

Training the Second Designated Supervisor

- Make sure all staff are aware of who the designated supervisor is when the Site Supervisor/Head Teacher is absent.
- Make sure the designated person is aware that they are upholding supervision requirements of the Site Supervisor/Head Teacher.

Location of Items:

- Child Files and keys to the cabinet
- Previous child sign in/out logs located in FW office
- Phone number of the Team Supervisor or other key personnel
- Staff files and keys to the cabinet—Where to locate digital/electronic staff files
- Worker's compensation SOP 7.5.5.1
- Location of center license and how to find facility's number
- Licensing board and where to locate important licensing forms such as:
 - 308 Designation of Facility Responsibility
 - 500 Personnel Report
 - 610 Emergency Disaster Plan—Make sure staff know where to evacuate
 - Child Plus 1520 Child Roster and Emergency Information for Children
 - Schedule of emergency drills
 - 613 A Personal Rights
 - PUB 393-Lic 995 Parents Rights & Acknowledgment
 - LIC 9148 Earthquake Preparedness
 - Civil Rights Poster
 - No Smoking Posting

Train on the following:

SOP 5.9.2 Reporting Suspicion of Child Abuse—share important information, such as having the child file readily accessible for access to family information at the time of the call.

SOP 5.3.26 Unusual Incident/Accidents (Ouch Report)—Remind the person that it is encouraged to call the main office and ask for assistance in completing the forms if

needed. Team Supervisors and the Child Development Department are always willing to support.

What to do if a child is not picked up on time.

SOP 5.5.8.1 What to do if a New Service Provider comes to Center to work with a child.

What to do if a Social Worker comes to visit a child at center.

How to ensure that the center stays in adult/child ratio when the center is understaffed.

1. Determine the staff/child ratios for each class (HS 1:10; toddlers 1:4; Non-State infants 1:4; State infants 1:3)
2. Review personnel and determine who is fully qualified (located in SOP 5.3.08 in the references section).
3. Review subline process located in SOP 7.5.10
4. Contact the Team Supervisor for support
5. Explain how and when to sign mealtime waivers (SOP 7.5.4.3 and 7.5.4.4)
6. Talk about possible staff movement to other classrooms to make certain that all classrooms are staffed with qualified teachers (permitted staff at State programs) and maintain ratios.

How to lead emergency drills—Where is your centers instructions for the fire alarm and drill.

Train on the Site Supervisor's/Head Teacher's role and responsibility during emergencies (fire, intruder and earthquake).

- Where are emergency protocols located.
- Where is staff emergency information kept.
- Where will staff relocate children in an evacuation (information on LIC 610).

What to do if a staff member injures themselves during working hours.

- Take care of the employee and assure that they are safe and cared for, call 911 if necessary.
- Contact your Team Supervisor and the HR Department.
- Fill out Supervisor's Report of Accident and follow SOP 7.5.5.1

What to expect if a Community Care Licensing Analyst visits the center

- Request their badge or ID to ensure they are actually from CCL.
- The child and staff files will be reviewed. They have jurisdiction to do this.

- Licensing required forms will need to be posted and available for analyst.
- The child sign in/out log will be checked and the number of children in attendance and the adult/child ratio will be verified.
- The child bathrooms are generally checked.
- The children's classroom may be checked for safety (broken item, outlet covers, daily center maintenance, and alarms are working).
- The exit routes and fire extinguishers may be checked.
- The play yard will be checked for safety. The sheds and storage areas may also be checked.
- They may check the spacing of cots during nap time.
- The daily schedule may be checked.
- They may ask for the location of the SDS and where cleaning supplies are locked.
- They may want to see your drills chart.

What to do after a licensing visit:

1. Notify your Team Supervisor and the Child Development Department.
2. Post the notification of the site visit in the main entrance for 30 days.
3. Follow any instructions that the licensing analyst may have given.
4. Keep the original Notification of a Site Visit on file at the center for three years. Scan a copy to the Education folder.

Trainee Signature

Date

Site

****Keep a copy of this in Center Licensing Binder/Folder****