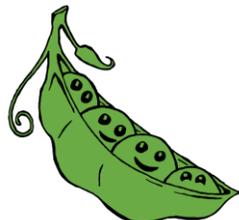


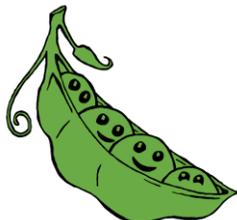


**Certified Nanny Resource Book**



# Top 10 to Being a GREAT sitter!

- Be SAFE!** Thoroughly complete the Care Report for EVERY sitting.
  - Be Confident and Professional about yourself and your babysitting!**
  - Be Knowledgeable!** Get acquainted with the children you are watching and the space you will be watching them in.
  - Be Alert!** Pay attention to what is going on with the kids and know where they are at ALL times.
  - Be Fun!** Don't watch TV or talk on the phone while children are awake. Get involved with the kids! Use safe household items to play games, dress up, or have a puppet show, etc.
  - Be Educational!** Bring games, books and crafts that are interesting, fun and educational for children.
  - Be Clean!** Wash Hands! Don't make a mess, as you get the chance tidy up before parents return. Always leave the space (and children) cleaner than when you came!
  - Be Mature and Calm in every situation.**
  - Be Firm!** If things get out of control, have everyone sit down and have a calm talk with them. If necessary, call your Pea Pod's supervisor for advice.
- BE THE BABYSITTER YOU WOULD WANT CARING FOR YOUR OWN CHILDREN!**



# Be Safe

-Always complete a care report upon arrival. This includes all important information regarding your sitting such as Emergency numbers, Parent contact information, a tour of the house or “lay of the land” with parents, and getting to know the child and the routine they and the parents expect.

-In the event of an emergency call 911! Identify yourself by name, tell them you are babysitting and state the problem. State the address where you are at (if applicable: Resort name, and Room number) Give the phone number you are calling from.

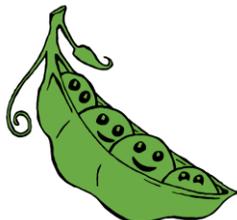
-If needed, get written instructions from parents about ANY medications to be given to the children- how much and what time. This can be done on the bottom section of the Care Report in “Notes”.

-Be sure to meet any pets the family might have with them.

-Have a mental fire drill: plan on more ways than one to get yourself and the children out of the building in case of fire.

-Make sure all doors and windows are locked. This can be done during the tour of the house with parents.

-Do not allow entrance to anyone unless previously informed by the parents of a specific person/persons. Never have visitors meet you while on a babysitting assignment!

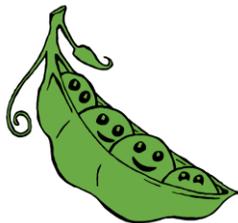


# Be Confident and Professional

- Always be confident and professional about yourself and your babysitting!
- Introduce yourself to parents and children in a confident happy manner. Let them know how excited you are to spend time with their child/children.
- Do not be intimidated by the children, remember you have been trained for this! You always have support from your Pea Pods supervisor if you are not sure how to handle any situation.
- If you are unsure of something do not be afraid to ask the parent, but do so in a professional manner that would not imply that you cannot handle the care of their child. Make it clear that you only want all the back ground information necessary to understand and better work with their child.

## Dress Code

- Dress professionally, no sweat pants or yoga pants/leggings (unless shirt is long enough to fully cover bottom) avoid wearing shorts it can be seen as unprofessional, No low cut shirts.
- No facial piercings (besides small tasteful nose stud, no rings), no visible tattoos.
- Always wear your Pea Pods nametag to identify yourself to resorts and parents.
- Always have your Babysitting kit organized, stocked and in a labeled carrying container.



# Be Knowledgeable

-Get acquainted with the children you are watching and the space you will be watching them in. This is best done when the parents are still there while you complete the care report.

- On this walk through entire residence., your intention is to be Aware of your surroundings!

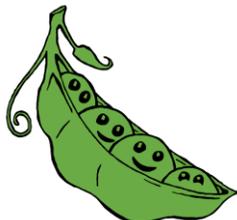
-Review all exits/windows in case of emergency, as well as exits to be aware of should a child attempt to leave on their own.

-Look out for ANY drowning hazards to be aware of such as bath tubs, sinks, toilets etc.

-Ask for an extra key to keep on your person in the event that you are locked out. This is a checkmark box on the care report.

-Make sure you know the address, also completed on the care report.

**NOTE:** Always be thorough when filling out your Care Report! This is all pertinent information for where you are, who you are sitting, and the parents who's child you are caring for.



# Be Alert

-It's hard to believe some of the trouble little kids can get into — and how quickly. A responsible babysitter's watchful eye can go a long way toward keeping kids out of trouble, and in a safe environment.

-Stay Focused on the Kids at All Times

-It doesn't matter how short or how long your babysitting assignment is. As long as you're in charge of children, your job is to focus on them and nothing else. Obviously, that doesn't mean you can't go to the bathroom! But, as a rule, you need to be with young children every minute. (And if you do have to use the bathroom or step away for a second, make sure children are in a safe spot away from any trouble zones!)

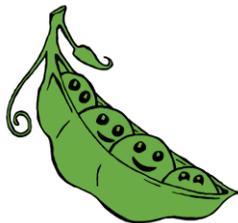
-Every child is different. Some children are more responsible or mature than others. But, for safety's sake, you'll need to keep a constant eye on all children in your care. Especially when outdoors!

-If you're babysitting preteens, you should still supervise their activities, especially on the Internet. It can be pretty tempting to leave children in one room while you watch TV in another. But some children can get into trouble pretty quickly.

## **Texting, Friends, and Other Social Stuff**

You know not to text and drive because taking your eye off the road even for a second can cause a major accident. It's no different with babysitting.

As a babysitter, your job is to take care of these precious children and help them enjoy the time you're with them. So avoid talking on the phone, texting, or chatting online while children are awake. Keeping an eye on the children means you'll be less likely to need those emergency numbers you have written down.



**The "no texting, no calling" rule is especially important if you're giving children a bath. Never leave a child unattended in the tub, even for a few seconds. Small children can drown in as little as an inch of water. If the phone rings or you receive a text message, do not answer it!**

Once children are in bed, you will have more freedom to do what you want — within the parents' guidelines. Most parents will say it is fine to watch TV or movies, use the computer, or talk on your phone after children are in bed as long as you are within earshot. (Never use parents phone to make personal calls.)

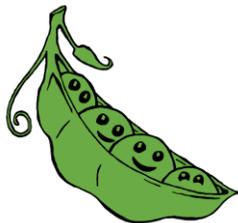
Never have your own guest come over or meet up with you while on a babysitting assignment! Not only would most parents be very uncomfortable with this, it is also unprofessional and takes your focus off of the children you are being paid to care for.

Even if a child is in bed, he or she may need you. It's a good idea to check on children every half hour or so. **NEVER use headphones/earbuds or get so involved in other activities that you miss a child's call or an unusual noise.** Nightmares, a fall, belly pain — anything that wakes a kid and gets him or her out of bed is something you want to be there for.

## **At Night**

It can seem strange to be in charge of an unfamiliar residence at night. Help yourself feel more secure by locking windows and doors during the tour of the home with the parents. Don't answer the door to strangers, including delivery people you weren't expecting, and never tell telephone callers that you are alone.

If you hear an unusual noise or notice something strange going on outside, don't go out to check. If you're worried, call a neighbor or the police.



# Be Fun

-The more satisfied the children are the more likely the parents will be to ask you back for future assignments. Focus on the children, let them really see how happy and excited you are to be there caring for them. In your Pea Pods sitter kit you should take with you fun items!

-If you are going to watch older children use your judgment and pack your kit with age appropriate supplies: Board Games, Puzzles, Have a few challenging Lego sets on hand (with instructions), Take them on a walk or hike, etc.

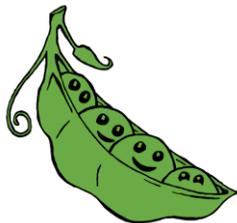
-If you are being sent to watch younger children: Take fun coloring books, Play dough, and supply's for fun craft time so that the children have a finished product to show off to mom and dad when they return.

- Always try to bring age appropriate toys

-During the day and with parent permission, all children love getting out in the sun as well!

-Pinterest is an amazing resource for DIY games and crafts for children of all ages! Join the Pea Pods pintrest page by searching for Pea Pods Family Childcare Homes.

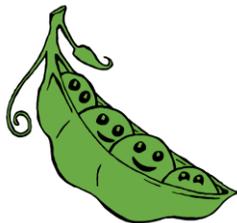
-For every child you watch never forget to fill out that child's Letter to Parent/Report sheet! Use this to show the parent their child was in good hands and had a FUN time! This also lets a parent know what went on with their little one while they were away so that they can seamlessly jump right back in to that child's routine.



# Be Educational

-Besides providing a fun safe environment for the children in your care, you should also provide them with educational activities. Bring books (age appropriate) have story time! Teach them a new song or two. Again, bring with you games or crafts that have an educational twist, whether that means counting or abc's, or science or culture.

-Vacationing parents will have come here to be in the mountains and enjoy the beautiful outdoors, so have activities for children that pertain to nature and the mountains and outdoors! Take them on nature walks and write down any sightings of nature! Have them help you make a bear hunt map, make some cardboard binoculars and go on a bear hunt (have a cute Teddy Bear you have to hide at the end of your bear hunt for a surprise). Take children on a bird watching or flower hunt outing, write down what you found, and let them try to draw what you find. Use supplies from nature for arts and crafts projects such as leaf painting or painting pinecones! Have some kind of Colorado/Nature craft for children to show parents and to remember their trip to the mountains.



# Be Clean

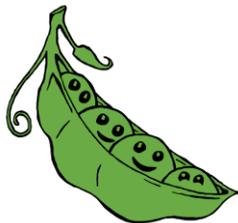
Be Clean! It is so important to stop the spread of germs whenever you are able by practicing constant hand washing! Both for yourself and for the children you are caring for. Include a bottle of hand sanitizer in your sitter kit in case you do not have access to a sink with soap.

Always leave the space and children **cleaner** than when you arrived. If you use dishes for a meal or snack always wash and put them back where you found them, wipe down counters, sweep/vacuum floors, let the parents walk in and feel relaxed just by looking around and seeing how tidy everything is. This includes the children as well.

Before parents are set to return check over your children:

- Are their clothes clean and in good order?
- Faces and hands shiny?
- How about hair? Can you give their hair a quick brush (for girls a quick cute hair style?)

**Again, Always leave space and children cleaner than when you arrived!**



# Be Mature and Calm in every situation

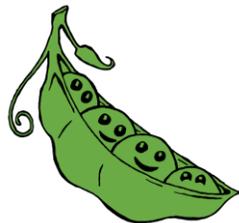
-As difficult as it is, keeping ourselves calm is critical to the success of working with challenging behaviors in children.

-We do not want to be in a position where we are arguing with children, raising our voices, or even screaming at a child who is out of control. Of course this is completely useless, and counterproductive. You are the adult, and it is your role to model mature problem-solving, not resorting to the same inappropriate behavior the child is using. Even if a child is shouting obscenities, or saying hurtful things to you, it is essential NOT to react emotionally.

-It can help to remember that this outburst is not about you! It is about a child not having the coping skills to handle her challenges. Do not take it personally! Think of yourself like a firefighter. There's no point in getting angry at the fire- you need to put it out as quickly as you can to minimize the damage. You can't do this well if you are as agitated as the child.

-So, how do you learn to stay calm and not react? The same way you learn any new skill-lots of practice! Work on being able to notice your body's reaction to children's inappropriate behavior. Do you tighten your shoulders? Furrow your brow? Get a lump in your stomach? As you learn to pay attention to your body's signals, you can realize more quickly that you are agitated. The more quickly you take care of you anger or fear, the easier it is to stay calm. This is true for children too. If you can redirect them when you first notice their agitation, you can often prevent an outburst.

-When you begin to notice your body's agitation signals, the first step is to breathe! Give yourself a moment or two without doing anything except following your breath. Smile, and try to say to yourself, "This isn't about me, this is a child who needs my help". It helps a great deal to practice physically relaxing your body, and thinking about the bigger picture.

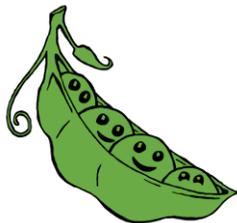


# Be Firm

-It's easy to resort to yelling when you are disciplining a child, but this may just teach them to raise their voice. Instead, find alternatives. This will make a quieter home -- something every person wants -- and teach the child that yelling isn't the answer. Using a calmer voice can also open the door to finding different teaching strategies that will keep you and the children motivated to work together.

## What can you do about challenging behavior?

1. Redirect the child by giving him a more appropriate task that he might like. For example, if he grabs a toy from another child, give the child a different toy to play with. If another task isn't appropriate, you can try removing him from the situation and putting him in a new one. If he is arguing with children on the slide, try moving him to the swings to see if that works better. Redirection works especially well with toddlers.
2. Make eye contact with the child and tell him you understand why he's upset but that he needs to change his behavior. For example, say something like "I know you want that toy, but it's not your turn. Play with this toy until it's your turn." This makes him feel like you understand him and that he is not going to miss out.
3. Set reasonable expectations. Explain the rules that cannot be broken. For some families this might include cursing and hitting. Set concrete consequences for these rules so children always know what to expect. Be consistent. Try other methods, like redirection, for other behavior that is undesirable.
4. Praise or reward good behavior. A child is more likely to act appropriately when he receives positive attention for a behavior. If his misbehavior is not harmful, ignore it, while providing positive attention for good behavior. Over time the desirable behaviors will become ingrained and there will be less undesirable behavior.



5. Model the behavior you want to see in a child. Of all the parenting techniques, this is the one that will be the most effective in the long-run. If you don't want a child to yell, don't yell. If you don't want him to hit, don't spank. Modeling good behavior is the best way to ingrain good behavior in a child. Nobody's perfect, but aim to consistently set a good example for the children you are caring for.

## **Challenging behavior in infants**

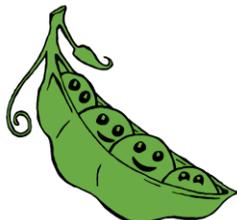
Every child has angry feelings from time to time. Pushing, grabbing or biting is usually just a baby's way of trying to get something or to find out how something feels or tastes. Sometimes, though, you do see real anger. For example, when you take something away or when a child cannot do something that he wants to do.

When infants show intense negative emotions, it is sometimes hard to tell the difference between anger, fear or discomfort.

A 10-month-old who lashes out when dropped off at day care might need reassurance and more time to get used to separation from parents.

When a child uncharacteristically cries and throws everything, they might just have an ear ache or a tummy ache, or may just be feeling generally uncomfortable.

Some infants are easily over stimulated and can respond in ways that look aggressive, when in reality they are just overwhelmed or afraid.



# Use Gentle Firmness

- Respond to seemingly aggressive acts- hair pulling, biting, or pinching- with gentle firmness.
- Unclamp child's hand (or mouth, in the case of biting) from you, say something like "No hurting, be gentle"
- If need be, put the child down safely and gently on the floor.
- Let your expression be serious (no laughing, even if the behavior seems somehow cute) but not overly shocked either.
- Pick them up soon, before they begin to fuss too much. Be prepared to repeat the whole process many times.
- For assertive, highly intense children, it can take many repetitions before they learn the boundaries of what is acceptable.
- Even with the best, consistent teaching, toddlers might not stop biting, pinching, or pulling right away. A young child might stop pinching momentarily in response to being told "no". In a few moments though, she might be right back at it. Gradually, there will be less and less aggressive behavior.

# NAEYC code of conduct

Please read through NAEYC code of conduct, last page should be signed and handed in to your instructor.

