

# STAFF AND CHILDCARE PROVIDER'S TRAINING GUIDE



This Guide is designed to give the Ride Safe Coordinator ideas for providing child passenger safety (CPS) training to Head Start teachers/staff, and childcare providers (e.g., parents and grandparents). These presentations can be made in small group settings (e.g. during staff training, open houses, parent-teacher meetings, or special events such as Child Passenger Safety Week) or in the homes of Head Start families.

Some of the information included in this Guide can also be provided or conveyed to larger audiences through newsletter articles, posters, and/or public service announcements. The ideas presented in this Guide may be supplemented with additional information and activities that can be found in the Resource Guide.

It's recommended that the Ride Safe Coordinator work with other Head Start Staff and/or their CPS Partners (Tribal Police, IHS/Tribal Environmental Health Officers, Injury Prevention Specialist, etc.) in developing and conducting these activities.

**Important Note:** The Ride Safe Staff & Childcare Provider's Training Guide is not intended to be the same level of training as a National Highway Traffic Safety Administration (NHTSA) child passenger safety (CPS) training course. To gain NHTSA CPS Technician or Instructor status, staff members will have to attend the required training and meet the certification requirements.

**Related Head Start Performance Standard:** 1304.22

## **Intended Outcomes of this Guide:**

Upon completion of activities in this Guide, participants will be able to:

- Understand why child safety seats (infant, convertible and booster) are the most effective way to protect a child during a crash or sudden stop
- Demonstrate how to correctly select, fit and install their car seat
- Teachers and staff will be able to communicate CPS concepts to childcare providers
- Parents need to identify basic misuse issues with safety seats and know how to correct them.

## Key Concepts:

The activities in this Guide address the following key concepts:

- Motor vehicle crashes are the leading cause of death for American Indian children, young adults and adults from ages 1- 44 years old.
- Most crashes occur close to home (within 25 miles of home).
- Child safety seats are a proven and effective intervention in reducing the risk of serious injury or death.
- The best safety seat is the one that fits your child's size and weight and can be installed in your vehicle correctly.

The following Table summarizes the five primary training presentation activities included in this Guide:

Activity	Materials Needed	Time Needed
#1: Child Passenger Safety Facts	Child Passenger Safety Fact Sheet / Power Point presentation and handout (on Ride Safe Program CD) Demonstration equipment: car seats, demo bench, etc.	20 – 30 minutes
#2: <i>Securing Our Future</i> video/DVD and discussion	Securing our Future Video/DVD & Discussion Guide	30 – 45 minutes
#3: <i>UTTC Car Seat Safety "Protecting our Most Cherished Gift"</i> video/DVD and discussion	UTTC Protecting our Most Cherished Gift...Our Children Video/DVD & Discussion Guide	30-45 minutes
#4 Safety Seat Skills Training & Installation	Appropriate safety seat Parent's vehicle (to practice installation skills)	40 to 90 minutes (Time will vary based on type of safety seat & vehicle)



## Organizing a Training Session

There are several issues to consider when organizing a training session.

First, it is important to decide **WHEN** to conduct the presentations.

- As with other safety in-services, the Ride Safe Coordinator can present CPS training sessions to teachers and staff during orientation or staff meetings.
- Ride Safe Program Coordinators can conduct childcare provider training sessions as part of a regular parent meeting or host a special Child Passenger Safety training session for parents and childcare providers.

Second, getting teachers and staff together for a training session is generally easier than gathering parents and childcare providers to an after hours training session on child passenger safety.

**HOW** will you get busy parents and childcare providers to attend a child safety seat training session?

- Communicate the date, time, location, and topic of the presentation well in advance so that families can plan to attend. Sending home a reminder to attend the meeting two days in advance would also be helpful.
  - Use of sign-up sheet
  - Reminder phone call
- It is often useful to provide incentives such as food/snacks or door prizes in order to increase attendance at training presentations.
- Another way of encouraging parents/caregivers to attend is to make the training exercises a requirement for those who wish to receive a free safety seat.

Third, you should decide **WHAT** information you want to include in each training presentation. This Guide provides four specific activities to present to families. Please refer to the *Tribal Partnerships Guide* for other activities that may be incorporated into CPS training presentations you give to parents and childcare providers.



## Activity #1: CPS Facts

### Introduction

This activity focuses on the facts about motor vehicle crashes (MVC) and the injuries they cause. It is important to give Head Start teachers, staff, and/or childcare providers this information so that they can understand the seriousness of the MVC problem among American Indians/Alaska Natives (AI/AN) in the United States.

During the presentation the instructor should point out that these national data include their local community. In addition, if you can show the audience local safety seat usage data it will help tie the local community to the National data presented. This information can also be presented to other groups, such as Tribal Council or Health Board.

### Materials Needed:

Multiple copies of CPS Fact Sheet Handout or handouts of Power Point slides, projector (overhead or computer), and demonstration materials (different types of car seats, a demonstration bench, etc.) and the Power Point slide presentation (on the Ride Safe CD).

### Action Steps to complete Prior to and During this Training Presentation:

1. Instructor should read and review the information provided in the CPS Fact Sheet Handout prior to the training presentation.
2. If possible work with your local police or IHS/Tribal Environmental Health Officer to find and include local community MVC Fact data.
3. Make multiple photocopies of the Crash Fact Sheet Handout and any Power Point slides you wish to use.
4. Decide what training approach (see below) you will use to present information included in the CPS Fact Sheet Handout.
5. Conduct your Training Presentation in a manner that best meets the learning needs/styles of your intended audience members.

### **Training Approaches:**

There are several ways in which you can present information included in the CPS Fact Sheet Handout:

- Distribute and immediately discuss the information included in the CPS Fact Sheet Handout.
- Print the Power Point presentation slides found later in this section and insert them into plastic sheet protectors placed in a binder. You can then go over the sheets during home visits or small group presentations.
- Use an overhead projector and Power Point presentation to show information to your audience and generate discussion with the group. Print handouts of this presentation to provide to participants.
- Ask participants multiple choice or true/false questions throughout the session, keep in mind that the objective is to increase awareness of CPS, not to make staff or parents embarrassed or uncomfortable.

#### *Example questions:*

What is the leading cause of death for American Indian children and young adults 1 – 19 years of age?

- a. Fire      b. Motor Vehicle Crashes      c. Drowning

Infant car seats should face in which direction and which seat of the vehicle?

- a. Rear, back seat                                      b. Rear, front seat  
c. Forward, back seat                                d. Forward, front seat  
e. Any placement is acceptable

(True or False) The MVC death rate for AI/AN is 2 to 3 times the national average?

(True or False) Most MVC injuries cannot be prevented because they are a result of unpredictable accidents?

The intent of these sample questions is to raise the parents awareness of Child Passenger Safety and the problem of MVC injuries. The second intent your questions should be to leave the parents with a sense that they can make a difference by using a child safety seat. If possible, add additional local information, especially local information and success stories (see *Tribal Partnerships Guide*).



## CPS Fact Sheet – Handout

---

**Fact #1:** The best thing you can do as a parent, to protect your child from injury due to a motor vehicle crash (MVC) or sudden stop is to use the appropriate safety seat for your child on **every** trip.

- MVCs are the leading cause of death among American Indian children and young adults ages 1-19 living in the continental United States
- Most crashes occur close to home (within 25 miles).

---

**Fact #2:** Vehicle Restraints (child safety seats & seatbelts) prevent injury in the following ways:

- Prevent ejection by keeping you in the vehicle
- Contact with the strongest parts of the body
- Spread crash force over a wide area of the body
- Help the body to “ride down” the crash
- Protect the head and spinal cord from serious injury.

---

***MYTH:** I don't believe in buckling up, I'd rather be thrown clear of the crash.*

**FACT #3:** If you are unrestrained you're more likely to be ejected from a vehicle. Once ejected you are 4 times more likely to die, usually as a result of being crushed by the vehicle.

---

***Myth:** In a MVC at 30 mph I could catch my child before they hit the dashboard or windshield.*

**FACT #4:** No parent is fast enough or strong enough to hold or catch a child during a MVC or sudden stop. At 30 mph. an unrestrained 10 pound baby would require 300 lbs. of force to restrain.

---

**FACT #5:** Seatbelts and child safety seats are proven to be effective in reducing the risk of serious injuries or death.

- Fatality Reduction
  - 71% effective for infants
  - 54% effective for toddlers
- Reduces the need for hospitalization by 69%

---

**Fact #6:** Vehicles and seatbelt systems are designed to fit adults, not children or car seats.

---

**Fact #7:** A person must be at least 4' 9" and 80 lbs before they can get a seatbelt to fit correctly.

**Fact #8:** Child safety seats are specially designed and tested to protect children riding in vehicles. **One size does not fit all** – staff and childcare providers need to match the child to the appropriate safety seat:

- Selection of a child safety seat appropriate for the child’s weight, height and age (See summary below).
- Compatibility issues – parents, care givers and staff should select a safety seat that’s compatible with the vehicles seatbelt system.

---

**Rear-facing convertible and/or an infant only safety seat**

- Keep babies and infants rear facing for a minimum of 1 year and at least 20 lbs (may be more depending on manufacture and model of safety seat)
- When selecting a safety seat for a newborn or a small baby, be aware that a Convertible Safety Seat may not provide the best fit due to its larger size
- Never place a rear facing safety seat in front of an air bag.
- Recline at 45 degree angle
- Install the safety seat properly/securely
- Less than 1 inch side-to-side and front to back movement
- Check this by gripping the **base** of the safety seat and moving front to back and side to side.
- Install child properly in safety seat
- Have no more than one finger width of space between child and harness (this is sometimes referred to as the one finger test).

---

**Forward facing convertible– over 1 year old and 20 pounds to 40 pounds.**

- Make sure to use the proper belt path on the child safety seat.
  - Forward facing belt path is located in the back.
  - Rear facing belt path is located under the front of the seat.
- Thread the harness though the top harness slots
  - Unless specified otherwise by the manufacturer
  - Top slot is reinforced to prevent the harness from breaking through the back of the safety seat
- Harness fit, have no more than one finger width of space between child and harness
- Less than 1 inch side-to-side and front to back movement
- Check this by gripping the **base** of the safety seat and moving front to back and side to side.

---

**Combination seat (Booster seat with harness & belt positioning)**

- For children over 1 year of age and 22 to 40 pounds.
- Harness fit is the same, no more than a finger width between harness and child.
- Install the car seat properly/securely
  - Less than 1 inch side-to-side and front to back movement
  - Check this by gripping the **base** of the safety seat and moving front to back and side to side.

---

**Combination seat (Booster seat with harness)**

- As a belt positioning booster
- Generally for children 30 to 80 pounds.
- Use with lap and shoulder belt only
- Make sure lap belt fits properly
  - High on the thighs and low on the belly
  - Check fit of shoulder belt
    - You want the shoulder belt to run across the chest
    - If the child places the shoulder strap under an arm or behind their back, that's a good indication of an improper fit

---

**Booster Seat: Belt positioning high back:**

- Best used in vehicles with low seat backs
- Generally for children 40 to 80 pounds. (see manufactures weight recommendations – some go as high as 100 pounds)
- Use with lap and shoulder belt only
  - Make sure lap belt fits properly
  - High on the thighs and low on the belly
  - Check fit of shoulder belt
    - You want the shoulder belt to run across the chest

---

**Booster Seat: Belt positioning low back:**

- Best used in vehicles with high seat backs
- Generally for children 40 to 80 pounds. (see manufactures weight recommendations)
- Use with lap and shoulder belt only
  - Make sure lap belt fits properly - High on the thighs and low on the belly
  - Check fit of shoulder belt - You want the shoulder belt to run across the chest





## Activity #2: *Securing Our Future* Video



### **Introduction**

The video (DVD), *Securing our Future*, was filmed on several reservations in Washington State. The DVD discusses the importance of using child safety seats and stresses the need for correct usage.

Showing the video along with using the discussion guide will assist the Ride Safe Coordinator in reviewing the key points made in the video and will help generate discussion among the group. Through the video and group discussion, the participants will gain a clearer understanding of the need for child safety seats and their proper usage.

Previous Ride Safe Program coordinators found that showing and discussing a video during a Head Start parent meeting to be very successful. Showing only the video may not be as successful without the discussion.

### **Materials Needed:**

Copy of *Securing Our Future* DVD (see Ride Safe Program DVD or download, (see Resource Guide) and Discussion Guide (next page).

### **Action Steps to be completed prior to a Training Presentation:**

The Coordinator should preview the video and read through the discussion guide. Make multiple photocopies of the Handout.

### **Action Steps to be completed During a Training Presentation:**

- Set up TV VCR
- Pass out copies of Handouts

### **Training Approaches:**

The information in this activity can be presented by:

- Ride Safe Coordinator
- Tribal Police w/ CPS training
- EHO w/ CPS training
- Staff w/CPS Training

## ***Securing Our Future Discussion Questions***

### **1. Why are infants more susceptible to injury in motor vehicle crashes?**

Answer: Infant's heads are disproportional in size to their bodies. Infant's bones are also not solid or strong, are still developing.

### **2. Why are cradleboards not suitable for motor vehicles?**

Answer: Cradleboards are composed of mostly leather and wood and do not provide enough support for the momentum of a motor vehicle crash. An example is given with a cradleboard being snapped at a 25 mile per hour crash.

### **3. Why are infants under 20 lbs to be restrained in rear-facing car seats?**

Answer: Infants less than 20 lbs are to be restrained in rear facing car seats because in the case of a automobile crash, the force of the impact will be spread along the infants strongest part of the body, the back.

### **4. What angle should rear-facing car seats be reclined at? Why that angle?**

Answer: Infant rear-facing car seats should be reclined at 45°. This angle protects the head by not allowing the head to fall foreword. This angle also provides maximum comfort for the infant.

### **5. What are the steps to insure the security of an infant's car seat?**

Answer: First press firmly into seat, tighten, and lock. To check the security, grasp the seat near the seat belt path. The seat should not move more than one inch from side to side.

### **6. Once a child has reached 20 lbs and is at least one year old, what type of car seat should be used?**

Answer: Once a child has reached 20 lbs and is at least one year of age, the forward facing car seat can be used. This seat is situated in the in an upright position and is secured by the car's seatbelt. The child should fit snugly into the car seat and the seat should be used until the child is 40 lbs in weight. (**Note:** Always consult the child safety seat manufactures recommendations for your seat).

**7. When a child is between 40 and 80 lbs, a booster seat should be used. Why is this?**

Answer: Booster seats should be used with children 40 to 80 lbs in weight. This is because seat belts in automobiles are built to fit adults, not children. The booster seat is meant to properly position the vehicle's lap and shoulder belt on the child. The use of a booster seat assures the belt to be fitted across the child's chest and low across the child's hip. Once a child is 4'8" tall and at least 80 pounds they are able to use the vehicles occupant restraint system.

**8. In the case of a crash, what injuries may occur if a child is using an adult's seat belt?**

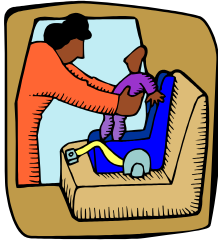
Answer: In the case of a crash, a child using an adult seat belt may suffer from the "Seat belt syndrome." Tearing of the liver, spleen, and other organs may occur as well as the rupture of intestines, fracturing of ribs, and damage to the spinal cord, and head and neck injuries. An adult seat belt will not properly fit a child and will apply too much pressure on the child's body.

**9. What is the purpose of a booster seat?**

Answer: The booster seat creates the sense of artificial hips on a child. With a booster seat, the car's seatbelt will fit a child the same as a properly belted adult.

**10. At what ages should children be placed in the back seat?**

Answer: The best transportation practice is to have children ages 12 and younger in the back seat.



## **Activity #3: UTTC Car Seat Safety : *Protecting Our Most Cherished Gift...Our Children* Video**

### **Introduction**

This video (DVD) was developed by the United Tribes Technical College (UTTC) Injury Prevention Class, the North Dakota Dept. of Transportation and ND Department of Health. The overall goal of the video is to motivate parents to use child safety seats when transporting their children. By utilizing a combination of American Indian/Alaska Native history, culture, personal interviews and motor vehicle crash data, the UTTC narrators are able to convey a strong Child Passenger Safety (CPS) message.

Showing the video along with using the discussion guide will assist the Ride Safe Coordinator in reviewing the key points made in the video and will help generate discussion among the group. Through the video and group discussion, the participants will gain a clearer understanding of the need for child safety seats and their proper usage. Previous Ride Safe Program coordinators found that showing and discussing a video during a Head Start Center parent meeting to be very successful. Showing the video alone may not be as successful without the discussion.

### **Materials Needed:**

Copy of *UTTC* DVD (see Ride Safe Program DVD) and Discussion Guide (next page).

### **Action Steps to be completed prior to a Training Presentation:**

The Coordinator should preview the video and read through the discussion guide. Make multiple photocopies of the Handout.

### **Action Steps to be completed During a Training Presentation:**

- Set up TV VCR
- Pass out copies of Handouts

### **Training Approaches:**

The information in this activity can be presented by:

- Ride Safe Coordinator
- Tribal Police w/ CPS training
- EHO w/ CPS training
- Staff w/CPS Training

## ***Protecting Our Most Cherished Gift Video Discussion Questions:***

During the video the narrators described how native people historically transported and protected their children.

### **1. What device did elders use to protect their children while traveling?**

Answer: Cradle Board

*Instructor: Facilitate a general discussion about cradle boards with the group. Ask if they use or know a relative that uses a cradle board.*

### **2. In the present day how can parents and elders protect their children and/or grandchildren while traveling in a vehicle?**

Answer: Use of an appropriate child safety seat

During the film the narrator stated that motor vehicle crashes are the leading cause of death in American Indian Communities.

### **3. What's the most important thing that could help reduce the number of MVC deaths in American Indian Communities?**

Answer: Increase seatbelt and child safety seat usage on the reservation.

*Instructor: Bring up the fact that injuries are predictable and preventable through the use of child safety seats and seatbelts.*

### **4. What was the percentage of Native Americans that were killed in a passenger vehicle that were not using a seatbelt or child safety seat?**

- 66 %
- 76 %
- 86 %
- 96 %

Answer: 86%

*Instructor: Facilitate a general discussion about this statistic. Are parent's surprised by it? If so, why? If not, why not?*

During the film several individuals gave reasons for not using a child safety seat or seatbelts while transporting their children. For questions 5-11, we're going to revisit those excuse statements and discuss them.

Excuse #1: I don't have a car seat because they are too expensive, the next best place for my baby is in my arms, I can shield them from harm.

### **5. What will happen to this child in the event of a Motor vehicle crash?**

Answer: The child will be crushed between the parent and the steering wheel or dash.

### **6. What would you suggest to this parent if they were your friend?**

Answer: "You need to get a child safety seat and use it. Sign up for Head Start and get involved with the Ride Safe Program."

Excuse #2: We don't always use seatbelts because we drive a pick-up. We don't always have room in the cab for everyone so we let the kids ride in the back. They have a lot of fun and we're careful to make sure no one falls out.

**7. What will happen to this child in the event of a motor vehicle crash?**

Answer: The children would be thrown from the vehicle.

**8. What would you suggest to this parent?**

Answer: "Take a different vehicle if possible. Even if you are careful, you can't anticipate what other drivers will do and how you will react."

Answer: "If you only have three seat belts, then you should only transport three people."

Answer: "Never transport people in the back of a pickup."

Excuse #3: I gave up trying to keep my kid's buckled in. I just get tired of hearing them cry. I can imagine what it must feel like to be strapped into a car seat all the time.

**9. What will happen to this child in the event of a motor vehicle crash?**

Answer: "As an unrestrained child in a MVC, their chances of injury and death are doubled".

**10. What would you suggest to this parent if she were your sister/friend?**

Answer: "Don't give in, if you do your authority will be undermined. Keep them in the child safety seat."

Answer: "If you think the child safety seat is bad, try to imagine how they will feel if they are injured in a car crash."

**11. What are some of suggestions you might provide to keep children buckled up?**

Answer: "Be a role model to your children and use your seatbelt".

Answer: "Have your child buckle up a soft toy or doll."

Answer: "Take breaks."



## Activity #4: Skills Training

### Introduction

Child safety seats come with a complete set of directions that review the car seat installation procedures. Unfortunately, simply reading these directions doesn't insure that an individual can install the car seat correctly.

In this activity, Head Start staff and/or CPS Partners will work with parents and/or childcare providers one-on-one to review how to properly install their car seat(s) in their vehicle(s).

With car seat misuse percentages running at or above 70 percent throughout the United States, it's a necessity that the Ride Program provide this activity to the parents and childcare providers. After the skills training is provided, the parents will have improved car seat installation skills and increased confidence in their abilities to install and properly maintain a car seat.

Note: It is upon completion of Activity #5 that parents will take possession of their car seat.

### Materials Needed:

- Have enough car seats (convertible, combination booster with harness, and booster seats) for each of the parents /childcare providers to practice their hands on skills. These seats will eventually be the parent's seat. For information on where to purchase car seats, see *Resource Guide*.
- Swim noodles (closed cell foam floatation devices) used to adjust angle of rear facing car seats.
- Spare locking clips
- Traffic cones

### Action Steps to complete Prior to a Training Presentation:

- Schedule to have childcare for the children.
- If severe or adverse weather is a concern, make arrangements to have access to a garage or covered area where the parents' vehicle can be parked during the skills training.

- Mark off a parking area and make sure the parents know to park in this location.
- Schedule enough CPS-trained Head Start Staff and/or CPS Partners to provide training to the parents. Preferable you will have one trainer per 2 parent ratio.
- During the training activity a NHTSA CPS Technician should be on site to answer any installation questions the staff or parents may have.
- Set up a room where the parents and childcare providers will be presented with their safety seats (see Distribution Guide).

**Action Steps to complete During a Training Presentation:**

Provide a brief introduction to the parents and go over the reason for the skills training.

- Explain that Nationwide, child safety seat misuse (improper installation of the car seat) is at or above 70 percent.
- Inform the parents that you want them leave the Head Start today with sound safety seat installation skills and confidence in their abilities to install their safety seat in their vehicle correctly each and every time.
- Distribute the appropriate child safety seat to each parent. It would be helpful if this determination could be made prior to the event.
- Pair off instructors with parents.
  - Place your most experienced CPS Staff or Partners with the more complicated installations.
  - Try to group safety seat types so the instructor can focus on one type of seat.
- Give the parents 5 minutes to look over their safety seat and ask questions of the instructor.
- Children are brought back into the class so they can be fitted to their child safety seat (convertible or combination seat). Allow at least 8 minutes to complete this activity.



- Belt positioning seats will not require additional time to fit harness.
- Children are sent back to daycare activities.
- Move the class out to the secured parking area and the parent's vehicles.
- The CPS Staff or Partner will demonstrate proper installation of the Child Safety Seat to the parent or group of parents.
- Parents and childcare providers will now practice installations:
  - Parents will have to select the best seating location in the vehicle.
  - Parents will be encouraged to install the safety seat in at least two locations in the vehicle.
  - CPS Staff or Partner will assist parent as needed.
  - When the parent is ready the NHTSA CPS Technician will check the installation.
- After passing this phase of the activity the parents will work with their child and the seat.
  - Parents will collect their child from Center and bring them out to the parking area.
  - The parent will install safety seat and child in their vehicle.
  - CPS Staff or Partner will assist parent as needed.
- When the parent is ready the NHTSA CPS Technician will check the final installation.
  - Parent is successful and is cleared to leave.
  - Parent is unsuccessful and is provided further assistance until he/she successfully installs the safety seat and child in their vehicle.