

Quiz 1 CD285: Childcare Management

Name:

Date:

After reading the sentences below indicate whether it is true or false.

1. If a parent notifies the director of a concern they should expect feedback no later than 5 business days. True or False
2. The daily menu (if applicable), Health Certificates, License and Inspection reports are a few examples of documents that shall be posted in a conspicuous location. True or False
3. All staff members must be at least 18 years of age. True or False
4. All directors and assistant directors must be at least 18 years of age. True or False
5. The minimum requirement for a Director is Level 3 E.C. Master Provider/E.C. Director. True or False
6. A director may delegate a substitute at the E.C. Lead Provider level for 3 months or longer if needed. True or False
7. Standard first aid equipment must be properly maintained and be accessible to the director only. True or False
8. A clean sheet or cover for each child is to be used on sleeping equipment True or False
9. One toilet and one wash basin must be conveniently located for every 20 children of each sex. True or False
10. Food may be used as a reward or punishment. True or False
11. Storage spaces for each child's clothing and personal belongings shall be available and labeled. True or False
12. Directors are counted in the child to staff ratio. True or False

13. Match the correct adult child ratios required on Guam.
- | | |
|------------------------|----|
| Under one year of age. | 20 |
| One year to two years. | 10 |
| Two to three years. | 4 |
| Three to four years. | 15 |
| Four years and up | 6 |
14. This is a type of license you can get if you take care of no more than 12 children in your home.
- Group Childcare Home
 - Foster Family Home
 - Childcare Facility
 - Family Day Care Home
15. If you would like to serve more than 12 children, you would need this kind of license.
- Group Childcare Home
 - Foster Family Home
 - Childcare Facility
 - Family Day Care Home
16. All of the following are exempt from having to have a license **except**...
- For the care of a relative, friends, or neighbor's children with or without compensation that is not regularly scheduled and does not advertise.
 - A hospital, clinic, or educational institution.
 - A church while parents are on the premises.
 - A home that receives relatives, friends, or neighbor's children and advertises their business.
17. Approximately how many child care centers are there on Guam?
- 10
 - 20
 - 40
 - 100
18. How much outdoor square feet per child is needed in a child care center?
- 15
 - 25
 - 35
 - 75
19. How much indoor square feet per child is needed in a child care center?
- 15
 - 25
 - 35
 - 75
20. What is the current law for childcare centers on Guam called?
- P.L. 11-31
 - P.L. 31-73
 - P.L. 31-71

d. P.L. 12-34

21. List at least two things that must be included in a center's written statement of policies and procedures and/or handbook?

a. _____

b. _____

22. What is the minimum age a director must be? _____ years

23. List at least two things that a child care center director is responsible for:

24. What does BOSSA and DPH&SS stand for:

25. What are at least two agencies needed to sign off on your permit to operate a child care center?

26. How often does a child need a physical exam? _____

27. Where would you go to pick up the updated list of childcare centers on Guam? _____

28. Explain a recent change to the law on Guam (i.e. qualifications, adult/child ratios?)

29. In a brief sentence describe one thing that may be unique about your center (or an ideal dream daycare) so that you offer something the other centers don't.

30. Choose a village (or certain area of the village) and describe two advantages and two disadvantages to opening up a new center in that location.

Name of Village:

Advantages	Disadvantages

31. What does SBDC stand for? _____

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Study Guide for Exam #1



- Review P.L. 31-73 (Childcare Rules & Regulations)
- Documents that must be posted in visible area of daycare.
- Know minimum age and responsibilities of staff and directors (including assistant directors).
- Know how long a director can delegate a substitute in their place.
- Be familiar with rules on toilets, sheets, food, storage spaces, first aid equipment, etc.
- Be able to match correct adult/child ratios and know most recent change.
- List some exemptions to having a license.
- List at least three things that must be included in a center's handbook.
- Know how much indoor and outdoor space is required per child.
- What does the acronym BOSSA, SBDC and DPH&SS stand for?
- What is one service The Small Business Development Center provides?
- Know at least 3 agencies that sign off on permit to start a daycare.
- How often child needs physical exam?
- Describe advantages/disadvantages to opening a center in certain locations.
- Understand benefits of doing a needs assessment (also known as market analysis) before choosing to open a business.