



Orientation Training Worksheet

1. List three key points of the Academy's Discipline Policy.

- a. _____
- b. _____
- c. _____

2. What three characteristics make a good team member?

- a. _____
- b. _____
- c. _____

3. What are three things you can do to be a good team member?

- a. _____
- b. _____
- c. _____

4. List two examples that would be considered to violate Confidentiality?

- a. _____
- b. _____

5. If you violate confidentiality, what is the result?

- a. _____

6. List three examples of how to be a sensitive caregiver to students.

- a. _____
- b. _____
- c. _____

7. List the Hand Washing Procedures in order

- a. _____
- b. _____
- c. _____
- d. _____



- e. _____
8. How long should the hands be scrubbed from underneath the running water?
- a. _____
- b. _____
9. List three methods of being optimistic during stressful situations in the classroom?
- a. _____
- b. _____
- c. _____
10. What are the age group ratios :
- a. Infants - _____
- b. One Year Olds - _____
- c. Two Year Olds- _____
- d. Three Year Olds- _____
- e. Four Year Olds- _____
- f. 5-12 Year Olds- _____
11. List three important factors in positioning yourself for optimum supervision.
- a. _____
- b. _____
- c. _____
12. List three important reasons we must continuously check our head counts.
- a. _____
- b. _____
- c. _____

By completing this questionnaire, I acknowledge that I have viewed in its entirety all of the "How to" Trainings, the Discipline Policy, and The Supervision Standards. I understand the responsibilities detailed in the trainings, and understand that I am responsible for implementing the strategies learned through the trainings.

Print _____ Sign _____ Date _____
S.S.# _____ Administrator's Signature _____ Date _____