4-H
Proficiency Program
A Member's Guide

OVERVIEW

The **Babysitting Proficiency program** helps you learn what you need to know about your 4-H project.

Your project leader will assist you in setting and achieving your goals. Through your project you will acquire an understanding about the responsibilities in babysitting, First Aid techniques, safety procedures as well as hazards to look for. You will also learn about common household poisons, equipment needed for babysitting and many other topics.

There are many resources to help you learn more about your project:

- The *4-H Publications Catalog* lists a variety of project materials and resources recommended for use in your project.

- The *4-H Educational Resources and Lending Library* at your county 4-H office includes other books, videos and reference materials that can be checked out by members and leaders.

- Check to see if there are any Red Cross or Child Care Centers in your are. These groups often conduct educational activities and sponsor events.

There are five levels in the Project Proficiency Program. You may choose how many levels you wish to complete:

- **Level I - "Explorer"**, you begin to learn about the basic responsibilities of babysitting.

- **Level II - "Producer"**, you practice and refine the many skills involved in babysitting, safety and First Aid.

- **Level III - "Consumer"**, you will develop further skills needed for babysitting.

- **Level IV - "Leader"**, allows you to show your own leadership potential.

- **Level V** - **"Researcher"**, you carry out a demonstration or experiment on some aspect of babysitting, and prepare a paper or portfolio.

As you work through the proficiency program, your leader will date each skill item as you complete it. When all items in a proficiency level are completed, have your leader sign the Proficiency and place the completed form in your record book. You will be awarded your Proficiency Medal at the Annual 4-H Achievement Program.

BABYSITTING
Level I – Explorer

Date
Completed

_____1.   Name three responsibilities of babysitting.

_____2.   Name four things Babysitters should always do.

_____3.   What equipment should a babysitter have when babysitting?

_____4.   Explain these terms: infant, toddler, separation anxiety, teething and gassy.

_____5.   List 5 common household poisons. Explain the importance of keeping household poisons out of reach of children, and what to do in case of poisoning.

_____6.   Name all of the information you will need from the parents before they leave the child(ren) in your care.

_____7.   Share with another person one thing you have learned from this project, that you think is interesting.

_____8.   Name 3 common safety problems you should watch for when babysitting.

_____9.   Demonstrate the proper First Aid for a choking infant or child, conscious or unconscious.

_____10.   Create a write-up of phone numbers and information you need in case of an emergency.

_____11.   Name 5 things you should NEVER do when watching a child.

_____12.   Explain the need for remaining calm and the information needed during an emergency and demonstrate the proper technique for contacting emergency medical services.

_____13.   Explain what you would write and how you would keep records of your babysitting.

_____14.   Name some hazards you should be on the lookout for when you enter a room, when watching an infant or toddler.

Member's Name:_____   Date:_____

Project Leader's Signature:_____   Date:_____

KEEP IN YOUR RECORD BOOKS WITH YOUR PROJECT RECORDS

BABYSITTING
Level II – Producer

Date
Completed

_____1.   Demonstrate two First Aid Techniques in front of your project.

_____2.   Demonstrate in front of you project or club something you learned in your
                 babysitter's training course.

_____3.   Visit a Day Care facility.

_____4.   Create a collage with pictures of children sorted by stages of development.
                 (infant, toddler, etc.)

_____5.   Visit an Educational supply store.

_____6.   Visit you local library.

_____7.   Prepare a healthy snack for toddlers and young children.

_____8.   Participate in assembling a book of recipes for healthy snacks for toddlers and
                 young children with your project.

_____9.   Make a book of songs or poems that you can sing and recite with children
                 while your babysitting.

_____10.   Make a book of five games that you can play with children when you're
                 babysitting.

_____11.   Explain these abbreviations to your leader: CCC , and ABC.

_____12.   What is the first thing you do in an emergency situation?

_____13.   What are the basics of basic care?

_____14.   What does it mean to be a good role model?

_____15.   Participate in a community service/citizenship activity related to your project

Member's Name:_____   Date:_____

 Project Leader's Signature:_____   Date:_____

KEEP IN YOUR RECORD BOOKS WITH YOUR PROJECT RECORDS

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BABYSITTING
Level III – Consumer

Date
Completed

_____1. Demonstrate three First Aid techniques in front of your club.

_____2. Demonstrate in front of your project of club three things you learned in your babysitter's training course.

_____3. Make an Egg or Flour Sack Baby.

_____4. Following the instructions and requirements of your project leader, care for your egg/four sack for 1 week.

_____5. Volunteer in a nursery or Day Care.

_____6. Make a song or poem that teaches something (numbers, letters, colors, etc.) to small children, and present it at a club meeting.

_____7. Make an illustration or visual aide to go with your song or poem.

_____8. Keep a portfolio of all the babysitting jobs you have this year.

_____9. Explain to another member of your club, (not in the project) the Three C's.

_____10. Baby-sit for at least one hour.

_____11. What is the #1 duty of a babysitter?

_____12. How much money should you charge?

_____13. What do you do if a child is misbehaving?

_____14. Is it ever okay to handle an open wound without any gloves on?

Member's Name:_____   Date:_____

 Project Leader's Signature:_____   Date:_____

KEEP IN YOUR RECORD BOOKS WITH YOUR PROJECT RECORDS

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BABYSITTING
Level IV – Leader

Date
Completed

_____ 1. Complete on year as a junior or teen leader for this project.

_____ 2. Assist at least one member at a lower level proficiency complete their proficiency.

_____ 3. Prepare a lesson to teach at one of your project meetings.

_____ 4. Develop a group presentation to present at a club meeting or other organization.

_____ 5. Choose a topic from your project to speak about at an event other than 4-H.

_____ 6. Make a log or record showing that you have babysat for at least 5 hours.

_____ 7. Assist a younger member in learning a topic in this project.

_____ 8. Develop your own special activity. Track your progress. Show the results at a project meeting when you have completed your activity.

_____ 9. Prepare and give a speech (talk) or presentation outside of the project group.

Member's Name:_____   Date:_____

 Project Leader's Signature:_____   Date:_____

KEEP IN YOUR RECORD BOOKS WITH YOUR PROJECT RECORDS

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BABYSITTING
Level V – Researcher

Date
Completed

_____ 1.   When babysitting, try using the different child care techniques. Record which
ones worked best and which ones didn't work so well, such as:

- Methods of discipline
- Curing fussy babies
- Choosing what to eat at meal time
- Choosing what activities to do when children cannot agree.
- Anything of your choice.

_____ 2.   Prepare a paper of 300 words or more on anything you have learned in this
project such as bottle feeding, potty training, or diaper changing. Summarize
your paper and orally present it in front of your project or club.

Member's Name:_____   Date:_____

Project Leader's Signature:_____   Date:_____

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NOTES

Certificate of Achievement

This certifies that

_____

has completed the _____ Proficiency

in _____ County.

Explorer	*Producer*	*Consumer*	*Leader*	*Researcher*
_____	_____	_____	_____	_____
Date	Date	Date	Date	Date
_____	_____	_____	_____	_____
Leader's Signature	**Leader's Signature**	**Leader's Signature**	**Leader's Signature**	**Leader's Signature**

Leader Tips for Utilizing the 4-H Project Proficiency Program

The goal of the Lake County 4-H Proficiency program is to give members recognition and rewards in a timely manner and in a variety of ways to meet the diverse needs of today's youth.

It is also designed to assist youth in measuring themselves against 'standards of excellence" Each proficiency is comprised of five skill levels and should be designed to increase in scope and difficulty. The levels are:

- ✦ Level I – Explorer
- ✦ Level II – Producer
- ✦ Level III – Consumer
- ✦ Level IV – Leader
- ✦ Level V – Researcher

The proficiencies are three-fold in purpose:

1) To provide youth opportunities to sample abroad array of experiences, measure personal progress, and become self-directed learners.

2) To provide a standard of excellence where members are recognized for knowledge and skills they have mastered.

3) To provide guidelines for leaders to enhance and expand project content and experiences.

The Proficiency program is **not** designed to be an award, or a prize for the best in competition. Instead, members are **rewarded** for their personal progress. The intent of the proficiency program is to increase performance, while allowing members to be motivated, to be creative and to take risks.

The proficiencies are not a test. Youth should not be quizzed at the end of each 4-H year to determine how much they have learned. The proficiencies should be given to each youth member as a set of goals that they, as individuals, can work toward over one or more years. Completion of all five levels of a proficiency indicates "mastery of a subject.

The proficiency program is voluntary. Not all youth will find this type of activity rewarding. Many youth enter projects with their own goals. They join to learn a specific skill or group of skills, but not to achieve mastery of a subject. Additionally, not all project leaders will choose to go into such depth for each subject area. Completion of Level I – **Explorer**, may be all that is offered by a particular project leader.

We encourage leaders to give proficiency guides to members sometime during the first or second year in a project. At this point, the leader allows the member to determine which skills and/or knowledge areas he or she wants to master. Youth members can work on skills in several levels at the same time. The leader's job is to check each item in a level when the member has completed it.

For the skill areas which require demonstration, youth members may demonstrate individually to the leader (project or teen), the group, or the club at a local meeting. Members are not required to demonstrate in front of a group as we are measuring mastery of a subject, not public speaking ability. Some leaders leave time at the end of each project meeting for members to work on their proficiencies.

Leaders are cautioned not to accept a questionable answer. This indicates an incomplete mastery of the particular skill or body of knowledge. If the youth member is unsure of the correct method or term, use this time to teach the individual and allow member a month to think about it and review. The youth member will return with the knowledge learned and present it with confidence.

Allow a significant amount of time (one month) to lapse between the time a skill is taught and a member demonstrates mastery. This allows time to practice and achieve mastery, not merely reflect on a newly learned skill.

Reward immediately! Recognition is most meaningful when it is presented immediately following a learning experience. Initial and date each item as the member completes the skill. When all items in a level are completed, sign the Certificate of Achievement and notify your County 4-H Office.

A Proficiency medal, will be sponsored by the Lake County Council and awarded at the county achievement program when a skill level is completed. Youth may receive more than one medal per year. They may do this by completing two or more consecutive levels in one project area, or by completing one level in two or more projects.

For members to qualify for proficiency awards they must complete all the requirements below and give a 4-H presentation during the 4-H year.

❖ Have up-to-date and complete enrollment packet and enrollment fees on file at the 4-H office.

❖ Attend 80% of club and project meetings.

❖ Members must provide 4-H Records to the club leader for project completion verification. Records must include **Personal Development Report** and **Annual Project Report** form for each project a member is applying for a Proficiency Award, and the completed Proficiency Form.