

REQUIREMENTS FOR NON-PRIMARY CAREGIVERS AND CO-APPLICANTS

TEENAGE HELPERS

- Must be at least 13 years of age and less than 18 years of age.
- Background study consent form must be submitted and completed before direct contact with children.
- Helpers used on a regular basis are required to obtain 6 hours of training within one year from date of initial employment (discuss with your licensor).
- Must have SIDS training (within the past five years) before assisting with the care of an infant.
- Must have SBS (within the past five years) before assisting with the care of children under school age.
- Cannot be left alone to care for the children.

Responsibilities recommended for teenage helpers could include reading to the children, participating in activities, i.e. assist the children with projects/homework, preparation and cleanup after meals, and assisting with the supervision of the children.

SUBSTITUTES = any adult who assumes the responsibility of the provider

- I. Occasional substitute who works less than 30 hours in a 12 month period:
 - a. Must be an adult, at least 18 years of age.
 - b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
 - c. Must have SIDS Training within the past five years before caring for infants.
 - d. Must have SBS training within the past five years before caring for children under school age.

- II. Regular substitute who works more than 30 hours but not more than 30 days in a 12 month period:
 - a. Must be an adult, at least 18 years of age.
 - b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
 - c. Must have SIDS within the past five years before caring for infants.
 - d. Must have SBS training within the past five years before caring for children under school age.
 - e. Infant/Child CPR within the past 3 years.
 - f. First Aid (no time frame).

EMERGENCY CONTACT = any adult who provides care during emergencies.

- a. Must be an adult, at least 18 years of age.
- b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
- c. Should be able to respond to emergency need within 5 – 10 minutes.

- d. Name and phone number must be posted near telephone.
- e. Must have SIDS within the past 5 years when infants are enrolled.
- f. Must have SBS training within the past 5 years.

SECOND ADULT CAREGIVERS (works 30 days or more in a 12-month period)

- Must be adults, at least 18 years of age.
- Background study consent form must be submitted and cleared by our agency before direct contact with children.
- Provide a completed physician's report.
- Must have SIDS training within the past five years before caring for infants.
- Must have SBS training within the past five years before caring for children under school age.
- Must complete a minimum of 8 hours of training per year.

A provider cannot leave children alone with a substitute for more than 30 days in a 12-month period.

CO-APPLICANTS (Their name is on the license and they have equal liability)

- Must be adults, at least 18 years of age.
- Must attend an orientation meeting and meet with a licenser.
- Must complete a background study.
- Must complete CPR (within the past three years) and First Aid training.
- Must complete a minimum of 8 hours of training per year.
- Must have SIDS training within the past five years before caring for infants.
- Must have SBS training within the past five years.
- Must provide a completed physician's report
- Must submit three personal references.
- A co-applicant is a licensed provider and can be left alone with children for more than 30 days in a 12-month period.

The provider is responsible for making sure the above requirements have been met and should understand that they will be held accountable and liable for the actions of anyone employed by them to assist with the care of the children, as well as, anyone else they allow to have access to the children in their care.

Rule revisions and state interpretations may change these requirements. Always consult with your licenser about your particular situation.