

## Child Growth and Development Worksheet

List Gross Motor Skills for each age:

List Fine Motor Skills for each age:

List Language Skills for each age:

List Cognitive Skills for each age:

List Social Skills for each Age:

List 10 differences between boys and girls that will help you in the classroom.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

What are 10 things you learned about Developmental Stages of Children?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## Classroom Observation

Spend at least one week working in a early childhood classroom.  
Observe a child of your choice and answer the following questions.

After observing the child play, how does this child compare to the developmental stages addressed in this book?

What activities have you done in the classroom to help with the child's development?

## Age-Appropriate Activities

List 5 age-appropriate activities for Infants:

- 1.
- 2.
- 3.
- 4.
- 5.

List 5 age-appropriate activities for Toddlers:

- 1.
- 2.
- 3.
- 4.
- 5.

List 5 age-appropriate activities for Two-Year-Olds:

- 1.
- 2.
- 3.
- 4.
- 5.

List 5 age-appropriate activities for Three- and Four-Years-Olds:

- 1.
- 2.
- 3.
- 4.
- 5.

List 5 age-appropriate activities for School-Age Children:

- 1.
- 2.
- 3.
- 4.
- 5.

**Attach samples or pictures of 5 activities you have done in the classroom with the children within the first 90 days of employment**



## Guidance and Discipline

List 5 proactive strategies you can take when dealing with guidance and discipline:

- 1.
- 2.
- 3.
- 4.
- 5.

What are 5 reasons children misbehave?

- 1.
- 2.
- 3.
- 4.
- 5.

List the 5 steps to problem solving.

- 1.
- 2.
- 3.
- 4.
- 5.

Write out 3 nurturing messages you can use with your children to boost self-esteem:

1.

2.

3.

## Classroom Notes

List 4 situations you encountered within the first 90 days of employment. How did you handle each of these incidents?

Date \_\_\_\_\_

Incident:

How was this handled?

Date \_\_\_\_\_

Incident:

How was this handled?



PO Box 271229  
Flower Mound, Texas 75027  
(972)200-0504  
[www.tymthetrainer.com](http://www.tymthetrainer.com)  
Email: [tym@tymthetrainer.com](mailto:tym@tymthetrainer.com)

Date \_\_\_\_\_

Incident:

How was this handled?

Date \_\_\_\_\_

Incident:

How was this handled?

## Supervision and Safety

What are some of the general responsibilities all caregivers have?

What is the definition of "Supervision"?

What are 5 things you will do in the classroom to ensure proper supervision?

- 1.
- 2.
- 3.
- 4.
- 5.

List 10 things you will do to maintain a safe classroom.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

How is supervision on the playground different from supervision in the classroom?



After working in your program for 90 days, list 5 things that prevent teachers from supervising children. Explain how you can handle each of these situations so that proper supervision can be given to the children.

1.

2.

3.

4.

5.

## Interactions in the Classroom

List the 10 steps to quality interactions:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

List the 3 things teachers must always do when interacting with children:

- 1.
- 2.
- 3.

Observe a co-worker in your facility that demonstrates quality interactions with children. Explain what makes this co-worker different from others.

## Health and Safety

List some examples of infectious diseases common in classrooms:

List some examples of common childhood illnesses found in childcare centers:

When could childcare workers be exposed to an infectious disease?

\_\_\_\_\_ is the best way childcare centers can protect staff members and other children from exposure.

\_\_\_\_\_ and \_\_\_\_\_ are good work place practices for childcare providers. These two work practices are the best way to protect you from spreading illnesses.

Teachers can also protect themselves from health issues by following these personal hygiene tips:

- 1.
- 2.
- 3.
- 4.

If you are faced with a spill of blood or body fluid, what are the key points to keep in mind?

- 1.
- 2.
- 3.

4.

5.

6.

7.

List good housekeeping techniques needed in your classroom to protect you from health and safety issues:

Contaminated laundry should be washed \_\_\_\_\_ and not at \_\_\_\_\_.

Contaminated waste should be marked with \_\_\_\_\_ when disposing.

What are 10 things you will do different to protect yourself and your children after working in your facility for a few weeks?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## Shaken Baby Syndrome, SIDS,

### Understanding Early Childhood Brain Development

With Shaken Baby Syndrome, what happens inside the child's head when the child is shaken?

List 4 kinds of injuries that shaking a baby can cause:

- 1.
- 2.
- 3.
- 4.



What is the number one reason a baby is shaken?

List 5 things a caregiver can do to help a baby stop crying or to control their own frustration:

1.

2.

3.

4.

5.

What is another common name for Sudden Infant Death Syndrome (SIDS)?

What age is SIDS most likely to occur?

List 5 risk factors for SIDS:

- 1.
- 2.
- 3.
- 4.
- 5.

What position should infants be placed in for sleep?

Name 3 additional things that can be done to reduce the risk of SIDS:

- 1.
- 2.
- 3.

What affects the way children's brains become "wired"?

How does the brain know which "connections" to keep?

How do babies experience relationships?

How do children become securely attached to caregivers?

Name 5 things to do with infants that effect positive brain development:

1.

2.

3.

4.

5.

Research incidents in your area involving children who died from SIDS or Shaken Baby Syndrome. How many incidents did you find in your area within the past year?

## Care of Children with Special Needs

Observe a child in your program that may have a special need. What steps do you take to identify this need?

List the 10 steps to working with children with ADD.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## Vehicle Safety Training

2 hours

### (Sample) Written Driving Test

- T or F      1. You must be 18 years of age to drive a programs vehicle.
- T or F      2. Your program requires all drivers to have a valid Texas driver's license.
- T or F      3. Drivers should always avoid backing up.
- T or F      4. Two children can use the same seat belt if the van does not have enough seat belts to accommodate each child.
- T or F      5. Roll call shall only be taken when loading children onto the vehicle. It is not necessary to take roll during or after unloading.
- T or F      6. If children are over the age of 10, they may enter and exit the vehicle by themselves.
- T or F      7. When loading the children, the vehicle should not be running.
- T or F      8. The last child on the vehicle should close and lock the door.
- T or F      9. Drivers must remove the ignition keys when unloading the vehicle.
- T or F      10. If a child does not get on your vehicle during after-school pick up, lock the children on the vehicle, keep the air conditioning or heater running, and proceed to the school office to call your program. Ask the school attendant if the child was absent for the day.
- T or F      11. If you know a short cut to your destination, take the alternate route to save time.

- T or F 12. If your vehicle breaks down, and you do not have a cell phone, take your children with you to walk to the nearest pay phone to call your program director.
- T or F 13. A minimum of one fire extinguisher should be on each vehicle.
- T or F 14. Circle the vehicle before driving to insure there are no obstacles.
15. After an accident, when the police arrive, you should:
- A. Admit responsibility
  - B. Blame the other party involved or the children
  - C. Make no oral or written statements about the accident except to the police officer or your program director and not admit blame to the police or other party involved.
  - D. None of the above
16. If the vehicle you are driving starts to hydroplane in a flooding condition and the rear of the vehicle goes to the right, what direction should you steer your vehicle?
- A. Right
  - B. Left
  - C. Straight ahead
  - D. Left, right, left, right
17. In your vehicle emergency notebook, there needs to be the following on each child in alphabetical order by school.
- A. A clear copy of the child's registration form
  - B. Health forms on the child
  - C. Release for Emergency Treatment
  - D. All of the above

18. When approaching an intersection not controlled by signs or signals, you shall:
- A. Yield to any vehicle that has entered the intersection on your right or is approaching the intersection to your right
  - B. Yield to vehicles on your left
  - C. Speed up to beat any vehicle approaching on your right or left
  - D. Stop, look both ways, then proceed with caution
19. When unloading children from the vehicle:
- B. Turn off the engine
  - C. Remove the ignition keys
  - D. Assist the child exiting the vehicle
  - E. All of the above
20. The following is an appropriate time to use your cell phone while driving your programs vehicle:
- A. In the event of an accident or breakdown
  - B. While there are no children on the vehicle
  - C. If you are not the driver, but an adult passenger
  - D. None of the above

State, in writing, why you feel you feel you are capable of transporting children for your program.

---

---

---

---

---

---

---

---

---

---

---



## Sample Written Driving Test Answer Sheet

1. False. It is recommended that drivers transporting young children be at least 21 years of age. In the event that your vehicle requires a CDL type license, the minimum age to obtain a CDL is 21 years old.
2. True. It is suggested that you require your drivers to have a valid state license from the state you live in, such as Texas. If you conduct motor vehicle checks, you will need a current license from the state of residence.
3. True. Most minor vehicle accidents occur while backing the vehicle. While driving a vehicle that transports children, you have the added risk of children or other obstacles in your blind spots. For this reason, it is recommended to practice techniques that would prevent you from needing to back up. Of course, there will always be times you will need to back up, but keep this at a minimum.
4. False. You should never double buckle the children.
5. False. Roll call should be taken before children leave the classroom, while they are boarding the vehicle, once everyone is on, before getting off the vehicle and when they get to their assigned destination.
6. False. No matter what age children you are transporting or the type of vehicle you are driving, every child should be assisted on and off the vehicle. The driver should be the only person to open and close doors.
7. True. To prevent the risk of a vehicle shifting into gear and endangering the children, the engine should be turned off and the keys taken out of the ignition anytime the driver is out of the driving seat.
8. False. The driver is the only person that should be opening and closing the doors to the vehicle.

9. True. To prevent the risk of a vehicle shifting into gear and endangering the children, the engine should be turned off and the keys taken out of the ignition anytime the driver is out of the driving seat.
10. False. The children should never be left in a vehicle. In the event of a missing child, the driver should have all children exit the vehicle and the entire group should go to the school office.
11. False. The driver should stick to the agreed route and never make changes unless discussed and documented with the programs director.
12. False. Every driver should always keep a program business card with \$.50 taped to the back. In the event of a breakdown, the children are to be kept safe and out of harm. They should not be taken out of the vehicle and onto the side of the road, unless staying in the vehicle poses a larger danger. The driver should get help from a pedestrian, giving them the business card and change and ask them to call for help. The driver is to never leave the children.
13. True. This fire extinguisher needs to also be checked monthly to make sure it is ready for use.
14. True. Avoid backing up whenever possible, but when it is necessary, the driver is to insure that no obstacles or children are around the vehicle to avoid accidents.
15. C - Only answer the police officers questions. Never volunteer information. Let the officer do the investigation. If media is involved, the driver should be trained to say, "I am not the spokesperson for my organization. I would be happy to get your name and number and have this individual call you."
16. A - Steer to the right.
17. D - Systems need to also be in place to make sure that these books are kept up to date at all times. Emergency booklets should never be left in a vehicle when not in use.

- 18. D - The driver should always drive with caution giving other cars the right of way
- 19. D - Never take short cuts to save time. Always get out of your vehicle and assist children. Never leave a vehicle running to keep air or heat on the children.
- 20. D - You should never use a cell phone when operating a vehicle.

List loading and unloading procedures



PO Box 271229  
Flower Mound, Texas 75027  
(972)200-0504  
[www.tymthetrainer.com](http://www.tymthetrainer.com)  
Email: [tym@tymthetrainer.com](mailto:tym@tymthetrainer.com)

## Notes

# *Certificate of Training*

This is to certify that

---

is awarded this certificate for satisfactory completion of  
24 clock hours of  
(Twenty Four clock hours)

**Pre Service**

**(Minimum Standards 746.1305)**

**Training and Instruction in:**

Developmental Stages of Children, Age-Appropriate Activities for Children, Positive Guidance and Discipline for Children,  
Fostering Children's Self-Esteem, Supervision and Safety Practices in the Care of Children,  
Positive Interactions with Children, Preventing the Spread of Communicable Diseases,  
Recognizing and Preventing Shaken Baby Syndrome, Preventing Sudden Infant Death Syndrome,  
Understanding Early Childhood Brain Development, Identifying and Working with Special Needs Children,  
Vehicle Safety Training

---

*Signature of Seminar Participant*

*Signature of Director*

***Date:*** \_\_\_\_\_

***Tym Smith***

Member of the Texas Trainers Registry #1320

**This certificate is only valid if the attached worksheets are completed.**

**Early Care and Education Training and Consulting**  
PO Box 271229 Flower Mound, Texas 75027-1229

[www.tymthetrainer.com](http://www.tymthetrainer.com)

# *Certificate of Training*

This is to certify that

---

is awarded this certificate for satisfactory completion of  
clock hours of

**Training and Instruction in:**

**Check each completed module**

- Developmental Stages of Children 3 hours
- Age-Appropriate Activities for Children 3 hours
- Positive Guidance and Discipline for Children 3 hours
- Fostering Children's Self-Esteem 3 hours
- Supervision and Safety Practices in the Care of Children 3 hours
- Positive Interactions with Children 2 hours
- Preventing the Spread of Communicable Diseases 3 hours
- Recognizing and Preventing Shaken Baby Syndrome,  
Preventing Sudden Infant Death Syndrome, and  
Understanding Early Childhood Brain Development 3 hour
- Identifying and Working with Special Needs Children 1 hour
- Vehicle Safety Training 2 hours

Minimum Standards 746.1311

---

*Signature of Seminar Participant*

*Signature of Director*

***Date:*** \_\_\_\_\_

***Tym Smith***

Member of the Texas Trainers Registry #1320

**This certificate is only valid if the attached worksheets are completed.**

**Early Care and Education Training and Consulting**

PO Box 271229 Flower Mound, Texas 75027-1229

[www.tymthetrainer.com](http://www.tymthetrainer.com)