

# Module 1: Professional Practice

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## Handout 9

### What would you do?

**Scenario 1:** You just got hired at Director at ABC childcare. The last director left quickly and as you walk into the room, you notice four large boxes of records on the floor. Some of the records date back seven years. What would you do?

**Scenario 2:** There has been a water line break in your center and it damaged some records from the kitchen. The snack menus have been partially destroyed. You notice some menus are from two years ago, others are from one month ago. Which records do you save?

**Scenario 3:** You are the assistant teacher in a preschool classroom. You are cramped on space and need to shred some documents. You decide the 2006 attendance records are ones you can shred. A colleague questions your decision. What do you do?

**Scenario 4:** The licensor comes to your center for a monitoring visit three months after the toddler teacher has left the center. She wants to see the lesson plans for the toddler room. Which lesson plans should you show her?

**Scenario 5:** A child enrolls in your program whose immunization record is blank. What do you do?

**Scenario 6:** A child in your classroom has spiked a fever of 102.5 and you need to contact the parents. You try to call the parents, but all the phone numbers on the emergency forms have been disconnected. How could this situation have been avoided?

**Scenario 7:** Your program supervisor was in a severe car accident and is going to be out of the center for several months. Do you need to report this to licensing?

**Scenario 8:** The Director calls you into her office because your file is incomplete. She says that you do not have your STARS hours for last year documented. How many continuing hours do you actually need and where could you find that information?

**Scenario 9:** You own a family child care center and employ a local high school girl to come in after school and help you with waking the children and transitioning them to snack. What kind of background information is needed for this helper?

**Scenario 10:** You own a family child care center that has been housed in your converted garage. You have recently found a property close by with a beautiful dedicated room that you envision making the heart of your center. What do you need to do to move your license to the new home?