



In-Home Backup Authorization for school drop-off and pick-ups (Sept-June)

The following must be submitted to the agency prior to all back up caregiver situations: signed child guidance policy; criminal record / intervention record checks; 3 references; and first aid certificate. Back up caregivers must be at least 18 years of age.

All documents must be in place and submitted to the agency for transportation authorization. Car insurance, driver's license, car seat session certificate, signed field trip form.

I, _____ give permission for my child(ren)
(Parent/Guardian's Name)

_____, _____

to be cared for by _____ as backup
(Backup Caregiver who is 18 years or older)

care within _____ home during school drop off and pick-
(Educator's Name)

ups. Times _____

Date

Parent/Guardian signature

Date

Consultant signature

In Home Back up Form must be submitted to the CDDH office as soon as possible.

The following must be reviewed and submitted for ALL In-Home Backup Persons PRIOR to in-home backup taking place for school pick-up and drop-off.

- o Signed child guidance policy
- o Criminal record -within 3 months
- o Intervention record checks- within 3 months
- o 3 references
- o First aid certificate.
- o In-home backup parent authorization form for school pick up and drop off for each child
- o A new general field trip form must be completed, stating the authorized driver's name, if they are not initially approved for transporting children.

Additionally, the primary educator must ensure the following has been completed with the In Home Back Up Person.

- o Parents/ Guardians and Children have met In Home Back Up Person
- o Consultant has met In Home Back Up Person (video call/in-person)
- o In-home backup has the consultant's contact information and the agency's contact information
- o Child Information Medical record forms and emergency numbers have been printed and are easily accessible at all times to the in-home backup person and travel first aid kit.
- o Reviewed all EMERGENCY PROCEDURES in detail on the Bulletin Board (muster point, what to do in an emergency evacuation, emergency phone numbers)
- o Reviewed Incident Report procedure
- o Reviewed Timesavr- logging children in and out

Transporting: YES NO

If In Home Back Up Person is transporting the following documents must be in place and submitted to the agency PRIOR to transporting.

- o Car insurance- \$2 Million
- o Driver's license of person/persons driving
- o Child Passenger Seat Training certificate (Renewed every 3 years)
- o In-Home back up authorizations specifically for transporting for each child in care. School transportation forms need to be re-signed annually.
- o Read Transport Canada car safety rules
- o When installing a car seat for the first time, educators must complete and keep records of the appropriate Yes Test for the car seat they are installing (Rear-Facing, Front-Facing, and Booster Seat). Please see the educator's portal for these printable forms. If a seat is removed and re-installed, Yes Tests will need to be completed again (even if a parent is the one installing the seat).
- o Strongly recommends getting the car seat inspected by the Child Passenger Safety Technician.

I have reviewed the above information with my In-Home Back Up Person.

Dayhome Educator signature _____ Date: _____

I have reviewed and submitted the above information.

In Home Back Up Person Signature _____ Date: _____

I have confirmed the above information is complete and submitted.

Consultant signature _____ Date: _____