

**Kids at Heart Director’s Credential Assessment**

**First Name:**

**Last Name:**

**Address:**

**Phone Number:**

**Email Address:**

**Date:**

1. According to Minimum Standard it is the child care director’s responsibility to:
* Understand current state laws regarding regulations
* Establish and maintain a relationship with other professionals, families and resources available
* Be open and honest about the nature and extent of the services you provide
1. Enrolled children records must be kept on file at the child care center and accessible during operational hours for at least\_\_\_\_\_\_\_\_\_months after the child’s last day in care.
* 7 days
* None
* 3
* 9
1. Which of the following is important for staff meetings?
* Whatever staff would like to talk about non work related
* Be held while parents are picking their children up
* Contain input from staff members
* None of the above
1. What is a good communication tool throughout the center between teachers and management?
* Cell phones
* Walkie talkies
* Beepers
* Text messages
1. An irate parent is upset about her child being bit, and wants to speak to the Director immediately. How would you diffuse the situation and calm the parent down?
* Apologize to the parent, and explain what happen, ensure them that the child will be closely monitored and the nature that 2-year old’s are territorial and don’t like to share and how these instances occur at the center versus at home. Also offer the parent biting resource information to better understand and how to work with them at home as well.
* Tell the parent you don’t know and its none of your concern.
* Apologize to the parent and tell them their child bit so they got what they deserve and then offer them biting resource information.
* All of the above
1. It is important to remember the staff member’s duties when you hire them and give them their schedule?
* True
* False
1. When an employee is hired it is important to give them orientation training according to the minimum standard subchapter?
* True
* False
1. If the Director walks in a class and witness a teacher physical hit a child and yell “I said sit down”, how do you handle it?
* Walk away and ignore it
* Pull the staff member in counsel them, reprimand them and send them to a discipline and guidance workshop?
* Give them a pat on the back and say good job
* Pull the staff member in, counsel them due to them having a bad day.
1. Which statement demonstrates when a parent/school conference will be most beneficial?
* The school/teacher the conference and doesn’t allow the parent to talk.
* The school/teacher allows the parent to lead the conference and talk about anything.
* The school/teacher talks about whatever comes to mind
* The teacher/school has a clear understanding of what needs to be communicated.
1. Young children benefit the most when teachers and parents work together to create a partnership.
* True
* False
1. What reasons below are benefits of family involvement?
* Program Enrichment
* Parent Effectiveness
* Child Competence
* All of the Above
1. When a child is being abused or neglected they will:
* Be extremely aggressive, disruptive or destructive
* Be overly affectionate, even to strangers and quiet
* Be excessively listless and withdrawn from others
* May exhibit any or all (depending on the environment) of the above behaviors

13. All children’s records, including observations, must always be strictly confidential and only shared with parents, Licensing Staff, or colleagues who need to have the information for professional reasons (i.e. ECI, Child move to another classroom).

* True
* False
1. Discipline and Guidance must be:
* Individualized and consistent for each child.
* Appropriate to the child’s level of understanding.
* Directed toward teaching the child acceptable behavior and self-control.
* All of the Above

15. Recommended way to arrange a room logically?

* Quiet Centers away from Busy Centers
* Create Physical Boundaries and Good Traffic Patterns
* Both a and b
* Neither a nor b

16. Well defined space creates positive guidance by teaching children to be more independent and self-controlled?

* True
* False

17. Which of the following groups represents a room design based for positive guidance?

* Television Time, Freeplay without Teacher Interactions, Short Nap Period
* No Playground Time, Schedule with long blocks of activity times,
* Sense of order, Social Interactions, Child Choices, Active Learning
* None of the above

18.  Which of the following is NOT a method of discipline and guidance that is acceptable for a caregiver to use?

* Praise, Encouragement and high fives of good and positive behavior
* Biting a child after they have bitten or hit another child.
* Redirecting the child using positive statements.
* Reminding a child of behavior expectations daily by using clear, positive statements.

19.  When implementing a classroom schedule, you must ensure to consider which group of the following?

* nap, meals, restroom breaks, story time
* child’s doctor appointments, arrival times, outside times, circle times
* teacher is always late, group time, naptime, outside
* school bus pick up, meals, naptime, outside

20. Would it be ideal to have a home dining table for a 2 year-old classroom as long as the teacher is in the room to supervise when the children are sitting in the normal chairs?

* True
* False

21. Which of the following is a trait of a Developmentally Appropriate Program?

* Teachers create all of the choices for the children.
* Children have an opportunity to practice skills they have learned in a variety of experiences and equipment.
* Regular use of television.
* None of the Above

22. The center emergency action plan should include:

* How to alert staff
* Parent contact numbers for each child
* Plans and Diagrams for how and where you will relocate children in case of an emergency.
* All of the Above

23.  According to the Minimum Standards, a director or employee must conduct at least a \_\_\_\_\_\_\_\_\_ inspection of the playground and equipment using a general playground checklist.

* Weekly
* Daily
* Monthly
* Every other Month

24.With the recent recall of infant cribs, it is ok to use one of the old cribs manufactured before 2010.

* True
* False

25. A self-made disinfecting solution can be used as long as it is made:

* Daily
* While wearing gloves
* In a Specific Spray Bottle
* All of the Above

 26. Staff and children must wash hands when?

* After sand and sensory play
* Before and after Meals
* After potty breaks
* All of the Above

27.  Which of the following is an appropriate response a teacher can give a child when he/she is upset because his/her mother left?

* “Why are you crying? Omg, I can’t deal with that noise”
* “I know you miss your mom, comfort them and assure them mom will be back after work”
* “Big girls don’t cry, aren’t you a big girl?"
* “We don’t cry here. We don’t have the patience for that?"
* All of the above

28. In relation to supervision in a classroom setting does it pertain to ensuring the children are not out of control.

* True
* False

29. What are some safety practices in the classroom?

* Know what children they are responsible for
* Know each child’s name and age
* Supervise the children at all times, adjusting appropriately for different ages and abilities of each child
* All of the above

30. Which is not one of the following that relates to supervision according to minimum standard?

* What color t-shirt the child has on
* Individual differences and abilities
* Indoor and outdoor layout of the child care center
* Neighborhood circumstances, hazards and risks

31. Classroom management should consist of praise, praise , praise.

* True
* False

32. How should infants be placed in their cribs?

* On their backs
* On their stomach
* On their side
* None of the above

33. How often should fire drills be conducted?

* Once a month
* Once a year
* Every two weeks
* Every three weeks

34. If there is a communicable disease outbreak should a memo be sent out to all parents?

* True
* False

35. Can a person be hired without a fingerprint or background check completed even if they bring you paperwork from their previous employer that was a daycare center that cleared them?

* True
* False

36. Take breaks away from the classroom and center environment to rejuvenate your mind and allow yourself some time to think. Don’t always be a work acholic.

* True
* False

37. During meals and snack times should teachers instruct the child to be quiet and eat or?

* Socialize and interact
* Play in each other’s food
* Blow bubbles in their milk
* None of the above

38. Which one of the following is a required form that should be posted at your center when licensing comes to do an unannounced inspection?

* Selfie picture
* Keeping children safe poster
* Justice for all poster
* WIC guidelines

39. What is the proper way to prepare for your class before class starts?

* Have a pre-planned lesson plan with materials needed and discuss with the class
* Introduce who you are to the class
* Starting eating your breakfast that you didn’t have time to eat before work
* Have a lesson plan and ask your class to read it on their own

40. What should the teacher activity plan include?

* Unsupervised nap times
* No long waiting periods between activities
* Regular meal and snack times
* Both child-initiated and adult-initiated activities

41. Which of the following are key ingredients to interactions?

* Characteristics of individual staff members
* Age appropriate conversations
* Staff maintains guidance of the group
* All of the above

42. How often should the daily building and grounds checklist be checked off?

* Daily
* Weekly
* Monthly Yearly

43. Can you enroll children over the capacity you were licensed for as long as you don’t have them at the center all at the same time?

* True
* False

44. During meals if children want seconds and there’s not enough food what of the following is the best practice?

* Always cook enough for seconds and extra kids coming in late before meals start.
* Tell them there’s no more food, you can have extra on the next meal
* Tell to be quiet and don’t ask for seconds
* None of the above

45. What is the proper procedure when redirection is not working for a child acting out?

* Time out
* Think time, with an activity to relief some of the stress and let them know when they are ready to join the class, use their words and let the teacher know.
* Call their mother and tell them your child is being bad
* Ask for the Director to come in and diffuse the situation

46. Should there be an updated list of employees posted at all time?

* True
* False

47. Should the gang free zone be posted for licensing purposes?

* It should be posted at all times
* If you don’t have school aged kids then its optional
* You don’t have to post this form at all
* None of the above

48. What written operational policies must I have?

* Hours, days and month of operation
* Circle time board
* Sensory table
* Home center

49. Must the Director provide parents with a copy of the center operational policies?

* True
* False
* Not sure

50. What must the provider do who when a change is made to the operational policy or an item in the child-care enrollment agreement?

* Notify the health department
* Notify your friend
* Alert staff, parents and licensing
* All of the above

51. Is it important to teach children about cultural diversity?

* True
* False
* Optional

52. Is it important to teach and educate children in the area of fostering their self-esteem?

* True
* False
* Optional

53. How often should the admission forms be updated on each child?

* Yearly
* Quarterly
* Every six months
* Only if the parent says their information has changed

**SUBMIT**