Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Policy and Procedure Exam

1. Multiple Choice Questions:

Please circle the correct answers to the following questions:

1. What is article 47?
	1. Article on school regulations.
	2. Article on NYC Health Code
	3. Article on food regulations.
	4. All of the above.
2. Who issues the Day Care License for Preschool?
	1. Department of Education
	2. Administration for Children’s Services
	3. The Department of Health
	4. All of the above.
3. What is our preschool license number?
	1. 4042
	2. 2546
	3. 8524
	4. 4240
4. How often must a daycare license be renewed?
	1. Every 5 Years
	2. Every Year
	3. Every 3 Years
	4. Every 2 Years
5. In a preschool setting, according to code 47.19, who is required to receive child abuse training?
	1. Teaching Staff
	2. The Director
	3. All Staff Members
	4. Classroom Personnel Only
6. License renewal package should be submitted to the Department of Health online no later than \_\_\_\_\_\_\_\_\_\_.
	1. 10 days before expiration
	2. 90 days before expiration
	3. 1 year before expiration
	4. 6 months before expiration
7. Besides child abuse, what are the eight mandated trainings required with all staff?
	1. Infectious Disease/CPR & First-Aid/DASA/Breast-Feeding/Health and Safety/Sexual Harassment/ Anti-Bias Training/Epi-Pen
	2. Infectious Disease/CPR & First-Aid/DASA/Breast-Feeding/Sparks/ Sexual Harassment/ Anti-Bias Training/Epi-Pen
	3. Infectious Disease/CPR & First-Aid/DASA/Breast-Feeding/Eat Well Play Hard/ Sexual Harassment/ Anti-Bias Training/Epi-Pen
	4. Infectious Disease/CPR & First-Aid/DASA/Breast-Feeding/Move to Improve/ Sexual Harassment/ Anti-Bias Training/Epi-Pen
8. In accordance with Article 47, what animals are permitted in a preschool setting?
	1. Dogs and Cats
	2. Rabbits, Guinea pigs and Hamsters.
	3. Snakes, Lizards and Turtles.
	4. Pot Belly Pigs, Chickens, and Lambs.
9. Who can initiate an emergency program closing?
	1. The Department of Health
	2. Channel 12 News
	3. Ms. Danielle
	4. New York City Mayor’s Office
10. According to Department of Health Regulation, which of these is not allowed in the classrooms.
	1. Hot Coffee
	2. Bottled Water
	3. Personal Food Items (Food brought from home)
	4. All of the above
	5. Both A and C
11. What is the minimum allowance of square footage per child in every classroom?
	1. 10 Square Feet
	2. 50 Square Feet
	3. 30 Square Feet
	4. 20 Square Feet
12. How many letters of reference does an employee need to have?
	1. 1
	2. 2
	3. 4
	4. 3
13. At naptime children’s cots should be placed at least \_\_\_\_\_\_\_\_\_\_ feet apart unless separated by a screen or patrician.
	1. 2
	2. 3
	3. 6
	4. 5
14. What are the safety drills practiced at Belmont?
	1. Fire Drill (Code Green)/Lock Down (Code Red)/Shelter In (Code Yellow)
	2. Fire Drill (Code Green)/Safety Drill (Code Blue)/Shelter In (Code Yellow)
	3. Fire Drill (Code Green)/ Lock Down (Code Red)/Disaster Drill (Code Orange)
	4. All of the above.
15. How often are fire drills conducted?
	1. Once a month
	2. Twice a month
	3. Once every three months
	4. Once a year
16. Not more than what percentage of any wall can be covered in paper?
	1. 20%
	2. 50%
	3. 10%
	4. 15%
17. Fire extinguishers are inspected and retagged every \_\_\_\_\_\_\_\_ months by Sentential Fire Prevention Company?
	1. 3
	2. 6
	3. 10
	4. 12
18. What is the Shelter In Drill signal?
	1. Code Blue
	2. Code Orange
	3. Code Yellow
	4. RUN!
19. What is the Shelter in Location?
	1. The Rooftop
	2. Playroom 1
	3. PS 32
	4. The Big Room
20. What does Code Red mean?
	1. Shelter In
	2. Fire
	3. Lockdown
	4. Stop Drop and Roll
21. First Aid Kits need to be inspected how often?
	1. Every week
	2. Daily
	3. Bi Weekly
	4. 3 Months
22. If the Director is NOT on site who can be left in charge?
	1. The Custodial Staff
	2. A certified Lead Teacher
	3. Any Senior Staff Member
	4. Any Member of the Educational Staff
23. SCRs need to be renewed every \_\_\_\_\_\_\_\_ .
	1. 2 Years
	2. Annually
	3. 5 Years
	4. 10 Years
24. Pre-K Providers must not hire, retain, or utilize the services of a person/company who \_\_\_\_.
	1. Is the subject of an open child abuse or maltreatment complaint or report.
	2. Has a history of criminal conviction
	3. Has been arrested and has a dispensation of criminal record
	4. All of the above
25. Losing a child is seen as maltreatment and inadequate supervision. If any staff member loses a child in their direct care due to negligence, they will be subject to:
	1. A raise
	2. Termination
	3. Prosecution to the extent of the law
	4. To Grieve
26. If a parent is notified and is unable to accompany a child to the hospital a member of the \_\_\_\_\_\_\_\_\_\_ must escort the child
	1. Child’s Physician’s Office
	2. Police Force
	3. Administration or Teaching Staff
	4. All of the Above
27. Full Day Programs are to provide children with at least \_\_\_\_\_\_\_\_\_\_\_\_ minutes of outdoor play per day
	1. 60
	2. 15
	3. 45
	4. 120
28. What Government program provides funding for meals served?
	1. Department of Education
	2. Administration for Children’s Services
	3. Mayor’s Office of Operations
	4. USDA in conjecture with CACFP
29. Supervisor of Food Preparation needs to have what?
	1. A Bachelor’s Degree
	2. A Degree in Nutrition
	3. Food Handler’s Certificate
	4. A Master’s Degree in Culinary Arts
30. Milk should be stored at \_\_\_\_\_\_ Degrees Fahrenheit
	1. 53
	2. 35
	3. 41
	4. 0
31. How should meals be served in the classroom in a non-pandemic situation?
	1. Individually
	2. Family Style
	3. Buffet Style
	4. Changes Daily
32. All meal service items should be sanitized at \_\_\_\_\_\_\_\_ Degrees Fahrenheit for \_\_\_\_\_\_ Seconds
	1. 170 and 30
	2. 100 and 20
	3. 95 and 10
	4. 250 and 60
33. In the classroom who is responsible for facilitating mealtime with the children?
	1. The Kitchen Staff
	2. The Director
	3. The Teaching Staff
	4. The Custodial Staff
34. At Meal Time the teaching staff should?
	1. Go out on break
	2. Serve all of the Children individually
	3. Sit and interact at the table with the children
	4. Eat lunch prepared at home
35. What PEP must be utilized when assisting children at meal time?
	1. Gloves, Masks and Scrubs
	2. Gloves, Apron and Shoe Covers
	3. Masks, Face Shields and Scrubs
	4. Hairnets, Scrubs and a Rubber Ducky
36. True or False

Please Answer each question correctly; true or false. If the answer is false please give the information needed to make it true.

1. Belmont has one License. \_\_\_\_\_\_\_\_\_
2. Unauthorized persons ARE allowed inside the classroom during operational hours \_\_\_\_\_\_\_\_\_
3. Child Abuse Certificates are good for two years \_\_\_\_\_\_\_\_\_
4. DASA Certificates must be renewed yearly \_\_\_\_\_\_\_\_\_
5. Assistant Teachers are required to have New York State Teaching Test \_\_\_\_\_\_\_\_\_
6. Only teaching staff need to have fingerprint clearances \_\_\_\_\_\_\_\_\_
7. Visitors are allowed to freely roam around the building\_\_\_\_\_\_\_\_\_
8. Belmont Staff are permitted to administer medication \_\_\_\_\_\_\_\_\_
9. Staff are allowed to smoke in the courtyard \_\_\_\_\_\_\_\_\_
10. Staff can transport children in their personal cars \_\_\_\_\_\_\_\_\_
11. Texting and FaceTiming are allowed while supervising children.\_\_\_\_\_\_\_\_\_
12. DMX is the perfect morning greeting music \_\_\_\_\_\_\_\_\_
13. Staff need to use lockers for the safe keeping of their phones or personal electronics while supervising children on site. \_\_\_\_\_\_\_\_\_
14. All calls made to parents must be logged \_\_\_\_\_\_\_\_\_
15. Staff are permitted to film or photograph students with their personal devices \_\_\_\_\_\_\_\_\_
16. Personal phone calls come through or be made at the front desk \_\_\_\_\_\_\_\_\_
17. Staff can supply children with treats and gifts without obtaining permission first. \_\_\_\_\_\_\_\_\_
18. Children are allowed to keep snacks in their cubbies \_\_\_\_\_\_\_\_\_
19. Children do not need a spare change of clothing \_\_\_\_\_\_\_\_\_
20. Cots should be covered at naptime with fitted sheets \_\_\_\_\_\_\_\_\_
21. Children needing asthma inhalers must be brought to the office \_\_\_\_\_\_\_\_\_
22. Separate adult bathrooms shall be utilized by staff \_\_\_\_\_\_\_\_\_
23. Outdoor play areas shall be checked daily to be maintained free of hazards \_\_\_\_\_\_\_\_\_
24. Water is available at every meal \_\_\_\_\_\_\_\_\_
25. Kitchen staff is required to wear gloves, hairnets and masks while preparing all foods \_\_\_\_\_\_\_\_\_
26. Kitchen staff must assist in the cleaning of tables used for meals \_\_\_\_\_\_\_\_\_
27. Any staff member can enter the kitchen\_\_\_\_\_\_\_\_\_
28. Special meals shall only be provided based on medical documentation indicating a food allergy \_\_\_\_\_\_\_\_\_
29. Dry food is to be stored in insect and rodent proof containers \_\_\_\_\_\_\_\_\_
30. Food stored in pantry does not need delivery dates \_\_\_\_\_\_\_\_\_
31. In order to save money dented cans can be used \_\_\_\_\_\_\_\_\_
32. Developmental information about a child should be provided by the Kitchen Staff \_\_\_\_\_\_\_\_\_
33. Children can go on community walks without parent releases \_\_\_\_\_\_\_\_\_
34. Head counts are acceptable on trips, there is no need to call roll \_\_\_\_\_\_\_\_
35. Employees have the right to refuse fingerprints \_\_\_\_\_\_\_\_\_
36. Parents have the right to refuse flu shots for their children \_\_\_\_\_\_\_\_\_
37. Illegal substances can be used on site, as long as you’re on your break \_\_\_\_\_\_\_\_\_
38. Sharing information about children with unauthorized staff members in encouraged \_\_\_\_\_\_\_\_\_
39. Children are not allowed to be picked up by underage escorts \_\_\_\_\_\_\_\_\_
40. Circle Time is the most important part of the day\_\_\_\_\_\_\_\_\_
41. Children do not learn during Center Time\_\_\_\_\_\_\_\_\_
42. Preschoolers excel with hands on learning \_\_\_\_\_\_\_\_\_\_\_\_
43. Observations are a useless tool \_\_\_\_\_\_\_\_\_\_
44. Preschool child to teacher ratio is 12 to 1 \_\_\_\_\_\_\_\_\_\_
45. A Physical Exam is required each year \_\_\_\_\_\_\_\_\_
46. Short Answers

Please answer the following questions in the given space.

1. List Belmont’s Chain of Command
2. Three Items that must be taken during a fire drill
3. Describe how to operate a fire extinguisher
4. What should be in an evacuation bag?
5. Three evacuation sites for Belmont
6. What police precinct does Belmont report to?
7. What is the Poison Control Number
8. What Fingerprint Clearances are Currently needed?
9. Where is the infectious disease log?
10. When is handwashing required?
11. List some new COVID regulations
12. What are the different types of child abuse
13. Will open door policy be continued during the pandemic?
14. What is adequate child staff ratio for trips?
	1. 3-3.11 Years
	2. 4-4.11 Years
15. What is the proper procedure for reporting child abuse?
16. What are the contents of your classroom first aid kit?
17. What is work sampling?
18. What is Belmont’s Philosophy and Mission Statement?
19. What are the evaluation and assessment tools used by the DOE to score Belmont’s quality?
20. What is the role of the Educational Director
21. What is the role of a Lead Teacher?
22. What is the role of an Assistant Teacher?
23. Identify Five strategies or methods to create a positive school culture
24. How many hours of additional training do teaching staff need in a year?
25. Essay Questions.

Please answer the following questions in the space given. If extra space is needed you may utilize the back of the paper. If you do so, please indicate which question you are answering on the back.

1. Please describe classroom schedule outlining the important details such as developmentally appropriate time, purpose of planned activities, describing the learning involved in each activity.
2. Please list where all fire extinguishers are accessible throughout the building.
3. Describe the procedure for accidents or injuries
4. Why is it important that classrooms, communal areas and outdoor areas are inspected daily?
5. Describe the new mental health plan of action pertaining to ESI-R and PKBS-2