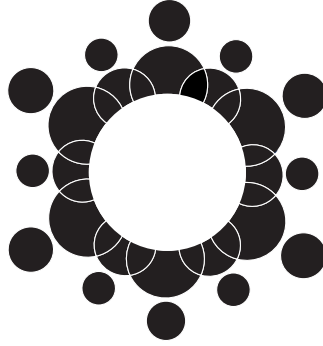


**SAFESITTER**



**INSTRUCTOR  
MANUAL**



**SAFESITTER**

# INSTRUCTOR MANUAL

*for*

**Safe Sitter® Essentials**  
**Safe Sitter® Essentials with CPR**  
**Safe Sitter® Expanded**

Name \_\_\_\_\_ Site Number \_\_\_\_\_

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# **SAFE**SITTER®

*Welcome!*

On behalf of our founder, Patricia A. Keener, M.D., our medical director, Sara Ross, M.D., and the entire Safe Sitter, Inc. organization, we're glad you've chosen to teach Safe Sitter®. Our mission is to provide life skills, safety skills, and child care training to all youth in order to build safer communities, and you are an important part of that mission.

Safe Sitter® is a competency-based, highly interactive curriculum researched and developed by Dr. Keener in 1980. As medical director, Dr. Ross ensures the medical accuracy of all of the material we teach. First Aid information is based on recommendations of the American Academy of Pediatrics. Rescue skills information is based on the guidelines of the American Heart Association.

Thank you for joining the community of over 5,000 Safe Sitter® Instructors nationwide who make a positive difference in the lives of young people. Your efforts make a difference to the communities you serve, the students you teach, and the future generations that they will impact.

Barbara Stuckwisch  
Executive Director  
Safe Sitter, Inc.

# How to Use the Safe Sitter® Instructor Manual

Your Safe Sitter® Instructor Manual is organized by sections, with each tab representing an individual section of the Safe Sitter® program. You can use this manual whether you are teaching Safe Sitter® Essentials, Safe Sitter® Essentials with CPR, or Safe Sitter® Expanded.

Each tabbed section begins with an overview of the time, supplies, teaching strategies, and learning objectives involved in teaching that section. Following the overview, there is a script for you to use as you teach. Instructor lines are bolded throughout the section, while suggested student answers to guided questions appear in parentheses. Directions to Instructors appear in brackets.

## The teaching strategies utilized include:

- Guided discussion, including planned questions.
- Matching activities, which students will complete in their Student Handbook.
- Role-plays, involving both students and Instructors.
- Hands-on demonstrations.
- Skills practice.
- Games – activities designed to reinforce important class material.
- Review questions.

The Safe Sitter® program is designed to be highly interactive. Give students time to answer the planned questions; they may need 5-10 seconds to digest the material and craft their answer, particularly at the beginning of class when they may be more shy or reserved. Allow students to share their own experiences, anecdotes, and questions.

You must have a complete Game Pack and Graphics Pack in order to properly teach the Safe Sitter® program. If you are missing materials, please contact Safe Sitter, Inc. National Headquarters. A note about the Graphics Pack: Students should be focused on and engaged with you, not reading from a screen, so the digital presentation has been designed to supplement your presentation of the material and meet students' needs. The presentation will aid visual learners, reinforce important concepts, and keep students attuned to each topic. If you cannot use the digital presentation because of technology limitations, print out the PDF graphics included in your Graphics Pack (designed to print as 11x17 posters), post them at the front of the room, and refer to them as you teach.

Finally, the Safe Sitter® program has been painstakingly designed to be developmentally appropriate for young adolescents and follow best practices for student engagement. DO NOT add anything to the course without preapproval from Safe Sitter, Inc. National Headquarters.

Thank you for your commitment to teaching Safe Sitter®. Please do not hesitate to contact Safe Sitter, Inc. National Headquarters with questions at [safesitter@safesitter.org](mailto:safesitter@safesitter.org) or 317.596.5001. We are here to help you be successful!

## ICON KEY



Guided Discussion



Matching Activity



Role-play



Hands-on  
Demonstration



Skills Practice



Game

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# Safe Sitter® Schedules

## SAFE SITTER® ESSENTIALS:

Welcome/Introduction	15 minutes
Safety Skills	30 minutes
Break	5 minutes
Child Care Skills	60 minutes
Lunch	30 minutes
First Aid & Rescue Skills	100 minutes
Break	5 minutes
Life & Business Skills	45 minutes
Challenge Accepted	25 minutes
Graduation Ceremony	15 minutes

**TOTAL TIME: 5½ hours**

## SAFE SITTER® ESSENTIALS WITH CPR:

Welcome/Introduction	15 minutes
Safety Skills	30 minutes
Break	5 minutes
Child Care Skills	60 minutes
Lunch	30 minutes
First Aid & Rescue Skills	100 minutes
Break	5 minutes
Life & Business Skills	45 minutes
Challenge Accepted	25 minutes
CPR	60 minutes
Graduation Ceremony	15 minutes

**TOTAL TIME: 6½ hours**

## SAFE SITTER® EXPANDED DAY 1:

Welcome/Introduction	15 minutes
Safety Skills	30 minutes
Break	5 minutes
Child Care Skills	60 minutes
Lunch	30 minutes
First Aid & Rescue Skills	100 minutes
Break	5 minutes
Life & Business Skills	45 minutes
Challenge Accepted	25 minutes
End of Day Review	15 minutes

**TOTAL TIME: 5½ hours**

## SAFE SITTER® EXPANDED DAY 2:

Welcome Back	20 minutes
Safety in an Online World	30 minutes
Break	5 minutes
Behavior Management	45 minutes
Guest	30 minutes
Lunch	30 minutes
First Aid Challenge	30 minutes
Mission Possible	30 minutes
Break	5 minutes
Choking Rescue Challenge	30 minutes
CPR	60 minutes
Graduation Ceremony	15 minutes

**TOTAL TIME: 5½ hours**

# Child Care Skills

## TIME

60 minutes

## SUPPLIES

- Game Pack items: Bingo cards, Bingo die, Bingo markers
- Digital Presentation or Graphic Posters: Ages and Stages, Make Your Call
- Soft-bodied dolls
- Diapers

## ACTIVITIES

- Guided Discussion
- Matching Activity
- Hands-on Demonstration
- Skills Practice
- Behavior Management Bingo

## LEARNING OBJECTIVES

By the end of this section, students will be able to:

- Describe the four different age groups.
- Identify the four routines that the BEST babysitter knows about.
- Demonstrate safe child care techniques in diapering.
- Define the four rules you must follow.
- Explain the six Behavior Management Tips.



## GUIDED DISCUSSION



**Babysitting is rarely sitting with a baby! There is a lot to do when you are caring for younger children. What are some things you might have to do if you are babysitting an infant?** (Change diapers, bottle feed, put down for a nap...)

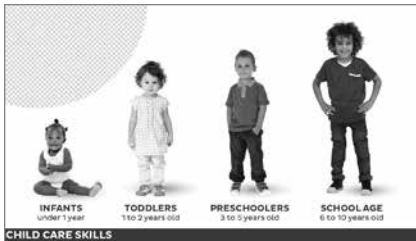
**Do you have to do those things when you are babysitting a school age child?** (No.)

**So we can see how different ages and stages of children require different care. That's why it's important to know what ages and stages you are ready, willing, and able to care for.**



**What does it mean to be ready, willing, and able?** (To be prepared, to accept the responsibility of doing what's required with that age group, and to have the ability to care for that age group.)





[Graphic: Ages and Stages]

Let's look at page 12 of your Student Handbook. We can see that children can be divided into four major age groups:

1. Infants, under 1 year
2. Toddlers, 1 to 2 years old
3. Preschoolers, 3 to 5 years old
4. School Age, 6 to 10 years old

Each age group is different. The Safe Sitter® Guide to Child Development on page 13 of your Handbook tells you about each age group, and this information will help you understand what each age group needs from you.

Let's practice using the Safe Sitter® Guide to Child Development by answering some questions. Raise your hand when you think you know the answer.

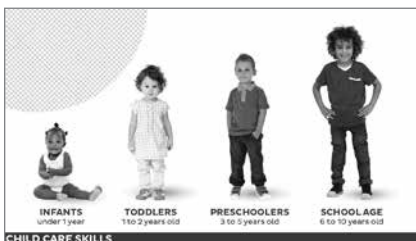
- What age group communicates by crying or cooing? (Infants.)
- What age group can walk, run, and use riding toys? (Preschoolers.)
- Can you tell a toddler to stay in a chair after you leave the room and trust that they will do that? (No; toddlers are too young to know or follow the rules.)
- What age groups need constant watching? (Infants, toddlers, preschoolers.)
- What age group needs a reminder to wear a helmet when riding their bike? (School age.)
- Can you leave a 5-year-old alone to play in a fenced-in yard? (No; preschoolers require constant watching.)



Before we turn the page, I want you to read the Warning on page 12.

[Give students a few moments to read the warning.]

Infants younger than 6 months old require a lot of care, and they depend completely on you to stay safe and healthy. Having two years of experience caring for older infants and children will help you to be a more experienced and more mature babysitter, capable of handling the demands of an infant.



Now let's look at the Safe Sitter® Guide to Child Care Duties on page 14 of your Handbook. Notice that the younger the child, the more the sitter must do for the child. Notice that the Safe Sitter® Guide to Child Care Duties has a column for each age group, and in each column there is information on caring for that age group.



**SAFESITTER**



**STUDENT  
HANDBOOK**



**SAFESITTER**

Indianapolis, IN

[www.safesitter.org](http://www.safesitter.org)

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Illustrations by Scott Burroughs

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## Safety Skills

Whether you are home alone, watching younger brothers or sisters, or babysitting, it is important that you know how to stay safe.



## Child Care Skills

When you babysit, you are the substitute parent. Different ages require you to do different tasks.

## First Aid & Rescue Skills

Injuries are the leading cause of death in children up to age 5, but children of **every** age need protection.



## Life & Business Skills

Success on the job depends on three things: being prepared, being responsible, and being considerate.



# CONTENTS



# CHILD CARE SKILLS

When you babysit, you are the substitute parent. Different ages require you to do different tasks. You may have to do some child care tasks that you do not enjoy—like changing dirty diapers. Before you accept a babysitting job, think about how the age of the child will affect your duties.



## Warning!

### THE CARE AND HANDLING OF INFANTS LESS THAN 6 MONTHS OLD IS VERY DEMANDING.

You should not accept the responsibility for care of an infant younger than 6 months until you have had at least 2 years' experience babysitting for older infants and children.

## Age Groups

### Early childhood is divided into 4 major age groups:

- Infants, under 1 year
- Toddlers, 1 to 2 years old
- Preschoolers, 3 to 5 years old
- School age, 6 to 10 years old



Before you accept a babysitting job, ask yourself if you are ready, willing, and able to handle all the care the child requires. Use the Safe Sitter® Guide to Child Development and the Safe Sitter® Guide to Child Care Duties to help you decide if you should accept a job.

### Know the ages and stages!

# Safe Sitter® Guide to Child Development

	<b>INFANTS</b> under 1 year old	<b>TODDLERS</b> 1 to 2 years old	<b>PRESCHOOLERS</b> 3 to 5 years old	<b>SCHOOLAGE</b> 6 to 10 years old
<b>Movement</b>	Cannot walk Must be carried	Beginning to walk Fall easily Can't do stairs alone	Can walk and run Use riding toys	Ride bikes—must wear a helmet Play sports
<b>Speech</b>	Cannot talk Make cooing sounds like “ahh” and “ooh”	Use single words and simple sentences like “Me do it” May be hard to understand	Ask questions Enjoy talking Still learning to speak clearly	Talk well Read
<b>Safety</b>	Cannot recognize danger <b>Require constant watching</b> Depend completely on you	Cannot recognize danger <b>Require constant watching</b>	May recognize danger but <b>require constant watching</b>	Know how to stay safe but may take risks
<b>Following the Rules</b>	Too young to know or follow rules Require patience on your part	Too young to know or follow rules Require patience on your part	Usually follow rules	Almost always follow rules
<b>Behavior Challenges</b>	Cries to communicate	May cry when employer leaves May have temper tantrums May repeat “No”	May hit or kick when frustrated May ignore rules	May argue or fight with siblings May challenge rules
<b>Ideas for Comfort</b>	Cuddle Gently rock Give pacifier Talk softly Slowly walk with infant	Hold or cuddle Give special blanket or stuffed animal Pat child’s back Sing songs	Give special blanket or stuffed animal Tell short, happy stories using child’s name Suggest a favorite game or activity Sing songs	Give favorite toy Distract with funny stories, books, or board games Sing songs