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CHILD & BABYSITTING SAFETY



Student Book
version 8.1, 2023

CABS | Child & Babysitting Safety

Student Book, Version 8.1

Purpose of this Guide

This HSI CABS (Child & Babysitting Safety) Version 8.1 Student Book is solely intended to facilitate certification in the HSI Child and Babysitting Safety training class. The information in this Student Book is furnished for that purpose and is subject to change without notice.

HSI Certification may only be issued when an HSI Authorized Instructor verifies a student has successfully completed the required core knowledge and skill objectives of the program.

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Most states do not have regulations or laws about when a child is considered old enough to care for him/herself or to care for other children.

States may have guidelines or recommendations. These guidelines are most often distributed through child protective services and are administered at the county level. Child and Babysitting Safety is not designed to meet state regulatory requirements for child care workers and should not be used for this purpose.

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ISBN 978-1-945991-66-0

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What Is a Babysitter?

BECOMING A BABYSITTER

A Babysitter's Job

A babysitter is someone who cares for children who are too young to be left alone.

A babysitter's job:

- ✓ Lasts a short time while parents are away or busy.
- ✓ Is to make sure that the kids cared for are safe and have their basic needs met.

A good babysitter:

- ✓ Keeps an eye on children during playtime, meals, and rest.
- ✓ Helps keep the kids clean.
- ✓ Helps little kids with using the bathroom and diaper changes if needed.
- ✓ Knows what to do and whom to call when something goes wrong.
- ✓ Can keep themselves and the children safe.
- ✓ Wants to create a fun, positive environment.
- ✓ Is friendly, kind, and respectful to both kids and parents.

What Parents Want

Parents care deeply about the safety and well-being of their children. Parents may feel anxious leaving their kids with a babysitter or stressed about whether the child will behave well or be able to communicate clearly.

Parents want to hire a babysitter who:

- ✓ Likes children and wants to spend quality time with their kids.
- ✓ Is honest, trustworthy, and dependable.
- ✓ Is able to listen well and follow instructions.
- ✓ Feels comfortable asking questions or asking for help.
- ✓ Is respectful of the home and house rules as a helper and guest.



THE TERM "PARENT"

The term "parent" is used throughout this training to describe 1) the grown-up, adult, or caregiver who is raising the child, and 2) your trusted adult who can help you with questions or concerns as a babysitter. Sometimes this is a parent, guardian, or family member, and sometimes not. For simplicity, this training uses "parent" to describe the adult(s) who are normally in charge of the child or the person(s) who can help you as a babysitter.



You Can Do This!

Babysitting is a big responsibility, but it can also be a lot of fun!

- It's a great way to make money.
- It gives you experience for future jobs.
- You get to be a role model for children.

You probably already have a good idea of what is and is not safe when babysitting.

- **Have experience as a babysitter or mother's helper?** This training will improve your skills even more!
- **New to babysitting?** You aren't expected to know everything right away. Feeling comfortable caring for children takes time and practice. This training will prepare you with skills you can use right away.

Have confidence in your abilities! By taking this class, you are showing that you care about being a good babysitter.



KNOWLEDGE CHECK

What is a babysitter's job?



Thinking Like a BABYSITTER

Take Your Job Seriously

Part of your preparation and training for successful babysitting is to start thinking like a babysitter.

- Take your job seriously.
- Make your responsibilities your top priority while on-the-job.
- Think ahead.

When you think ahead, you can guess what a child will need next and be ready to meet that need.

Kids also aren't as good as adults at recognizing what might be dangerous. Avoid accidents by thinking ahead to what might go wrong. Change the activity to try to avoid a possible accident instead of waiting to see what happens.

Stay Focused

Caring for kids requires a different focus than other activities. Getting distracted can lead to serious problems. Babysitting can be fun, but it isn't the right time for you to talk or text with your friends or watch a show.

Be a Role Model

Babysitting is a job where you need to be polite, respectful, and stay on task, even if you are very comfortable with the family you're working for.

When you are a babysitter, you are a leader! The kids you babysit will notice and remember the words you use, your tone of voice, and your behavior. Think of yourself as a role model for kids younger than you. Use kind words, a gentle tone, and model the behavior you want to see from children.



KNOWLEDGE CHECK

What does it mean to think like a babysitter?

BEING READY TO BABYSIT



Age & Maturity

There is no magic age at which boys and girls are ready to babysit. Two babysitters who are the same age may have different comfort levels with babysitting tasks and responsibilities.

What type of babysitting jobs are you ready for?

Being a “mother’s helper” means caring for children while a parent is home. This allows you to practice as a babysitter while having support from an adult.

Can you handle all the tasks and responsibilities while keeping yourself and the children safe?

It’s okay to decide that some babysitting jobs aren’t right for you. If there is any part of a job that you don’t feel is a good fit for you, be honest with yourself and the parents.

It’s better to give a simple “no, thank you, I can’t” than to be in a role you aren’t sure you can handle.



“MOTHER’S HELPER”

The term “mother’s helper” is used in this training to describe a babysitter who is caring for children with the support of an adult. The term is somewhat out of date, as “mothers” are not the only primary caregivers who need a helper! But it is used here because you may hear or see it when you are looking for babysitting jobs where an adult is still around but you are in charge of supervising children.

Talk to Your Parents

Your parents can be a big help in figuring out what’s right for you as a babysitter.

Get permission from your parents before you start babysitting. Talk to them about:

- ✓ What babysitting jobs are a good fit for you.
- ✓ Helping you practice babysitting with support.
- ✓ Babysitting questions you have.
- ✓ Details of a specific babysitting job.
- ✓ Who will transport you to and from your job.



Be Comfortable or Don't Go

Your well-being is the most important thing. There are some babysitting jobs that make even the most experienced babysitter feel unsafe.

Only take a babysitting job when you feel comfortable with the home and what is asked of you. Your parents can help you politely turn it down if you don't want to take a babysitting job.

If you ever feel unsafe while babysitting, call your parents or the

children's parents right away and ask them to come back.

- Don't feel embarrassed about doing this. Acting cautiously shows that you are a good babysitter.
- Talk to your parents about what happened.
- You do not have to babysit again for someone if any part of the job makes you feel uncomfortable or unsafe.



KNOWLEDGE CHECK

Mia is 13 years old and recently completed her CABS certification. Her aunt needs child care while she is at a work dinner for two hours. She asked if Mia can babysit her cousins, 2-year-old twin boys. Mia knows that her mom and dad plan to be at a neighborhood council meeting that night. What should Mia do?

BABYSITTING BUSINESS BASICS

Open

Babysitting as a Business

Babysitting is a job, and it's important to treat it as such. There are a few steps that can help you create an amazing babysitting business.

START HERE

#1

Show You're Open for Business

To find a babysitting job, people need to know that you are available and trained in babysitting! The best way is by word of mouth.

With your parent's permission, offer to babysit:

- Siblings
- Close neighbors
- Family friends

Parents who are happy with you as a babysitter may also share your name with other parents, which is a great way to build your business!

Beyond that, your parents can spread the word at their workplace, place of worship, or other social circles in your community.

Be sure you have a resume they can handout. A resume is a page that explains your work history, training, and skills for a job. **Check out the sample resume on page 14!**

NOW OPEN

#2

Make a Plan

Most likely, you have other activities on your schedule besides babysitting. Make it clear to parents what days and times you are available. Have a calendar and look at it before you accept a job.



Caring for kids takes a lot of energy, so be sure to leave time for schoolwork and other commitments. These should come first.

HOW TO ADVERTISE

The safest way to get customers is through people you know and trust. You can make fliers or business cards for you or your parents to pass out, but these should only go to people you know somewhat. Don't post or share your personal information just anywhere. The same is true for sharing online. Together, with your parent's help and permission, you may post something online, but make sure to choose a site that is safe. Never put personal details online. Your parent should be the one people contact to reach you for babysitting.

#3

Get Organized

Good businesses have a way to keep everything organized.

- ✓ How do you want parents to contact you for babysitting jobs — by email, phone, or text?
- ✓ Will you keep all your babysitting jobs in a datebook, cell phone, or online calendar?
- ✓ How will you share your schedule with your parents?
- ✓ How will you get to and from babysitting jobs?
- ✓ Will you call, text, or email the day before the job to confirm that you're still babysitting?
- ✓ What will you do if you need to cancel a job at the last minute for something like illness or injury?



#4

Respect Your Client

When you take a babysitting job, the parent is counting on you.

- ✓ Be on time.
- ✓ Be ready to stay for the agreed-upon length of time.
- ✓ If you are sick or not able to care for kids, call the parents right away to let them know you can't come. Be polite and tell them you are sorry for the last-minute change.



WHAT TO CHARGE

It can feel uncomfortable talking about money with parents, **but it's important to get the right pay for your work.** Start by talking with your own parents — what would they pay for a babysitter? What is normal in your area? Ask other babysitters what they charge. Your rate may depend on your experience level, the length of time you babysit, and how many children you will be caring for. It makes sense to have a higher rate caring for multiple children and a lower rate as a "mother's helper."

#5

Pack Your Babysitting Bag

This is a collection of things that will help you be the best babysitter possible. It can include resources from this training, a way to keep track of your babysitting jobs, and some basic first aid supplies. (See the checklist on the next page!)



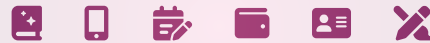
KNOWLEDGE CHECK

What does it mean to treat babysitting like a job?

YOUR BABYSITTING BAG

Having a bag set aside and ready for babysitting jobs ensures that you are prepared when parents reach out. Review the list below for suggestions on what to include in your bag.

ESSENTIALS



- ☐ Child and Babysitting Safety (CABS) Student Book
- ☐ A calendar, datebook, or app for scheduling your babysitting jobs
- ☐ Your cell phone and charger, if available
- ☐ Your wallet
- ☐ Business cards or fliers with your info and availability
- ☐ Coloring book and crayons, playdough, stickers, and/or other appropriately sized items you are willing to share and leave behind, or age-appropriate puppets, books, games, etc. for the kids you will be babysitting



DOCUMENTS



- ☐ Your Babysitting Orientation forms
- ☐ Blank pages for writing notes about the family, home, and what happens on-the-job
- ☐ On-the-Job and Emergency Contact Information forms
- ☐ Your resume
- ☐ Babysitter Information forms

DIGITS



- ☐ The Poison Control Help line (1-800-222-1222)
- ☐ Non-emergency number for local police
- ☐ Contact information or references for families who will recommend you to others
- ☐ Contact information for a backup babysitter if you suddenly become sick or unable to care for kids

EMERGENCY



- ☐ Adhesive bandages (kids love ones with characters or designs!)
- ☐ Disposable gloves (two pairs)
- ☐ Stacks of 10 4 x4 gauze pads for bleeding control
- ☐ Hand sanitizer
- ☐ An empty toilet paper roll (to check toy size for choking)
- ☐ A flashlight (with extra batteries)

GETTING TO KNOW THE FAMILY



Meet the Family

You may already be familiar with the family who has hired you, but there are details specific to babysitting that can be very helpful when preparing for a job.

All families are different, and you will need to adapt to meet each family's needs.

Have an orientation with the family before you babysit. Your parents can also come to make sure it's a safe place for you to work.

Write everything down at your orientation. Use the Babysitting Orientation Form to take notes. Keep these notes in your Babysitting Bag. Use them to refresh your memory before you babysit for the same family again.

Get to Know the Children

If you aren't already a familiar person to the children, introduce yourself and ask each child their name and age.

Ask questions about each child's development and ability, to be ready for the job.



What to Ask Parents

During the orientation, ask the parents questions about:

- ✓ Children's favorite games or activities,
- ✓ Expectations for meals/snacks,
- ✓ Children's bathroom habits or diapering needs,
- ✓ Discipline, time-outs, or how to manage challenging behavior,
- ✓ Routine for naps/bedtime,
- ✓ Rules around screen time, TV, and devices,
- ✓ Pets and their care, and
- ✓ Leaving the house/property.

AGES & STAGES



Infant:

Usually describes babies 12 months of age or younger, who may need bottle feeding, eat some pureed or soft solid foods, be rolling over, sitting up, crawling, or cruising (walking with assistance). An infant needs diapering help.



Toddler:

Usually describes children between 1 and 2 years of age, who may be able to say some words, can walk but may be somewhat unsteady. A toddler probably needs help using the toilet, diapering, or using toilet-training pants.



Preschool age:

Usually describes young children between 3 and 5 years old, who are usually able to talk, and may need help using the toilet or changing toilet-training pants or may be potty-trained.



School age:

Usually describes children 5 or 6 years and older, who are usually able to say what they need and use the toilet without help.

Walk-Through

As part of your orientation, ask for a walk-through of the home with parents to get to know the layout and where important things are located.

Confirm with parents:



Where to find essentials for babysitting (diapering supplies, food prep items, where kids sleep, etc.).



A meeting place outside the house if forced outside for a safety reason.



Areas that are off-limits or where child-proofing equipment is in use.



How to call for help and ways to get out of the house in an emergency (and anything that might restrict your ability to get out).



A neighbor they trust to help you (if applicable).



Hazards that can't be moved.

Your walk-through is an opportunity for you to see what hazards cannot be avoided, but it is not your role to make recommendations to parents about the safety of their home.

If you have any concerns during the walk-through, ask parents what they do to keep kids safe. If you don't like the answer, or you don't feel comfortable for any reason after your walk-through, you can turn down the babysitting job. Be polite, but firm in your decision. It is not necessary to explain why you have made the decision.

RESPECTFUL DISAGREEMENTS

If a parent says it's okay to do something that you know to be unsafe, like allowing a baby to nap on a sofa, you should still take the action that you know to be safest. You can respectfully say, "I feel most comfortable laying the baby down in their crib, even if they fuss a bit." If a parent insists that you do something that seems unsafe, it is best to politely and firmly turn down the job.

Ask Questions

A good babysitter asks questions during the orientation and asks parents to repeat or clarify information if needed. You don't need to feel shy. Parents will expect you to have questions about their family, routine, and home.



KNOWLEDGE CHECK

Why is it important to have an orientation and walk-through before you babysit for someone?

BABYSITTER

ORIENTATION GUIDE

It is in your best interest as a babysitter to introduce yourself and get to know more details about the family before a babysitting job. An orientation, done before the job, can provide more information on the parents, children, home, and any unique things that you might have to deal with.



Provide Your Resume & Details about Your Services

Introduce yourself to parents and provide them with information to get to know you better and about the services you provide. Keep in mind that parents are looking for someone they can trust to do a great job.

A resume is a page that explains your work history, training, and skills for a job. Have a resume to help families learn about your experience.

- School activities, sports, clubs
- Certifications (like this class!)
- Volunteer experience
- References (someone who can recommend you as a babysitter)

USE THE **SAMPLE RESUME** TO HELP YOU BUILD YOUR OWN



Ask for a Walk-Through of the Home

A brief tour of the home can give you a better idea of where to find things you'll need while babysitting, and what things to watch out for when you are there. You can fill out the Babysitting Orientation Form before you do the walk-through or fill it out as you go.

USE THE QUESTIONS ON **PAGES 15/16** TO GUIDE YOUR WALK-THROUGH!



Fill Out a Babysitting Orientation Form

Sit down with the parents or guardians and get information on things that could come up during your babysitting session. Use the Babysitting Orientation Form and the questions on the following page as a guide.

USE THE FORM ON **PAGES 17/18**. YOUR INSTRUCTOR CAN PROVIDE YOU WITH ADDITIONAL BLANK COPIES!



Review the Services You Provide

Discuss the services you will be providing and the pricing for your services. Answer any questions the parents have about working as a babysitter for them.

THE WORKSHEET ON **PAGE 19** WILL HELP YOU COME UP WITH YOUR RATE & THERE'S A **BABYSITTER INFO SHEET** YOU CAN COPY & GIVE TO THE PARENTS!

BRIANNA YOUNG

✉ brianna@exampleemail.com | 📞 555-555-0112 | 📍 Hidden Hills, CA 93102

Objective: A responsible, dependable babysitter with experience caring for children and babies as young as 6 months old seeking babysitting work weekday evenings and weekends anytime.

Relevant Training:

- HSI CABS | Child & Babysitting Safety Certification
- HSI Pediatric First Aid | CPR AED Certification

Skills and Attributes:

- Reliable and organized
- Good problem-solver with a positive attitude
- Listens well and follows instructions
- Enjoys spending quality time with children

Education & Accomplishments:

- Jefferson High School
- Expected Graduation 2026
- Varsity Track and Volleyball

Work History: *Hidden Hills Community Church (June 2019-Present)*

- Volunteer
- Supervise children 6 months-10 years old at church daycare.
- Help with art projects, reading, circle time, and other activities.

The Meyer Family (June 2022- Present)

- Babysitter
- Care for 7-year-old child (was 6 months old when started babysitting).
- Changed diapers and did bottle feeding for child as an infant.
- Responsibilities include meal preparation, help with bedtime, and supervising playtime.

The Johnson Family (June 2018-January 2020)

- Babysitter
- Cared for child (was 8 years old when started babysitting).
- Responsibilities included meal preparation and supervising homework.
- Occasionally fed dog and got the mail.

References: Steven and Stephanie Meyer, 555-1234 (Client)
Miranda Johnson, 555-2232 (Former Client)
Dan and Alexis Young (Parents)

BABYSITTING ORIENTATION QUESTIONS

FAMILY

- ✓ Get the parents' or guardians' names, relationship (mother, father), and cell phone numbers.
- ✓ Ask for the kids' names and ages. Ask for some details about them.
- ✓ Ask about any other relevant family details that might come up while you babysit, such as step-family or shared guardianship.

COMMUNICATION

- ✓ Ask for the best way (phone call, text) to communicate to parents while you are on-the-job and what phone to use when calling. If there is a home phone, ask where it is located.
- ✓ Ask if you need to answer phone calls on the home phone. Find out where to put the messages you take.

SAFETY

- ✓ Verify with the parents that it is okay to not answer the door.
- ✓ Ask about any potentially dangerous things to be aware of in the house (high drops, sharp objects, open water, pets or livestock, etc.). Ask where hazards are located and if they are secured or blocked in any way.
- ✓ Ask if the kids can play outside in the yard or shared space. Find out if there are any areas that are off limits.
- ✓ Ask about animals. Find out if they are secure and whether you need to care for them in any way.
- ✓ Identify a safe place for the children if you need to leave the room for a short period of time, like to use the restroom.

FOOD

- ✓ Ask about meals and snacks, such as when to offer them and what food is appropriate. Determine what additional food or snacks can be given after meals.
- ✓ Ask about where you can find eating utensils, how to operate the microwave oven, where the children sit to eat, and about any specific equipment to be used, such as a booster chair.
- ✓ Ask about how food should be served, such as cut into small pieces. Find out how you can best help each child with eating.
- ✓ Determine if there are any food allergies or food that is off limits to eat.
- ✓ For infants, find out if the baby drinks breast milk or formula. Ask about how it is stored and prepared. Ask about the bottle-feeding schedule and a location in which to do it. Determine where to put used bottle parts after feeding.
- ✓ Ask about preferences for cleaning up after a meal or snack.

DIAPERING/USING THE BATHROOM

- ✓ Identify the need for using training pants or diapers and whether they are disposable or cloth. Determine where diapering supplies are located. Ask about where to do diaper changes.
- ✓ Verify that changing diapers every 2 hours and when noticeably wet/dirty is okay. If no, list the preferred practice from parents.
- ✓ Ask about the use of diapering cream.
- ✓ Ask about how to dispose of dirty diapers.
- ✓ Identify how much help kids need when using the bathroom.
- ✓ Determine what to do if someone has an accident going to the bathroom and where any soiled items should go.

PLAYTIME

- ✓ Identify any favorite games or activities the children have.
- ✓ Identify any games or activities to avoid that are off-limits.
- ✓ Determine the preferences for the use of TVs, tablets, phones, or computers. Identify the time allowed, age-appropriate shows, and things that are off-limits.
- ✓ Ask about preferences for cleaning up after playtime.

CLEAN-UP

- ✓ Ask about the location of cleaning supplies such as soaps, towels, a broom, or mop.
- ✓ Determine the location of the garbage can.

BEHAVIOR

- ✓ Ask for tips on how to motivate the kids to cooperate with you.
- ✓ Ask for tips on how to comfort the kids when they are upset or sad.
- ✓ Ask for suggestions on how to handle difficult or uncooperative behavior using techniques such as time-out, redirection, or compromise.
- ✓ Determine how and when to contact the parent if things are not going smoothly, such as crying, tantrum, throwing things, hitting, or kicking.

SLEEP

- ✓ Identify the regular naptime and bedtime routines for the kids. Ask about where they should nap or sleep. Determine if they have a preferred blanket, stuffed animal, or need for a nightlight.
- ✓ Determine if there are any safe sleep instructions, especially for infants. Ask about the use of a baby monitor.
- ✓ Ask for tips on what to do if kids don't want to go to sleep, or if they wake up early.

MEDICAL

- ✓ Determine if there are any medical issues the children have that you may have to deal with. Ask about any specific instructions to follow or things to watch for.
- ✓ Identify any medications that are required and any specific instructions to follow on their use.

SOMETHING GOES WRONG

- ✓ Identify a protected location to go to inside the house if something outside is threatening your safety.
- ✓ Identify an outside meeting location to go to if you need to leave the house in an emergency, such as a fire. Ask about the best ways to get to the location.
- ✓ Determine if there is a trusted neighbor to contact or go to in an emergency and the best way to contact them.

BABYSITTER

- ✓ Ask if it is okay to read or do homework while the kids are asleep or resting.
- ✓ Ask if it is okay to call or text your parents to let them know you are safe.
- ✓ Ask if you can be provided transportation to and from a babysitting job and your home.

BABYSITTING ORIENTATION FORM



FAMILY

LAST NAME: _____

Parent/Guardian _____ Relation _____ Cell _____

Parent/Guardian _____ Relation _____ Cell _____

Child _____ Age _____ Details _____

Child _____ Age _____ Details _____

Family Details _____



COMMUNICATION

Contact Preference ☐ Call ☐ Text Phone Preference ☐ Home ☐ Babysitter's Cell Answer Calls on Home Phone? ☐ Yes ☐ No

Phone Location in the Home _____ Where to Leave Messages _____



SAFETY

Answer the Door? ☐ Yes ☐ No Outside Play? ☐ Yes ☐ No Details _____

Potentially Dangerous Things in House? _____ Off-Limit Areas? _____

Animals? ☐ Yes ☐ No Animal Names/Other Details _____

Safe Area for Brief Times of Non-Supervision? _____



FOOD

Meal/Snack _____ Details _____

Dishes/Utensils Location _____ Stove/Microwave Operation _____ Where to Sit/Equipment _____

How to Serve Foods _____

Food Allergies? ☐ Yes ☐ No Details _____

Off-Limit Foods? ☐ Yes ☐ No Details _____

Bottle Preference (Infants) ☐ Breast Milk ☐ Formula Bottle Feeding Details _____

After Meal Cleanup Details _____

DIAPERING/USING THE BATHROOM

Diaper Preference ☐ Disposable ☐ Cloth

Diaper Change ☐ Every 2 Hours ☐ When Wet

Diaper Cream? ☐ Yes ☐ No

Diaper Disposal _____

Diaper Details _____

Bathroom Details _____

Soiled Clothing Instructions _____

PLAYTIME

Favorite Games/Activities _____

Off-Limit Games/Activities _____

Screen Time Details _____

After-Playtime Clean-up Details _____

CLEAN-UP

Location of Cleaning Supplies _____

Location of Garbage Can _____

BEHAVIOR

Cooperation Tips _____

Comforting Tips _____

Approach to Difficult Behavior _____

When to Call Parents? _____

Naptime/Bedtime Details _____

Baby Monitor ☐ Yes ☐ No **Details** _____

Safe Sleep Instructions (Infants) _____

Sleep Time Tips _____

MEDICAL INFORMATION

Medical Issues _____

Medications _____

IF SOMETHING GOES WRONG

Protected Location Inside House _____

Outside Meeting Location _____

Trusted Neighbor(s) _____

Phone _____

BABYSITTER

Okay to Read/Do Homework While Kids Are Sleeping? ☐ Yes ☐ No

Okay to Contact My Parents? ☐ Yes ☐ No

Can You Provide Me Transportation? ☐ Yes ☐ No

Walk-Through Notes _____

BABYSITTING PRICING

There are a few things to consider when deciding your babysitting rate.

- ✓ Number of children you will be caring for (a higher rate for more children is normal)
- ✓ Ages of the children (typically the rate is higher for babies/toddlers since they require more help)
- ✓ Presence of pets, and any extra responsibilities for pet care
- ✓ Time of day (typically the rate is higher for babysitting at night)
- ✓ Duration of babysitting job
- ✓ Your age, experience, and training (you can charge a higher rate if you are older and have more experience)
- ✓ Whether an adult will be present (your rate should be lower if an adult is also home)
- ✓ Your location (city, town, availability of babysitters nearby)
- ✓ Your ability to have transportation to and from the job



Working with your parents, use this calculator to determine what you should charge per hour.

SERVICE	HOURLY RATE	NOTE
Initial Child		<i>This would be your base rate.</i>
Additional Child(ren)		<i>More kids = more work.</i>
Infant Care		<i>Infants require more help.</i>
Pet Care		<i>Additional for pet care.</i>
Night Care		<i>Additional for nighttime hours.</i>
Total Hourly Rate		

BABYSITTER INFORMATION

About Me:

Babysitter Name _____

Phone _____

Email _____

Relevant medical information I want to share (example: allergies, food intolerances, diabetes, asthma, etc.):

Contact If I Get Sick While Babysitting:

Name _____

Phone _____

Relationship to Babysitter _____

Name _____

Phone _____

Relationship to Babysitter _____

THIS IS MY BABYSITTING RATE FOR YOUR FAMILY:

\$ _____



SAFETY on the JOB

STAYING SAFE

Safety

The number one priority for parents is knowing that their kids are safe with you while you're babysitting. Your orientation and walk-through should prepare you for what hazards are in the home that will be there regularly.

You also need to get specific information for the day of the job and know how to check that the area you are babysitting in is safe.

Before Parents Go

When you arrive for your babysitting job, take a few minutes to talk to the parents and update the On-the-Job and Emergency Contact Information form.

Ask about and write down:

- ☑ Where will the parents be?
- ☑ When do they expect to be home?
- ☑ How to contact them?
- ☑ Any changes to emergency contact info?
- ☑ Any expected visitors or calls?
- ☑ Anything new since your last visit?

Keep the On-the-Job and Emergency Contact Information form handy while you are babysitting.

When it's time for parents to leave, start with quality time and attention to help the children feel more comfortable. Suggest a game or ask the kids to show you their favorite book. This helps set the tone for you to be in charge while parents are away.

THINK LIKE A KID & LIKE A GROWN-UP!

Children and babies love to learn about the world around them and may need a lot of help to stay safe! The way to keep a child safe depends on their age and level of development. Babies and toddlers may explore their surroundings by putting things in their mouths, while an older child may test themselves to see how high they can jump and climb. It is a normal part of being a child, but as a babysitter, you need to think like a grown-up and consider what could be dangerous based on the age and personality of the kids you are caring for.



Stay in Touch

Once you are settled, give your parents a quick call or text to let them know that everything is okay. Be sure to tell them if any details have changed about when the parents will be back or who will drive you home.

If you do have any problems during your babysitting job, keep your parents in the loop so they can help.

Safety Check

Things can change in a home from day to day, so a good babysitter does a safety check to look for things that could cause injury.

Don't leave children alone or unsupervised to do a safety check. If you and the kids move to a new room or area, take a moment as you enter to look for potential hazards.



FALLING HAZARDS



SHARP OBJECTS



BURN & ELECTRICAL HAZARDS



CHOKING HAZARDS



POISON HAZARDS



DROWNING HAZARDS



OTHER HAZARDS

How to Deal with Hazards

While you are babysitting, if you see something that could be unsafe, there are some different options for what to do to keep yourself and the children safe.

Eliminate Hazards — Get Rid of It!

If it is safe to do so, get rid of the hazard. Do not try to eliminate a hazard if it is dangerous for you to do so. If it seems like something could hurt you, leave it alone and call for help. Keep yourself and the kids away from those dangers until an adult arrives.

Isolate Hazards — Block It!

If it is not safe or practical to get rid of the hazard, keep it isolated or blocked by creating a barrier between the children and the hazard. Isolating a hazard is not foolproof, as the hazard is still there. Remember that the child is only protected if the barrier is used correctly.

Avoid Hazards — Don't Go Near It!

If you can't get rid of or block the hazard, you should avoid it and stay away. When in doubt, be cautious.



KNOWLEDGE CHECK

How should you conduct a safety check when starting a babysitting job?



Supervising Children

Children need close, focused supervision the entire time you are babysitting. Stay in the same room with the kids.

If you need to leave the room to use the restroom or help a child to do so, make sure the kids are somewhere safe.

- Tell an older child that you are going to the bathroom and you will be right back.
- Place an infant or toddler in a crib, playpen, or pack-and-play. If there isn't a safe spot to place the baby, bring them with you and place them on the floor near you on a clean blanket or towel.
- Never leave a baby or toddler unattended on a high chair, couch, or changing table, even for a second.
- Never leave a child alone outside or on another floor of the house.

STEPPING AWAY FROM AN OLDER CHILD

Older children may be safe in a nearby room for short periods while you use the restroom or change a diaper. If an older child won't cooperate while you are busy, ask them to help you or sing you a favorite song. If all else fails and parents have said it's okay, you can set up a TV show or other screen time activity to keep them safely engaged until you are done. Ask the parents about how they would like you to handle these situations during your orientation.



It is wrong for you to take photos, use social media, nap, watch videos, or call or text your friends while babysitting instead of focusing on the children.

Limit your cell phone use:

- Only talk or text with your parents or the parents you are working for.
- Answer when children are safe and busy.
- Ignore calls or notifications from friends.
- Taking care of a child is the biggest responsibility there is, and dangerous situations can happen without warning.

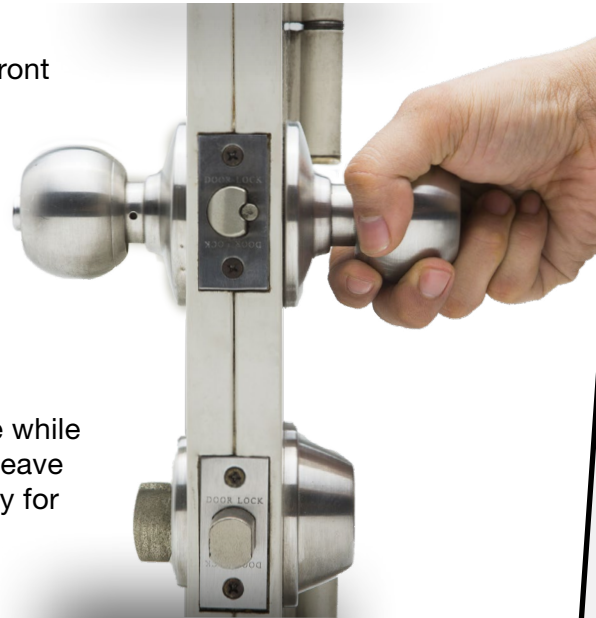


Incoming Visitors or Calls

In general, parents should not expect you to answer the front door.

- If someone unexpected knocks on the door or rings the doorbell, do not answer.
- Tell the children that you are not answering the door while their parents are gone.
- Make sure the door is locked and deadbolted.
- Anyone with a regular reason for coming by will leave soon. **Do not open the door, no matter what.**

There must be a phone available to you and ready for use while you babysit. Families with kids should have a landline or leave a cell phone with you that is charged, unlocked, and ready for use.



ANSWERING THE FAMILY PHONE

You can decide if you want to answer the family's landline. If you do, answer by saying "(the family name) residence." Write down messages with the caller's name and number on a paper and leave it where parents will see it when they return. Do not give out any information about where the parents are or when they will be back. If a caller gives you a hard time or makes you feel nervous, it's okay to just hang up. If it's urgent, the caller can leave a voicemail or contact the parents on their cell phone.



Inside vs. Outside

Generally, parents will want you to stay indoors when you are babysitting. **It is much easier to control your surroundings and supervise children when you are inside together.**

If you do have permission to be outside:

- Look out for new hazards like traffic, animals, standing water, stinging insects, and plants that could be poisonous when ingested.
- Bring along anything you need for diapering, snacks, or to protect against weather, like a jacket or sunscreen.
- If a child wants to ride a scooter or bicycle, stay away from traffic and have the child wear a helmet.
- Lock the doors to the home and keep the key in a safe place with you while you are out.



KNOWLEDGE CHECK

What is the best way to keep kids safe while babysitting?

CARING FOR KIDS

& THEIR BASIC NEEDS



TAKING CARE OF KIDS

Helping Kids

Children, especially babies and toddlers, need a lot of help meeting their basic needs. There are many tasks that a babysitter must help with, and some of these tasks might make you feel uncomfortable at first if you are unsure how to manage them.

Most of all, think about being kind to the kids you are babysitting.

- Listen.
- Be gentle.
- Be ready to help.

Create a positive connection with the child you are caring for.

- Keep your voice and body calm.
- Ask them to join you in a fun game or activity, or to read them favorite book.
- Make everyday activities into a game for kids, to show that you are their friend.

If a child is sad that their parents are gone, gently remind them that their parents will be back soon.

Caring for more than one kid can feel challenging — even parents feel that way. If caring for multiple children:

- Take one thing at a time.
- Talk to the kids about what you are going to do as you do it.
- Help the youngest child first.
- Ask the older children to be patient helpers while they wait.

If it seems like an older child really can't wait, a baby or toddler can wait safely in a crib or playpen while you help.

Pay attention to cues that a child is thirsty, tired, or needs a diaper change. Young kids can't always explain in words what they need, but if you pay attention you can help right away.

- Crying or grumpy — hungry?
- Rubbing their eyes or yawning — tired?
- Fussy or clingy — wet or dirty diaper?



KNOWLEDGE CHECK

How can you gain confidence in caring for kids and their basic needs?

Handwashing & Hygiene



Avoid Spreading Germs

Handwashing is an important practice that any person can do to keep from getting sick or spreading germs to other people.

Prevent the spread of germs by sneezing or coughing into:

- ☑ A tissue.
- ☑ Your shirt.
- ☑ Your upper sleeve.

Handwashing is important, but many people don't realize how often handwashing is necessary, or how long to wash their hands to get them properly clean. Little kids also need help to wash hands well and reminders of when to do it.

Wash your hands any time after they might have come in contact with germs:

- Before and after anything involving food
- Before and after anything involving body fluids
- After anything involving the bathroom or diapering
- After touching an animal or cleaning up after a pet
- After touching something you know is dirty, like trash

In some cases, this might mean you wash twice in a row: once after using the bathroom, and then again in the kitchen before you prepare food.

If you are not sure you need to wash your hands, go ahead and wash anyway.

When you wash your hands, take your time and set a good example for the children in your care. Rinse with water, scrub thoroughly using soap, rinse again, and dry your hands with a clean towel. Make sure to turn off the water with a towel or tissue to avoid putting germs back on your hands.

HANDWASHING HELP

Encourage a child to wash their hands as best they can. A preschooler or school-age child can usually stand at the sink on a stool. You can help turn on the water, check the temperature, and have the child rinse their hands. Help them put soap in their hands, and then direct them to scrub the palms of their hands, as well as the backs, fingers, and under their nails. You may also offer to help scrub their hands if a child is unable to create bubbles or soap lather.

BATHS

If you are babysitting a sibling and your parents want you to give a bath, remember that a child can never be left alone in a bathtub or shower, not even for a second. A safe bath means sitting within arms-reach of a child and paying attention.

Helping Children Wash

Young children might not have the skills or coordination to wash their hands properly. You can help them to make sure their hands are clean.

Good handwashing should last around twenty seconds. Sing “The ABC Song” or “Happy Birthday” twice to wash the right amount of time, or count to 20.

Lifting a baby or toddler to the sink can be tricky, so one option is to wash their hands with a warm soapy washcloth or paper towel.

You can use an alcohol-based hand sanitizer if soap and water are not available, but check with parents first and then supervise young children to discourage any sanitizer going into their mouth or eyes. Consider using a diaper wipe or a wet cloth if handwashing or sanitizing is not possible.

For most kids, handwashing or wiping their face is all you’ll need to do to keep them clean while you babysit. Parents should not expect you to give a child a bath or shower. It is hard to handle a wet baby or toddler, and it could lead to a serious accident.

If a child becomes very dirty, you can clean them with diaper wipes or a warm washcloth and dress them in fresh clothing. Let the parents know about the mess when they get home.



KNOWLEDGE CHECK

What are the steps for proper handwashing?



one

WET & SOAP

- Wet hands completely with clean running water.
- Apply soap, preferably liquid, and try to avoid extra contact with soap dispenser.



two

LATHER & SCRUB

- Rub hands together quickly to build up bubbles and soap lather.
- Scrub palms together, rub the backs of hands, rub in between fingers, and scrub fingernails in a circular motion on palm.
- Continue scrubbing for at least 20 seconds. Sing “The ABC Song” or “Happy Birthday” twice while rubbing.



three

RINSE & DRY

- Rinse hands completely in clean running water.
- Dry hands on a clean hand towel or paper towel.
- Turn off water using towel.



FOOD PREPARATION



Meals and Snacks

Talk to parents about meal preparation, eating schedule, and what to feed children in your care.

- ✓ Ready-made food to heat and serve?
- ✓ Prepare something simple?
- ✓ How to use kitchen appliances?
- ✓ Where to find kids plates and spill-proof cups?

Always be very careful when using any kitchen appliances.



Keeping It Clean

Even if you are just serving a quick snack, kitchen cleanliness is important to avoid spreading germs that could make someone sick.

- ✓ Before touching any food, wash your hands thoroughly.
- ✓ Use a clean plate, cup, and utensils for each child.
- ✓ Wash your hands after preparing food and before you sit down to eat or help a child during a meal.

What's on the Menu?

When it comes to food and babysitting, you have a few things to think about:

- ✓ When to feed the kids?
- ✓ What to feed them?
- ✓ How to feed them?

Check with parents about meal and snack times. Follow any rules that parents have around food — such as no eating on the couch or only one healthy snack between meals.

When thinking about what to feed kids, you also have to think about what not to give. Parents should tell you about foods to avoid for their children:

- Food allergies (can cause life-threatening reaction)
- Food intolerances (can cause upset stomach)
- Foods that can be a choking hazard (grapes, popcorn, hot dog, etc.)

Only serve foods that parents have provided. Let the parents know if you have any food allergies or intolerances so that they can have food ready that is right for you too.

STAY SEATED

A good rule is for toddlers and children to be seated when eating a meal or snack. Walking or running while eating can lead to choking and cause a big mess. Older children can sit at a table, while smaller children can use a booster seat or high chair. Practice using the straps on a booster or high chair during your orientation. When putting a baby or small child in a booster seat or high chair, lift them up into the seat and then hold them steady with one hand while you gather the straps. Then you can buckle them in. Never leave a child unattended in a high chair or booster seat.



THE RIGHT FOOD

The right type of food to serve a child depends on their age and stage of development. Younger infants get all their nutrition from breast milk or formula, which a babysitter serves in bottles. When a baby starts to eat soft solid foods, the food is usually pureed, like applesauce, or soft, like bananas or scrambled eggs. Be sure to ask parents exactly what to serve a baby or toddler so it is right for their chewing ability and development needs.

Getting Ready to Eat

When serving food to children who are eating solid foods:

- ✓ Cut the food into small pieces that can be easily picked up with a fork or fingers.
- ✓ Remind children to take small bites and chew thoroughly before taking the next bite.
- ✓ Start with a small serving and give extra if needed.

When they are learning to eat, babies and toddlers sometimes gag or cough on a bite. They are usually able to cough until the food is cleared. But if you see a child who can't breathe or cough, looks distressed, or is turning purple, they may be choking, and you should act quickly to get rid of the blockage.

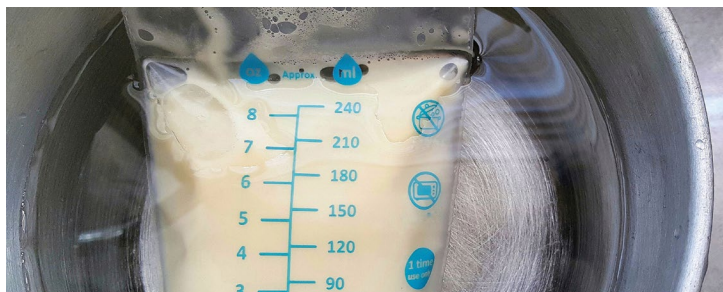
When the children are done eating:

- ✓ Wash their hands and faces with a wet cloth or paper towel, or a baby wipe.
- ✓ Wipe up drips and crumbs and clear dishes off the table.
- ✓ Turn off any appliances you used while cooking.

Preparing a Bottle

For infants, bottle feeding is essential to mealtime. Breast milk is milk that comes from a nursing mother. Baby formula is a manufactured food intended for infants as a breast milk substitute.

Use a clean and sanitized bottle for each feeding. Wash your hands well before preparing a bottle.



Breast Milk

Parents should provide specific instructions about safe storage and use of breast milk, but there are some general guidelines.

- ☑ If the parents have left you breast milk, it may be room temperature (fresh), refrigerated, or frozen.
- ☑ If fresh and room temperature, use within four hours.
- ☑ If refrigerated, it can be warmed prior to serving.
- ☑ If frozen, defrost to make it liquid.

To defrost breast milk, place the storage bag or container:

- ☑ In a bowl of warm water for about 10 minutes (add more warm water to bowl as needed), or
- ☑ In a refrigerator to thaw more slowly in the cool environment, about 10 hours.

Once milk is liquid, it can be poured into a bottle. Do not add water to breast milk. Don't worry if breast milk appears to have separated or is a light color, like a blue or yellow tint.



Baby Formula

Check the directions on the baby formula package for preparation.

- Powdered formula: Measure the ounces of water needed in a bottle and then add the right number of scoops of formula powder.
- Liquid concentrate formula: Measure water to add.
- Ready-made, ready-to-feed formula: Open the container and serve.

When you add water and formula to a bottle, cover the bottle with a cap and shake it until the formula dissolves into the water.

Warming a Bottle

Most babies prefer breastmilk or formula warmed to body temperature but check with the parents. It's okay to serve a bottle that is room temperature or cool if the baby prefers it.

To warm a bottle:

- ☑ Use a bottle warmer set to the number of ounces and type of bottle, or
- ☑ Use warm water in a bowl, with the bottle tightly closed before placing it in the water.

Have the parents show you their method during the orientation.

Never use a microwave to heat up a bottle — the milk or formula can get too hot, heat unevenly, and cause burns. Microwaving breastmilk also destroys nutrients in the milk.

Once the bottle is warm, check the temperature of the liquid:

- ☑ Pour a few drops on your inner wrist. It should feel warm and comfortable on your skin.
- ☑ If it stings or feels too hot, wait a few minutes and recheck the temperature.

It is better to have a hungry baby cry for a few minutes than feed them something that could burn their mouth.



Feeding at All Ages

When you are ready to feed a baby a bottle:

- ✓ Sit down in a comfortable chair.
- ✓ Check that any other kids in your care are still in sight.
- ✓ Cradle the baby in one arm, making sure to support their neck and head.
- ✓ Feed them the bottle with the other hand.

*The baby should eagerly drink — **never** force a baby to drink a bottle if they don't want it.*

Bottle-feeding is something you do with a baby. Don't give a baby a bottle in the crib, prop up a bottle, or leave a baby to feed themselves with a bottle. This could cause choking.

When the baby is done or needs a break part way through the bottle, burp the baby. Ask parents about when and how often to burp.

- ✓ Facing you, baby's head over your shoulder, gently pat their back.
- ✓ Seated in your lap and baby's chin supported with one hand, gently pat their back or rock forward and back.

It is a good idea to have a burp cloth nearby in case of a spit-up.

A baby may not drink all the milk or formula offered. Don't try to force a baby to finish a bottle if they seem uninterested.

Place the used bottle and parts into a large bowl for cleaning.

Write down:

- How much the baby ate,
- What time they ate,
- If they burped or spit-up, and
- If they refused a bottle or fussed a lot.



LEFTOVER BREAST MILK OR FORMULA

Talk to parents about the best practices for leftover breast milk or formula. Breast milk can go bad quickly, so dump out anything in the bottle that the baby doesn't drink within one hour. Never feed breast milk meant for one child to a different child. Don't refreeze already defrosted or warmed breast milk.



KNOWLEDGE CHECK

Why is it important to have the right type of food, provided by parents, for the children you care for?

PREPARING A BOTTLE – BREAST MILK



one PREPARE BREAST MILK

- Wash hands thoroughly and get sanitized bottle and parts.
- If milk is fresh or refrigerated, pour it into the bottle and put bottle parts together.
- If milk is frozen, place storage bag in a bowl of warm water until defrosted and liquid. Pour it into the bottle and put bottle parts together.



two WARM BOTTLE

- Check that the top of the bottle is tight.
- To warm milk, either:
 - › Place bottle into bottle warmer with the right settings.
 - › Place bottle into bowl of warm water. Add more warm water to bowl as needed to warm milk.



three CHECK TEMPERATURE

When warm, check temperature of the milk. A few drops should feel comfortable on the skin of your inner wrist.

PREPARING A BOTTLE – FORMULA



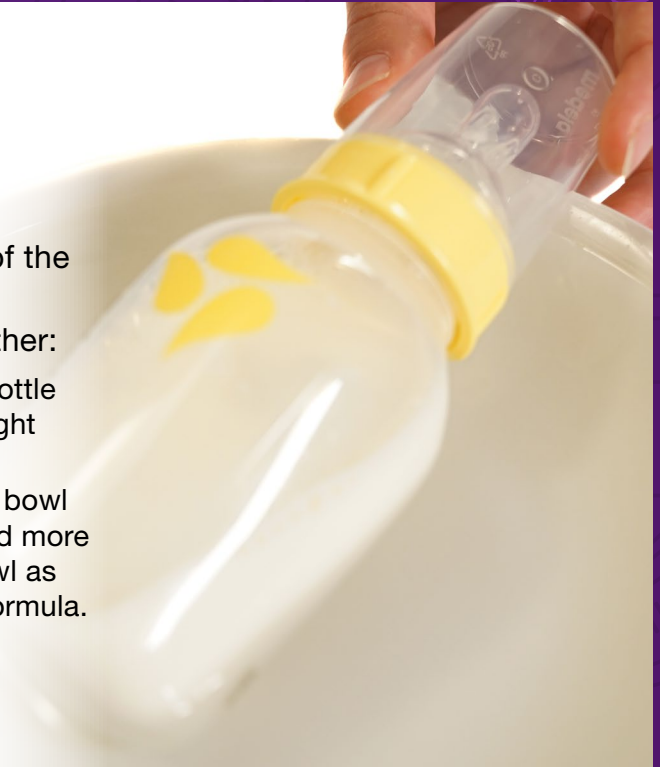
one PREPARE FORMULA

- Wash hands thoroughly and get sanitized bottle and parts.
 - › If formula requires preparation, check the product instructions.
 - › Measure number of ounces of water needed in the bottle, using bottle markings as a guide.
- Measure powder or concentrate according to the product instructions for that amount of water and put into bottle.
- Put bottle parts together and cap the bottle. Shake bottle until powder or concentrate is fully dissolved.
- If formula is ready-made, open container and pour it into the bottle, put bottle parts together.



two WARM BOTTLE

- Check that the top of the bottle is tight.
- To warm formula, either:
 - › Place bottle into bottle warmer with the right settings.
 - › Place bottle into a bowl of warm water. Add more warm water to bowl as needed to warm formula.



three CHECK TEMPERATURE

- When warm, check temperature of the formula. A few drops should feel comfortable on the skin of your inner wrist.



BOTTLE-FEEDING AN INFANT



one FIND A SEAT

- When bottle is ready, place it within easy reach of a comfortable seat.
- Sit down with baby in your lap and cradle baby with one arm.



three BURP BABY

- Halfway through bottle or when it is all gone, burp baby by placing their head at the top of your shoulder facing you and gently patting their back.
- Discard any leftover breast milk or formula 1 hour after the start of feeding.
- Place bottle parts in a bowl for cleaning.

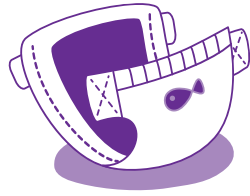


two OFFER BOTTLE

- Supporting the head and neck with one arm, offer bottle gently with other hand.
- Allow baby to drink, pausing as needed.



diapers



& Helping Kids Use the Bathroom

An Essential Part of Babysitting

Helping babies stay clean and dry and helping potty-training kids use the bathroom is a really important part of babysitting. With patience and a good attitude, you can help keep kids clean and comfortable.

Diapering

There are a lot of different types of diapers that families might use, so make sure to discuss with parents what kind to use and where to dispose of them.

Disposable diapers are most common:

- Tabs wrap around the tummy to secure the absorbent part to baby's bottom.
- These are thrown away in garbage or diaper pail.
- They may have a moisture line that changes color when the diaper is soiled.

There are many versions of cloth and other types of diapers:

- All-in-one cloth diapers
- Cloth diapers with absorbent pad and waterproof outer shell
- Compostable diapers with flushable inserts
- And more!

Talk to parents about where to put parts of a cloth diaper that are dirty and what can be reused.



Changing a Diaper

Babies and toddlers go through diapers at different rates, but a good rule is to change a child's diaper every two hours, or sooner if you see signs (or smells!) that the diaper is dirty or wet.

Before you change the diaper, make sure everything you need is within arm's reach.

- Clean diapers
- Baby wipes
- A change of clothes
- Diaper cream or ointment (if needed and a parent gives the okay)
- Disposable gloves, if you prefer (parents don't usually provide these)

When using a changing table, place the baby on the table and buckle them in using the strap. Even when the baby is strapped in, keep a hand on them when possible.

If you are not comfortable lifting a large or wiggly baby onto the changing table, change them on the floor on a towel or blanket.

When cleaning a baby's bottom, wipe only from front to back to prevent bacteria from spreading to the urinary tract.

If the baby's bottom looks irritated or red, and the parents have given you permission to use diaper cream, make sure their skin is dry and put on a small amount with your finger.

When finished changing a diaper, re-dress the baby in the clothes they were wearing, or change them into a fresh outfit if their clothing is dirty. Make sure to support the baby's head while you dress them.

If you used them, remove your disposable gloves by turning them inside out.

Use a baby wipe to give your hands a quick cleaning. Use a fresh one to clean the baby's hands.

When the baby is clothed, place them in a safe space like a crib or pack-and-play while you throw away or store the diaper items.

Disposable diapers and wipes can be placed in the designated garbage can, and wet cloth diapers can be placed directly in the diaper pail. Never put a diaper in the toilet!

Soiled cloth diapers can be quite challenging to get clean and might require emptying into a toilet before cleaning. Parents should not expect you to clean a soiled cloth diaper. You can leave it in the bathroom or designated area for the parents to clean when they return home.

When you have put the diaper and wipes in the proper bin, wash your hands thoroughly with soap and water or use an alcohol-based hand sanitizer if soap and water is not available. Wash the baby's hands with soap and water or a clean washcloth.





Potty-Training

There are different methods to potty-training. If you are babysitting a potty-training child, talk about it with the parents about the family's process.

A potty-training child may need:

- Reminders to use the bathroom.
- Help to pull down clothing or training pants.
- Help to wipe or clean up.

Kids who are potty-training often wear training pants. These are absorbent like a diaper but have elastic sides that allow the child to pull them up and down like underwear.

If a potty-training child has an accident in their training pants, they may need help cleaning up. You can either have them stand next to the toilet while you clean them with a baby wipe, or you can change them like you would a diapered child.

If an older child has an accident, stay calm and be kind. The child may be upset or embarrassed. Reassure them that it is normal and no big deal. Ask how you can help them to get cleaned up and dressed in clean clothes.

Anytime you help a child in the bathroom, make sure you both wash your hands afterwards.



KNOWLEDGE CHECK

How often should you change a baby's diaper?

CHANGING A DISPOSABLE DIAPER

one PREPARE TO DIAPER

- Check that diaper supplies are within arm's reach.
- Lay baby down on diapering surface. Secure child with safety strap if available.



two REMOVE SOILED DIAPER

- Undo and fold back baby's clothing that covers diaper area. Remove soiled clothing.
- Unfasten diaper's tabs and open front of diaper down.
- Gently grasp baby's ankles with one hand, lift bottom up. Slide used diaper out and put aside.
- Keeping baby's legs lifted if necessary, use disposable baby wipes to thoroughly clean bottom, wiping front to back. When baby's bottom is clean, gently lower legs and let go of ankles.



three PUT ON CLEAN DIAPER

- Unfold a clean diaper so side with fastening tabs will go under baby's hips.
- Gently grasp baby's ankles, lift baby's bottom, and place diaper flat under bottom.
- If necessary, dry skin and apply diaper cream to bottom. Gently lower legs and let go of ankles.
- Pull front of diaper up to belly button. Holding front of diaper in place, open and fasten the tabs on each side.
- Diaper should be snug at waist and legs but not so tight it will cause discomfort.



four CLEAN UP AND CLEAN HANDS

- Re-dress baby and place in a crib or pack-and-play.
- Dispose of soiled diaper and dirty wipes.
- Wash hands thoroughly with soap and water. Wash baby's hands.



CHANGING A CLOTH DIAPER

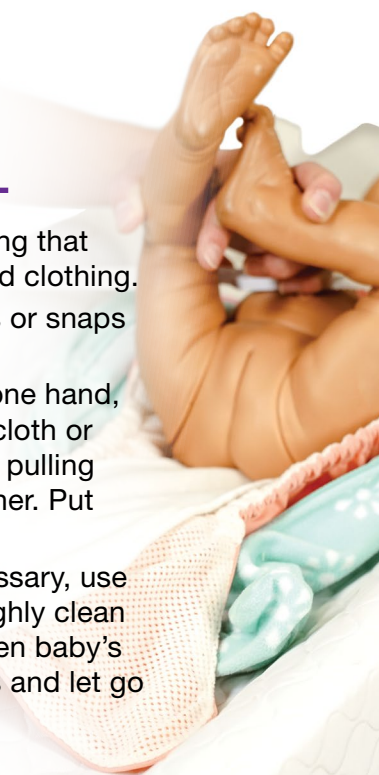
one PREPARE TO DIAPER

- Check that diaper supplies are within arm's reach.
- Lay baby down on diapering surface. Secure child with safety strap if available.



two REMOVE SOILED DIAPER

- Undo and fold back baby's clothing that covers diaper area. Remove soiled clothing.
- Unfasten diaper cover's fasteners or snaps and open front of diaper down.
- Gently grasp baby's ankles with one hand, lift bottom up. Slide used diaper cloth or pad out. Some types may require pulling inserted pad and cover out together. Put soiled items aside.
- Keeping baby's legs lifted if necessary, use disposable baby wipes to thoroughly clean bottom, wiping front to back. When baby's bottom is clean, gently lower legs and let go of ankles.



three PUT ON CLEAN DIAPER

- Unfold a clean cloth diaper or insert and place it in diaper cover. Gently grasping baby's ankles, lift baby's bottom. Place cloth under their bottom, or place cloth into a cover and then under bottom. Fastening tabs or snaps should be under hips.
- If necessary, dry skin and apply diaper cream to bottom. Gently lower legs and let go of ankles.
- Pull front of diaper up to belly button. Holding front of diaper in place, open and fasten snaps or tabs on each side.
- Diaper should be snug at waist and legs but not so tight it will cause discomfort.



four CLEAN UP AND CLEAN HANDS

- Re-dress baby and place in a crib or pack-and-play.
- Dispose of soiled diaper and dirty wipes.
- Wash hands thoroughly with soap and water. Wash baby's hands.



PLAYTIME

Age-Appropriate Games

Playtime is your time to laugh, be silly, and have fun. Good babysitters spend quality time paying attention to and playing with kids. Safety is still important, which means choosing toys and games that are right for each child's age and ability.

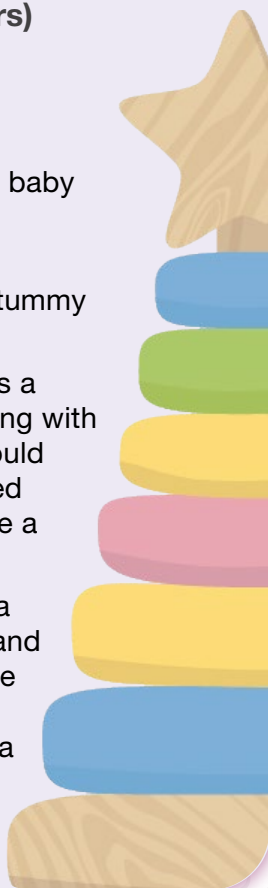


Infants (0–1 years)

- Peek-a-Boo
- Patty Cake
- Board books
- Rattles, crinkly baby paper
- Teething toys
- Baby gym or “tummy time”

Do not give infants a small toy or anything with small parts that could be bitten or chewed off. Those could be a choking hazard.

Always supervise a baby on the floor and pay attention to the baby's cues that they are ready for a different activity.



Toddlers (1–3 years)

- Playdough
- “Driving” toy cars or trucks
- Blowing bubbles
- Building blocks
- Musical instruments
- Being read to
- Sorting colors, shapes, and letters

Some toddlers still experiment with putting things in their mouths, so supervise for choking hazards.



Preschool (4–5 years)

- Dress up in costumes
- Dolls/action figures
- Imaginative play like superheroes, school, restaurant
- Painting
- Train sets
- Connecting blocks



Encourage preschool-age children to use their imagination. Play along by asking questions about the story or scene they imagine.

School Age (6–10 years)

- Making crafts, art, jewelry
- Dancing, singing
- Playing a sport or activity
- Board games



Older children should be able to share their interests with you, so follow their lead if the activity is safe.

Keeping Things Clean

- ✓ When you are babysitting, you are a guest in the parent's home.
- ✓ Clean up after yourself.
- ✓ Work with the kids to clean up messes made during play or meals.
- ✓ Do your best to keep the kitchen and common areas tidy.
- ✓ Rinse dishes and put them in the dishwasher or wash them by hand, throw away trash, and brush out used bottles so they are ready to be sanitized.

Looking after the kids and keeping them safe always takes priority over cleaning up the house. Parents will understand if you can't get to everything, but any cleaning you can do will help.

SCREEN TIME

Even though many children enjoy screen time on a computer, tablet, or TV, there are so many fun activities to do with kids that you shouldn't spend much time with screens while babysitting. Follow the rules set by the parents. Supervise the child's screen time to make sure the content is right for their age and approved in advance by parents.



KNOWLEDGE CHECK

What is an age-appropriate playtime activity for a young toddler?

PLAYTIME ACTIVITIES WORKSHEET

Instructions: Use this worksheet to write down playtime activities that are appropriate and not appropriate for each of the following age groups. If an activity is not appropriate, be prepared to briefly explain why.

INFANTS (0-1 YEAR)

Appropriate: _____

Not Appropriate: _____

EXAMPLE: INFANTS (0-1 YEAR)

Appropriate: Baby Rattle

Not Appropriate: Making jewelry (small parts, choking hazard)

PRESCHOOL (4-5 YEARS)

Appropriate: _____

Not Appropriate: _____

TODDLERS (1-3 YEARS)

Appropriate: _____

Not Appropriate: _____

SCHOOL AGE (6-10 YEARS)

Appropriate: _____

Not Appropriate: _____



Managing Challenging Behavior

Building Cooperation

Even the sweetest child has moments when they feel frustrated or do not want to cooperate. These are totally normal feelings for a child to have, especially when their parents are gone.

To encourage cooperation:

- Make a connection with the child and be a friend.
- Ask questions and listen to the child's answers.
- Ask them to show you their favorite toys, books, and games.
- Offer choices whenever possible, where you are okay with the child picking either option. With disagreements among multiple children, allow each child to have a turn to choose.
- Offer to compromise where appropriate (without breaking rules).

When the child is cooperating and working well with you, make sure to tell them! Positive words show that you care and will encourage a child to continue behaving well.



When Kids Get Upset

It is normal for a child to yell and cry when they are upset. Young children don't have a lot of control over how they express their feelings. It helps to ask parents ahead of time about how best to help.

- Redirect a child's attention to another game or activity.
- Think about whether a child is upset because they are tired, hungry, or need a break.
- Ask a child what is bothering them and see if you can help solve the problem.

If a child only seems to be getting more upset, and nothing you say or do is helping, it's time to get help from the parents.



Challenging Behavior

Every family has different rules about how to handle really difficult behavior, so ask parents about this during your orientation.

If a child does something off-limits, like hitting, biting, or using a rude word, some parents may say to give them a time-out. A time-out is not a punishment; it is an opportunity for a child to consider their behavior and make a change. While some families use time-outs, some parents do not feel comfortable with that type of discipline. If parents do not want you to use time-outs or another form of discipline, follow what they say.

Generally, give a child a time-out of one minute per year of life (for example, a five-minute time-out for a five-year-old).

During a time-out:

- Put a child in a safe place.
- Explain why the behavior was wrong and what behavior you want to see.
- Stay close but give the child space to calm down.
- When the time is up, welcome them back into an activity.

Your priority is to keep everyone safe. If a child is kicking, hitting, biting, or is otherwise out of control, let the child know that everyone needs to stay safe and give them space until they are calm.

If you feel scared or unable to handle a child's behavior, call the parents for help.

A Babysitter's Response

A good babysitter always uses grown-up behavior and words.

It is wrong for a babysitter to shame a child by saying something like, "You are bad," or "I hate babysitting you." It is also wrong for a babysitter to hit, pinch, bite, shake, or push a child. Even if a child is yelling or hitting you, it is never okay to yell or hit back.

As the babysitter, respond with patience and maturity. Take deep breaths, stay calm, and call for help if you need it.

If you find that babysitting for a certain family is too stressful because the kids just won't behave for you, talk to your parents. If the family contacts you again for another job, it's okay to politely tell them that you're not available.



How to Comfort a Crying Baby

Babies can cry for many reasons. Sometimes babies need something simple, like a nap, a clean diaper, or a bottle. Sometimes babies cry for no reason and it's hard to calm them.

IF A BABY CRIES, START WITH THE BASICS.



CHECK FOR A
SOILED DIAPER



OFFER A BOTTLE

If the timing is right, and then be sure to burp the baby.



CHANGE POSITIONS

Go from lying down to carried upright, or from tummy to back.



ROCK THEM

Gently rock the baby in your arms or place them in a mechanical swing.



TALK TO THEM SOOTHINGLY
OR SING THEM A SONG



USE WHITE NOISE LIKE A FAN OR
SOUND MACHINE



WALK AROUND THE HOUSE WITH
THEM



OFFER A PACIFIER IF AVAILABLE

Gently bouncing a baby in your arms to soothe them is okay. Keep them close to your body and making sure to support their head. Many babies find this comforting.

If the baby continues to cry, you may feel upset or overwhelmed that you can't calm them. The most important thing is to never shake or be rough with a baby, no matter how frustrated you feel. A baby's developing brain and neck are very fragile. Babies who are shaken can be permanently injured or die.

If you start to feel angry or upset when a baby won't stop crying:

- Place the baby down on their back in a crib or playpen.
- Take a break in a nearby room.

Crying does not hurt a baby.

Call your parents and the child's parents for support.

Caring for a baby is very challenging, even for adults. There is nothing wrong with asking for help.



KNOWLEDGE CHECK

Brynn is babysitting Max, a 2 ½ -year-old boy. He is upset that Brynn won't let him play outside. He is crying and hitting the window hard with his hand. What should Brynn do?



Rest Time

Babies and young children need more rest than older children or adults. Parents should tell you about the sleep routines for their children during your orientation, where the kids sleep, and what time naps or bedtime should begin.

Sleep Routines

While each child is different, most kids have a routine for going to sleep.

- A baby may have a clean diaper, bottle, and a soft song before being placed in a crib.
- A toddler may need a fresh pair of training pants and their pacifier before a nap.
- An older child may use the restroom and curl up with a favorite stuffed animal at bedtime.

It can be hard for a child to calm down and go to sleep when their parents are gone. Do your best to follow their routine and help the child relax.

If a child is upset and unable to settle down for sleep:

- Listen to soft music or do a quiet activity together for the length of the regular naptime, or until the parents come home.
- Keep the mood calm and relaxed.

Talk with the parents about how to improve the bedtime routine the next time you babysit.



Safe Sleep for Infants

There are some very important rules for keeping infants safe during sleep.

When laying a baby down for a nap or bedtime:

- Keep the room cool and make sure the baby isn't overheated.
- Dress a baby lightly.
- Don't put a blanket on a baby. Parents may provide a wearable blanket or "sleep sack," which gives warmth but cannot cover a baby's face.
- Give a baby a pacifier if the baby uses one.
- Lay a baby on their back in a crib or bassinet with a firm, flat mattress covered with a fitted sheet.

Do not allow any other items in the crib, even if it seems like the baby wants one. No toys, bottles, blankets, pillows, stuffed toys, or crib bumpers are allowed. Never lay a baby down to sleep on a sofa, parent's bed, or other soft surface like an infant swing.

Check on a sleeping baby frequently to make sure they are breathing easily and are at a comfortable temperature. If a baby rolls over onto their stomach, don't worry. It is safe for a child to sleep on their stomach if they roll there themselves.

SIDS



There are cases where infants have died after being laid down for sleep. These cases are known as sudden infant death syndrome (SIDS), a type of sudden unexpected infant death (SUID). These cases are generally known to happen to infants less than one year old. While no one knows what causes this, a babysitter can follow these safe sleep rules to make an infant as safe as possible when sleeping.



KNOWLEDGE CHECK

What are the safe practices for laying an infant down to sleep?





Recognizing a PROBLEM

Unexpected Problems

As a babysitter, it's your responsibility to keep the children you are watching and yourself safe. The best way to keep a problem from happening is to stay in the same room with kids and stay focused on them.

HOWEVER, THINGS CAN STILL GO WRONG.

With your training, and assistance from others who are ready to help, you will be able to effectively manage problems when they happen.

WHEN THINGS GO WRONG



When something unexpected happens, think about whether the problem you are facing poses serious danger or can get worse with time.



SMALL PROBLEM

Not urgent, poses the least risk, but don't delay to prevent it from becoming more serious.



MEDIUM PROBLEM

Poses some risk, can become more serious fast, should be addressed quickly.



LARGE PROBLEM

An emergency, someone is in danger, you need to take action immediately.

Serious problems that can threaten the safety of you and the children include:



An illness or injury that occurs suddenly and without warning.



A person, or group of people, who appears threatening.



A location that becomes unsafe.

These types of problems are often unexpected. You may have some confusion and difficulty in recognizing them as problems right away. ***THIS IS NORMAL.***

If you are faced with a sudden and unexpected change:



Pause for a moment.



Make sure it is safe for you.



Try to form a simple, or general, impression of what is going on.

Consider if the change threatens you or the kids you are watching. **If a threat exists, stay as calm as you can.** Try to determine the level of the risk to you and how quickly you need to **react** to it.



KNOWLEDGE CHECK

How can you recognize if a problem is small, medium, or large?



Personal Safety

When you are facing a problem that affects both you and the children you are watching, do your best to stay together.

When a problem happens suddenly, consider your personal safety, and the safety of others who are not affected, as the highest priority. Don't let what happened to someone happen to you or others. Don't go near the person if you feel like you might get hurt or sick too. Putting yourself, or others, in danger while trying to help can make the situation worse.

- ⓘ Always pause for a moment before approaching.
- ✔ Make sure it's safe for you to help before you get closer.
- ⚠ Look for obvious hazards.
- 🔍 Consider the possibility of hidden dangers.
- ✔ If there is a danger and you can safely approach, do so.
- ✔ If the situation is clearly unsafe, do not get any closer.
- ✔ If your current location becomes unsafe, **GET OUT!**

TRY TO KEEP YOURSELF AND CHILDREN CLEAR OF ANYTHING YOU KNOW COULD BE HARMFUL.



KNOWLEDGE CHECK

Why is it important to pause before you approach when a problem has occurred?

You Can Help

When an unexpected problem occurs suddenly, it is normal to feel unsure about your ability to help.

You might feel uncertain because you feel the problem is too big for you to handle.

You are not alone. Help is available right away. The children's parents, your parents, and emergency services, such as police, ambulance, and fire departments, are all ready to help you when you need it.

Your involvement lasts only until someone you have contacted can reach you — in most cases, a very short period of time.

You might feel uncertain because you are afraid of making things worse.

Your training provides you with knowledge and skills designed only to help — and not harm — those in need.

You might feel uncertain because you don't have a lot of knowledge or experience in handling an emergency.

A lot of knowledge and experience is not necessary. The first part of managing an emergency means taking a few simple steps to make sure things are safe and calling for help.

In many cases, recognizing an emergency, staying safe, and calling for help are the only things you need to do.

DON'T LET FEAR OR UNCERTAINTY KEEP YOU FROM TAKING ACTION. AS A BABYSITTER, YOU ARE IN CHARGE, BUT YOU ARE NOT ALONE.



You Aren't Alone

You are never alone when things go wrong. Help is only a phone call away, and calling for help is always okay. Depending on the severity of the problem, you have many people you can call.

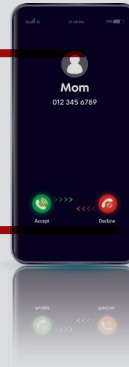
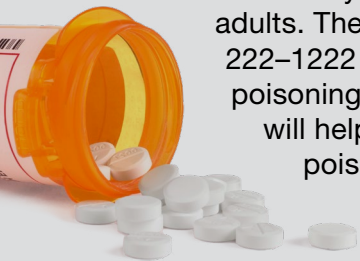
If the problem you are facing is serious, call 911 first before calling the parents.



Children's Parents — It is best to always try to contact the parents of the children you are babysitting if a problem occurs. Especially with smaller problems, where there isn't much risk to you or the children and it isn't likely to become really serious quickly, getting direct advice from parents on what to do is the simplest solution.

Your Parents — If for some reason you can't reach the children's parents, you can call your own parents for help to manage a small problem or if you are unsure.

Poison Help Line — Young children are much more likely to experience poisoning than adults. The national Poison Help line at 1-800-222-1222 can be called any time you think a poisoning may have occurred. A trained poison specialist will help you figure out whether or not something is poisonous and what steps to take for immediate care. Call the parents as soon as you are able. Call 911 first if you think a child is seriously ill.



911 — When you think the problem is more serious or dangerous, emergency services are quickly available by calling 911, an easy to remember emergency phone number. Emergency providers, including paramedics, police, and firefighters, can rapidly respond to your location and help you.



The emergency call taker is trained to help and has been through this situation many times before. Let the emergency call taker take control of the conversation.

Have the address of your location ready (On-the-Job and Emergency Contact Information).

Listen carefully and follow any instructions given to you.


Hang up only if you are told to do so.



KNOWLEDGE CHECK

Who should you call first if the problem you are facing is an emergency?

ON-THE-JOB INFORMATION FORM


FAMILY

LAST NAME: _____

Parent/Guardian _____
 Relation _____
 Cell _____

Parent/Guardian _____
 Relation _____
 Cell _____

Which Parent to Call First: _____
 Time Expected Home: _____

Address Where Parents Will Be? _____

Child _____
 Age _____
 Medical Conditions/Medications _____

Child _____
 Age _____
 Medical Conditions/Medications _____

Child _____
 Age _____
 Medical Conditions/Medications _____

Anything else I need to know for today? _____

Anything change since I was last here? _____

Answer the Door? ☐ Yes ☐ No
 Outside Play? ☐ Yes ☐ No
 Details _____


EMERGENCY CONTACT INFORMATION


EMERGENCY: 911


POISON HELP LINE: 1-800-222-1222

If Parents Can't Be Reached

Name _____
 Relation _____
 Cell _____

Name _____
 Relation _____
 Cell _____

Doctor Name _____
 Phone Number _____

Insurance Provider _____
 Member Number _____

In case of emergency, _____ (babysitter's name) has my consent to activate emergency services or seek and obtain medical care for the safety and health of my child(ren) listed above.

Print name (parent or guardian): _____

Sign _____ Date _____



What You Can Do

When you call 911, it is likely that emergency providers are already on their way to you while you are still talking to an emergency call taker. In most cases, it will take just a few minutes for emergency providers to arrive. While waiting for them, you can take actions to help control the situation.

Injuries and Illnesses

These are high-priority problems that require immediate action on your part before emergency responders arrive:

- Significant force on the body, like someone falling far or being hit hard by something
- An unusual or reduced mental state, like someone isn't acting like their normal self
- Difficulty breathing
- A blocked airway to the lungs
- Heavy bleeding
- Poisoning

Without your immediate help, these high-priority problems can quickly become worse. All these problems can be identified rapidly by using an easy process known as an initial assessment.

If it safe to do so, answer the following four questions in this order:



DID SIGNIFICANT FORCE HIT THE CHILD'S BODY?

Actions such as falling from a great height, getting struck by or against an object, or being involved in a bicycle or car crash can cause serious external and internal injuries.



IS THE CHILD UNRESPONSIVE TO YOUR VOICE & TOUCH, SUCH AS SQUEEZING A SHOULDER?

This could be obvious, or you may need to check. If a child is not clearly responsive, try yelling their name. Shake or squeeze their shoulder with your hand. If there is no or little response, suspect that the child may have lost the airway between the mouth and the lungs because the tongue has relaxed in the throat.



IS THE CHILD NOT BREATHING OR ONLY GASPING?

Take at least 5 seconds and no more than 10 seconds to look for signs of breathing, such as the rise and fall of the chest. If breathing appears to be difficult, it could get worse. If the child is not breathing or is only gasping, cardiopulmonary resuscitation (CPR) is needed.



IS THE CHILD BLEEDING HEAVILY ANYWHERE?

Quickly scan around the child. Look for injuries with heavy blood flow, large bloodstains on clothing, and pools of blood on the ground or floor.

IF ANY OF THE ANSWERS ARE YES, THEN YOU WILL NEED TO ACT IMMEDIATELY TO KEEP THE PROBLEM FROM GETTING WORSE.



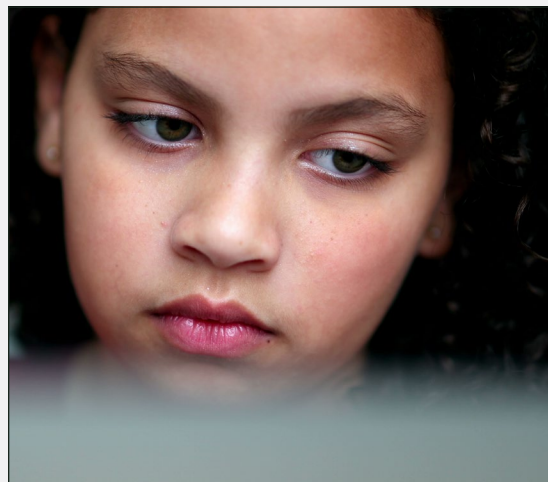
SIGNIFICANT FORCE ON THE BODY

When a child's body experiences significant force against it, assume serious injury has occurred.

Stay safe. Pause to make sure what happened to the child will not happen to you as well. Make sure it's safe to approach.

If you have not yet made an emergency call to 911, do it quickly.

Do not move the child unless they are in danger of being hurt worse. As best you can, encourage the child to stay still and calm until help arrives.



UNUSUAL OR REDUCED MENTAL STATE

If a child is completely unresponsive to your voice and touch, your immediate help is necessary to save their life. If you have not yet made an emergency call to 911, do it quickly.

Watch the chest closely for about 5 seconds and no more than 10 seconds to see if the child is breathing. If the child is not breathing, or just gasping, cardiopulmonary resuscitation (CPR) needs to be started. **Learning CPR is important for a babysitter.**

Confusion, abnormal behavior, or being unresponsive can be signs of a medical emergency involving the brain. There are many causes for these things, but your action is always the same.

If the unresponsive child is breathing normally (and hasn't had significant force on the head, neck, or back), relaxed muscles in the throat may allow the tongue to block the airway to the lungs. Rolling the child on their side can clear and protect the airway until more help arrives. This recovery position keeps the jaw and tongue forward to prevent blockage and allows any fluid to drain out of the mouth.



DIFFICULTY BREATHING

There are several things that can cause difficulty breathing. Some causes may be obvious, but some are not. If you have not yet made an emergency call to 911, do it quickly.

If a child is responsive, but you sense the child can't breathe well or normally, it is best to begin by giving supportive care for the breathing difficulty itself:

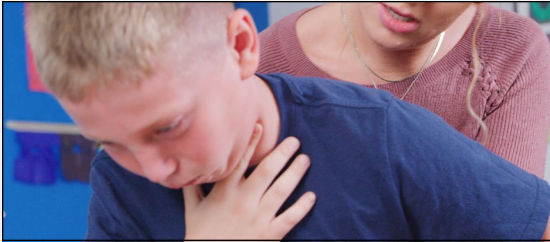
- Encourage the child to find a position in which they are most comfortable breathing. This is often a reclining position in which the child is sitting and leaning backwards.
- Loosen any clothing from the chest or neck that may be making it more difficult to breathe.
- Calm, comfort, and reassure the child. Coach them to concentrate on taking slower, more even breaths.

If you are trained to provide more specific care for what you think the problem is, do so while waiting for emergency responders to arrive.

FIRST AID + CPR TRAINING

Taking a CPR and first aid training course is highly recommended for anyone providing babysitting services.





CHOKING

Choking can occur when something solid, such as a piece of food or a small toy, gets stuck in the airway and blocks air from being drawn into the lungs.

Young children are particularly at risk for choking because of:

- The small size of the airway,
- Their inexperience with chewing, and
- Their natural tendency to put objects in their mouths.

With a mild blockage, a child can speak, cough, and gag. If a child is able to cough or gag, allow them to try to clear the blockage naturally on their own. Stay close and be ready to act if things get worse.

When a severe blockage occurs, a child cannot take in enough air to dislodge the object. Signs of severe choking include the following:

- Making little or no sound
- An inability to speak or cough forcefully
- Very little or no air exchange
- Hands held to the throat

If you have not yet made an emergency call to 911, do it quickly. Repeated forceful thrusts up into the abdomen beneath the ribs can pressurize the air in the chest and “pop” a severe obstruction out of the airway. This is a very effective treatment that you should know.

If a child becomes unresponsive while choking, CPR will be required. **Taking a CPR and first aid training course is recommended for anyone providing babysitting services.**



CONTROL OF HEAVY BLEEDING

If a child is injured and you see signs of heavy bleeding, like blood on the floor or clothing, take immediate action to help. If you have not yet made an emergency call to 911, do it quickly.

Bleeding occurs when blood vessels, found throughout the body, are damaged. Heavy bleeding is likely if a large blood vessel is involved.

Blood carries life-sustaining oxygen throughout the body, so it is really important to try to stop heavy bleeding as quickly as you can. Without enough blood to provide the oxygen the body needs, life cannot continue.

To protect you from exposure to diseases that may be in the blood, it is recommended to use disposable gloves to prevent contact with blood and other body fluids. Disposable gloves are recommended for your Babysitting Bag supplies. If gloves are not available, use an improvised barrier like a plastic bag.

Direct pressure is the standard way to control visible bleeding until emergency help arrives:

- Use your fingers or the palm of your hand to apply pressure directly on the bleeding site.
- Apply enough pressure to stop the bleeding.
- Maintain the pressure to prevent bleeding from starting again.



SUSPECTED POISONING

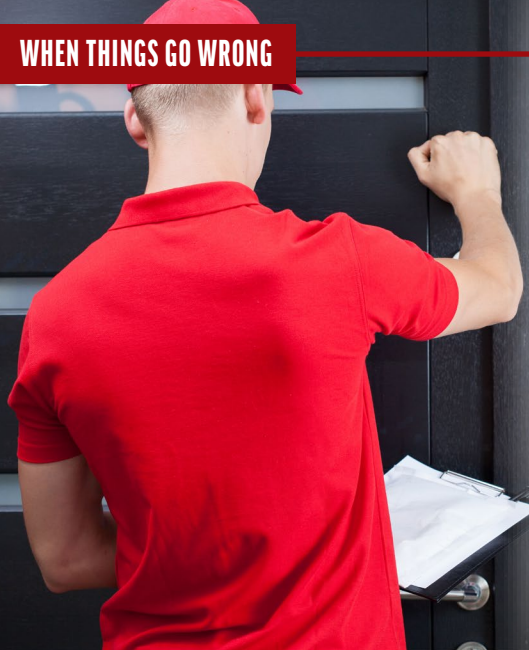
A poison is any substance that has a harmful effect on the body. Poisons can be:

- Ingested by eating or drinking,
- Inhaled when taking a breath,
- Injected by a needle or other sharp object, and
- Absorbed through contact with the skin.

By far, poisoning most often occurs by ingestion. Children under six years old account for nearly half of all poisonings. The effects of poisons can vary and result in serious conditions such as a diminished mental state and breathing difficulty.

Knowing what is poisonous and what is not is too difficult to learn and remember. Different poisons may require different treatments.

If you think poisoning has occurred, call the Poison Help line at **1-800-222-1222** to get connected with a poison specialist who will help you determine if something is poisonous and what immediate actions you can take to reduce the effects.



Strangers

It is possible that you may need to deal with someone you don't know while babysitting. It may also be unclear who the person is. Deal with anyone you don't know in the same way.

If someone is outside a locked door, keep the door shut and locked. Most people will leave if they get no response to ringing the bell or knocking.

If the person appears threatening to you or seems to be looking for a way in, call 911 right away and tell the emergency call taker of your situation, including that you are alone without an adult. Police officers are waiting to help, so don't wait to call if someone is making you nervous.

If the person manages to enter the house, take the children and get away from the person as quickly as possible. Use an escape route you identified in your walk-through with parents. If possible, go to a trusted neighbor identified in your orientation. Call 911 after you feel you are in a safe location.

Unsafe Location

It is unlikely that the babysitting location you are in will become dangerous. But if you think your location has become unsafe, get yourself and the children to a safer spot.

- Threats from the outside, like a storm, tornado, or earthquake?
 - › Go to a protected location inside the house away from any windows. Basements, windowless bathrooms, and closets can all provide some protection. Ask parents what safe spot they use.
 - › Call for help and stay put until the threat has passed or your situation becomes unsafe.
- Threats from inside the home, like fire, smoke, or rotten eggs smell of gas leak?
 - › Get out of the home.
 - › Follow an escape route identified earlier.
 - › Go to an outdoor meeting place identified by parents.
 - › Call 911 for emergency help once you feel you are protected and safe.
 - › Call the children's parents and your parents as soon as you are able.



KNOWLEDGE CHECK

A child is unresponsive and trying to breathe. What can you do while emergency help is on the way?

INITIAL ASSESSMENT

PAUSE & MAKE SURE IT IS SAFE FOR YOU TO HELP
IF YOU HAVE NOT YET MADE AN EMERGENCY CALL TO 911, DO IT QUICKLY.



one

DID SIGNIFICANT FORCE HIT CHILD'S BODY?

- Look for things that indicate a high fall, getting struck hard, or involvement in a bike or car crash.
- Encourage child to stay still.



two

IS CHILD RESPONSIVE?

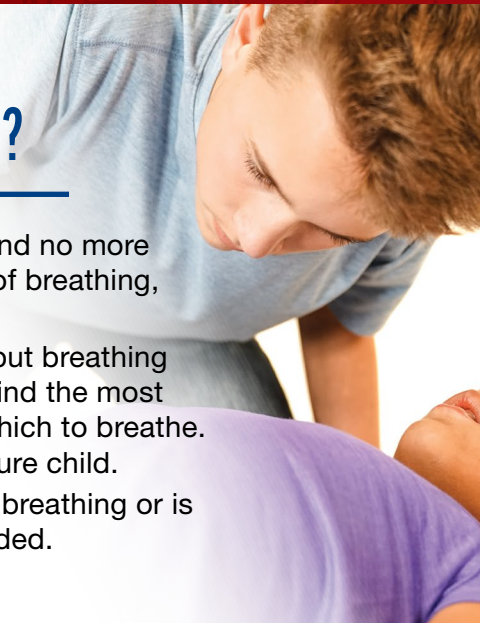
- Yell the child's name. Shake or squeeze child's shoulder.
- If child is breathing normally and is uninjured, roll them onto their side to keep airway open and clear.
- If child appears not to be breathing or is only gasping, CPR is needed.



three

IS CHILD BREATHING?

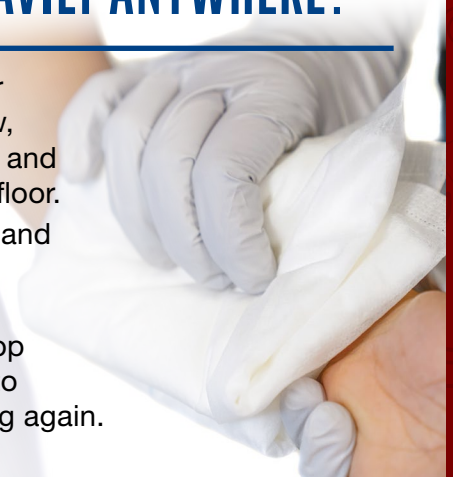
- Take at least 5 seconds and no more than 10 to look for signs of breathing, such as chest movement.
- If the child is responsive but breathing is difficult, allow child to find the most comfortable position in which to breathe. Calm, comfort, and reassure child.
- If child appears not to be breathing or is only gasping, CPR is needed.



four

IS CHILD BLEEDING HEAVILY ANYWHERE?

- Quickly scan around child for injuries with heavy blood flow, large bloodstains on clothes, and pools of blood on ground or floor.
- Use your fingers or palm of hand to apply pressure directly on bleeding site.
- Apply enough pressure to stop bleeding. Maintain pressure to prevent bleeding from starting again.



RECOVERY POSITION

IF THE SCENE IS SAFE AND THE CHILD IS UNRESPONSIVE, UNINJURED, & BREATHING, CALL 911 BEFORE PLACING THE CHILD IN THE RECOVERY POSITION.



one POSITION ARMS

- With the child lying down, face up, place the arm nearest you up alongside the child's head.
- Bring the far arm across the chest and place the back of the hand against the cheek.



two RAISE KNEES

- Grasp the far leg to bend the knee and pull it up so the foot is flat on the ground.



three ROLL PERSON

- Grasping the shoulder and hip, roll the child toward you in a single motion, keeping the head, shoulders, and body from twisting.
- Make sure the head ends up resting on the extended arm and roll the child far enough for the face to be angled towards the ground.
- Make sure there is no pressure on the chest that might restrict breathing.



one ASSESS THE CHILD

- Ask, “Are you choking?”
- If child nods yes, or is unable to speak or cough, act quickly.



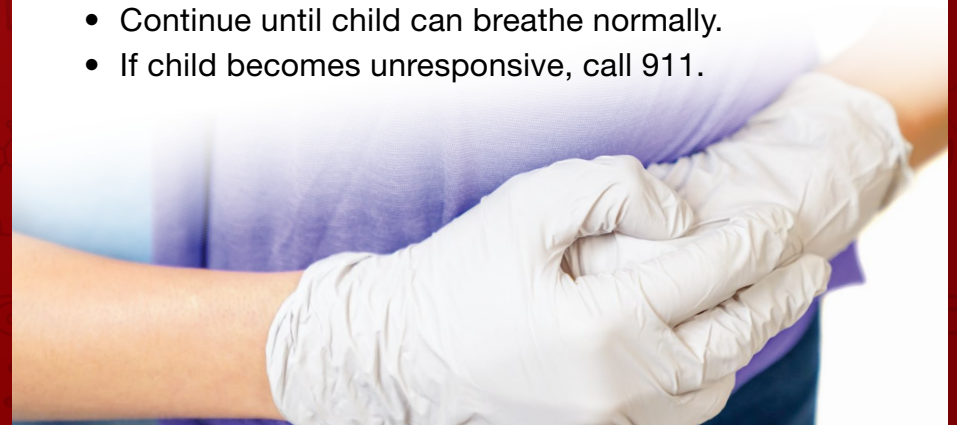
two POSITION YOURSELF

- Stand or kneel behind child. Reach around with one hand and locate belly button (navel).
- Make a fist with other hand and place the thumb side against the abdomen, just above belly button and below ribs.
- Grasp your fist with other hand.



three GIVE THRUSTS

- Quickly thrust inward and upward into abdomen.
- Repeat. Each thrust needs to be given with intent of popping object out.
- Continue until child can breathe normally.
- If child becomes unresponsive, call 911.



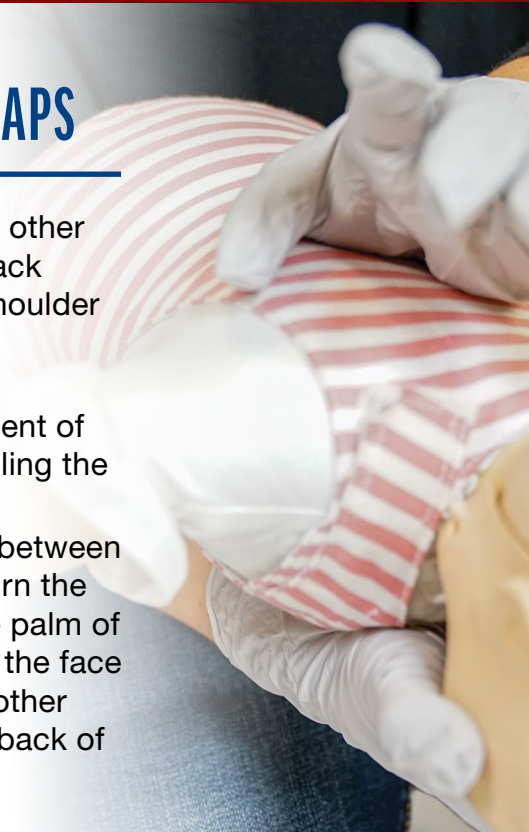
one POSITION INFANT

- Kneel or sit with the infant in your lap. Hold the infant face down over your forearm with legs straddled and with the head lower than the chest.
- Support the head by holding the jaw. Rest your forearm on your thigh to support the infant.



two DELIVER BACK SLAPS

- Using the heel of the other hand, give up to 5 back slaps between the shoulder blades.
- Give each back slap forcefully with the intent of dislodging and expelling the object.
- Sandwich the infant between your forearms and turn the infant over, using the palm of one hand to support the face and the palm of the other hand to support the back of the head.



three DELIVER THRUSTS

- Place 2 fingertips on the breastbone just below the nipple line and give up to 5 chest thrusts.
- Give each chest thrust forcefully with the intent of dislodging and expelling the object.

four REPEAT CYCLES

- Repeat the sequence of back slaps and chest thrusts until the object is expelled and the infant can breathe or becomes unresponsive.



CONTROL OF BLEEDING

IF YOU HAVE NOT YET MADE AN EMERGENCY CALL TO 911,
DO IT QUICKLY.



one

APPLY DIRECT PRESSURE

- Wearing disposable gloves or a barrier, quickly expose and inspect bleeding wound.
- Using a stack of 10 sterile 4x4 gauze pads, apply pressure directly on point of bleeding.
- Use the heel of one hand with the other hand stacked on top of the first or the pads of 3 fingers of each hand stacked on top of each other.
- Use just your gloved hand if a pad is not available.



two

INCREASE & MAINTAIN PRESSURE

- Increase direct pressure over the wound.
- Don't remove pressure to add more gauze, and don't remove blood-soaked materials.
- Maintain pressure on pad until emergency responders arrive.
- If you have additional first aid training, wrap an elastic or self-adhesive roller bandage to help maintain pressure.





Bringing It **ALL** Together

YOU CAN DO IT!

How Did It Go?

When parents arrive home, they will be eager to hear all about your time with the children. Good babysitters share details like the following:

- What and when the children ate, including how many bottles you served, and the number of ounces they drank
- How many diapers you changed, if anything still needs to be cleaned, and whether there were toilet accidents
- What time the children went to sleep and for how long
- What games or activities the children particularly enjoyed
- Any extra special moments with a child, cooperative behavior, or behavior challenges
- Any hazards you noticed and avoided

If there were any small problems during your babysitting job, such as a stain or scraped knee, be sure to tell the parents.

At the End of the Job

At the end of the babysitting job, parents will pay you based on the rate you agreed on. They may also provide a tip — this is not expected but is sometimes included to acknowledge your hard work.

Once you have been paid, it is time to say goodbye and head home.

If the parents drive you home, consider the drive as part of your job. Keep your professional attitude and thank them for the ride.

If your parents are supposed to pick you up, politely wait for your ride and thank the parents for the chance to work for them.



From Start to Finish

A good babysitter is mature and respectful for all parts of a babysitting job.

BEFORE THE JOB

- ✓ Build your business with a resume.
- ✓ Organize your business: what is your availability, what will you charge, what is your schedule?
- ✓ Prepare your Babysitting Bag.
- ✓ Have an orientation with parents.
- ✓ Write down important information about the family.
- ✓ Do a walk-through.
- ✓ Think ahead, stay focused, and don't get distracted!

DURING THE JOB

- ✓ Get any day-of instructions and updates from the parents.
- ✓ Be cautious and do a safety check of each new area you are in.
- ✓ Be kind and friendly to the kids.
- ✓ Wash your hands as needed and help the kids to do the same.
- ✓ Help children eat, stay clean, and meet their diapering/restroom needs.
- ✓ Lead the children in age-appropriate play.
- ✓ Keep the house tidy.
- ✓ Give positive words for cooperative behavior and do your best to manage challenging behavior.
- ✓ Follow the nap and bedtime routines so children can rest.
- ✓ If something goes wrong, take immediate action if it is serious.
- ✓ Call for help if you need it!

AFTER THE JOB

- ✓ Give parents a summary of your time with the children.
- ✓ Collect payment and thank parents for the opportunity.
- ✓ Get home safely.
- ✓ Congratulate yourself on a successful babysitting job!



KNOWLEDGE CHECK

It's the end of your night as a babysitter and the parents have arrived home. What should you share with them?

GLOSSARY TERMS

911

The phone number in the United States to reach all emergency services (see Emergency Services).

Airway

The passageway between mouth and lungs that allows life-sustaining oxygen into the body.

Babysitter

Someone who cares for kids too young to be left alone, helping to keep them safe and meet their basic needs when their parents are away or busy.

Babysitting Bag

A collection of important documents, phone numbers, and other items to be a resource during a babysitting job.

Bottle Warmer

Kitchen appliance that uses steam to warm up a bottle of breast milk or formula.

Breast Milk

Milk that comes from a nursing mother.

Choking

Occurs when a solid object becomes stuck in a child's airway and blocks air from being drawn into the lungs.

Cloth Diaper

Diaper that is washed and reused. There are many different varieties.

CPR

Cardiopulmonary Resuscitation (CPR) is a combination of rescue breaths and chest compressions performed on a person who cannot breathe, intended to restore some oxygen to the brain.

Danger

A situation that could cause immediate injury or harm (see Large Problem).

Direct Pressure

Pressure applied directly to a bleeding site until bleeding stops.

Disposable Diaper

Diaper that is thrown away in the garbage when wet or dirty.

Emergency Call Taker (Telecommunicator)

The person who answers a 911 call and will describe the actions to take until help arrives.

Emergency Services

Includes police, ambulance, poison control, and fire departments who respond during emergencies (see 911).

Formula

Manufactured food intended for infants as a breast milk substitute. May come as a powder, concentrate, or ready-to-drink liquid.

Gasping

A type of breathing that is shallow and labored, which are signs that emergency services are needed.

Hazard

An object, situation, or environment that could cause harm.

Initial Assessment

An initial approach to quickly identify if a life-threatening condition is present.

Large Problem

An emergency where someone is in danger and immediate action is needed (see Danger).

Medium Problem

A problem that poses some risk and could become more serious quickly.

Mild Blockage

A less dangerous form of choking, when a child can speak, cough, and gag. Often a child can clear a mild blockage on their own.

Mother's Helper

A babysitter who helps care for kids while a parent or other adult is home. This is often the first job for a young sitter.

Orientation

A meeting between a babysitter and client that takes place prior to babysitting for their family. It's an opportunity to see their house, ask questions, and learn about the family.

Poison Help Line — 1-800-222-1222

A national phone line with trained operators who can help if a child has come in contact with something poisonous.

Poison

Any substance that has a harmful effect on the body.

Potty Training

The process of teaching a child how to use a potty or toilet, instead of a diaper.

Rate

The amount of money charged per hour for babysitting.

Recovery Position

A side-lying position in which an unresponsive breathing person is placed to drain fluids away from the mouth and keep the tongue from blocking the airway.

Redirect

Helping a child focus on something else when they are feeling upset or uncooperative.

Reference

A positive message that an adult who knows you can give to potential babysitting clients over the phone or email.

Resume

A one-page document created for potential babysitting clients that lists work experience, certifications, skills, and contact information.

Safe Sleep

Following practices that reduce the risk of SIDS, including putting the baby to sleep on a firm mattress covered by a fitted sheet, in a cool room, and keeping other items out of the crib.

Safety Check

The process of looking around the home when beginning a babysitting job to identify hazards.

Severe Blockage

A more dangerous form of choking, when a child cannot take in enough air to clear the object.

SIDS

Sudden Infant Death Syndrome, where an infant dies after being laid down for sleep (see also SUID).

Significant Force

Strong or violent force on someone's body, from a fall or collision.

Small Problem

A non-urgent problem that does not pose a large amount of risk.

SUID

Sudden Unexplained Infant Death, where cause is unknown before investigation (see SIDS).

Time-Out

Placing a child in a safe place for a few moments to calm down and reflect on their behavior.

Training Pants

Absorbent underwear similar to a disposable diaper, worn by children still potty-training.

Tummy Time

When a baby is placed on their stomach to play, to strengthen the muscles in the neck and back.

Unresponsive

A condition in which a person does not respond to physical or verbal attempts to get a response.

KNOWLEDGE CHECK ANSWERS

What Is a Babysitter? — Page 2

A babysitter is someone who cares for kids who are too young to be left alone. A babysitter's job only lasts a short time while parents are away or busy. A babysitter's job is to keep an eye on kids to keep them safe, help meet their basic needs, and get help if something goes wrong.

Thinking Like a Babysitter — Page 3

- ✓ Take your job seriously.
- ✓ Think ahead.
- ✓ Stay focused.

Being Ready to Babysit — Page 5

Mia should talk to their parents. Even if she has permission to babysit her cousins, this might not be the best fit for her as a new babysitter. Multiple kids can be challenging, and if Mia's parents aren't available to support her, it might be best to turn this job down.

Babysitting Business Basics — Page 7

When you take a babysitting job, parents are counting on you! It isn't okay to arrive late, leave early, or cancel without a good reason. Treating babysitting like a business means doing your best to be organized, prepared, and dependable.

Getting to Know the Family — Page 11

All families and homes are different. As a babysitter, you will need to adapt to how different families live and be ready to follow the rules and routines that parents give you. The orientation and walk-through are a time to listen and learn about the family routines, the children, and the home in order to keep the kids safe and respect the parents' choices. It is also a chance for you to learn about whether babysitting for the family is right for you.

Safety on the Job — Page 17

At the beginning of a babysitting job, do a safety check to look for nearby things that could cause injury or illness. Don't leave the children alone or unsupervised to do this. As you enter a room with the kids, pause and look around to check for potential hazards. If you see something that could be unsafe, do what you can to get rid of it, block it, or avoid it. Never put yourself or a child in danger to address a hazard. Call for help for any hazard you feel you cannot handle.

Safe and Supervised — Page 20

The best way to keep kids safe while babysitting is to give focused supervision and stay in the same room with the children. Keeping an eye on kids allows you to see when to stop activities that could lead to an accident. It is wrong to ignore kids or leave children unsupervised while you take photos, use social media, nap, watch videos, or call or text with friends.

Caring for Kids and Their Basic Needs — Page 21

Be kind to kids, listen, and take one thing at a time. Be ready to help and pay attention to cues that a child needs something.

Handwashing and Hygiene — Page 23

- ☑ Wet and soap hands.
- ☑ Scrub and lather.
- ☑ Minimum of 20 seconds total (sing “The ABC Song” or “Happy Birthday” twice).
- ☑ Rinse and dry.

Food Preparation — Page 28

Some kids can have life-threatening allergic reactions to specific foods, like nuts or shellfish, that makes it hard for them to breathe. Some foods may be a choking hazard, depending on the child’s age. Younger infants get all their nutrition from breast milk or formula. Older babies may have special pureed foods that do not require chewing, while toddlers may need all foods served in small pieces.

Diapers and Helping Kids Use the Bathroom — Page 34

Change a baby’s diaper every two hours, or sooner if you see or smell signs that it is dirty or wet.

Playtime — Page 38

Toddlers generally enjoy being read to, building with blocks, or sorting colors, shapes, and letters. They also enjoy blowing bubbles, “driving” toy cars, playing with playdough, or using musical instruments. Some toddlers still experiment with putting things in their mouths, so watch out for choking hazards.

Managing Challenging Behavior — Page 41

It is normal for a child to cry when they are upset. Brynn can try to redirect Max to a favorite age-appropriate activity, offer a choice of two alternative activities, or try to compromise with an activity that is allowed by their parents. If their behavior lasts, Brynn should reach out to Max’s parents to ask for help.

Naps and Bedtime — Page 42

- ☑ Dress an infant lightly and keep the room cool. Use a wearable blanket or “sleep sack” if necessary. Giving an infant a pacifier for sleep is okay if they use one.
- ☑ Lay the infant down on their back in a crib with a firm, flat mattress covered by a fitted sheet. It’s okay if they roll over on their own.
- ☑ Do not allow any other items in the crib, such as blankets, pillows, crib bumpers, or stuffed toys, even if the infant wants one.
- ☑ Check on a sleeping infant often to make sure they are cool and comfortable.

Recognizing a Problem — Page 43

You can determine if a problem is small, medium, or large by thinking about whether it poses serious danger or can get worse with time.

Taking Action — Page 45

You need to know that it’s safe for you to help. You need to protect yourself and anyone else from also getting hurt or sick. If you try to help in a dangerous situation, you can also get hurt and make the situation worse.

Getting Help — Page 46

If the problem you are facing is an emergency, call 911 first before calling the child’s parents. Let the emergency call taker take control of the conversation. The most important information you will be asked for is the address of your location.

Before Help Arrives — Page 51

Roll the child onto their side to clear and protect the airway until more help arrives. This recovery position keeps the jaw and tongue forward to prevent blockage and allows any fluid to drain out of the mouth.

Bringing It All Together — Page 58

Using the notes you took while babysitting, give the parents details about:

- ☑ What the children ate, and when, including how many bottles served and ounces drank
- ☑ How many diapers you changed, if anything still needs to be cleaned, and whether there were potty accidents
- ☑ What time the children went to sleep and for how long
- ☑ What games or activities the children particularly enjoyed
- ☑ Any extra special moments with a child, cooperative behavior, or behavior challenges
- ☑ Any hazards you noticed and avoided

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ISBN 978-1-945991-66-0

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