors with the children and a child had to use the restroom, she took the children into the home and had all the children take a bathroom break.

Number One:

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Observation:

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Number Two:

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Observation:

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Number Three:

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Observation:

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