



In-Home Backup Authorization

Back up caregivers must be at least 18 years of age

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

_____ , _____

to be cared for by _____ as backup

care within _____ home during these times:
(Educator's Name)

Drop off time: _____ Pick up time: _____

Date

Parent/Guardian Signature

EMERGENCY PROCEDURES (READ Details on Emergency Form on Bulletin Board)

Minor Incidents

- Administer First Aid as required
- Complete Incident Report
- Notify parent and Agency

Critical Incidents- Call 911

- Administer First Aid as required.
- Immediately notify parent or emergency contact
- Notify the Agency
- Complete Incident Report

Date

In Home Back up Person signature

In Home Back up Form must be submitted to the CDDH office immediately.

In-Home Backup Authorization- *must be at least 18 years of age*

The following must be reviewed and submitted for ALL In Home Back up Educators PRIOR to in home back up taking place.

- Signed child guidance policy
- Criminal record -within 3 months
- Intervention record checks- within 3 months
- 3 references
- First aid certificate.
- In home back up parent authorization forms for each child in back up care
- New Field Trip form- with In home Back up Educators name /parents signatures

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

- Parents/ Guardians and Children have met In Home Back Up Person
- Consultant has met In Home Back Up Person
- In-home back up has consultant's contact information and agency contact information
- Child Information Medical record form have been printed and easily accessible at all times to in home back up person.
- Reviewed all EMERGENCY PROCEDURES in detail on Bulletin Board (muster point, what to do in an emergency evacuation, emergency phone numbers)
- Reviewed Incident Report procedure
- 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.

- Car insurance- \$2 Million
- Driver's license of person/persons driving
- Child Passenger Seat Training certificate (current year)
- In-Home back up authorizations specifically for transporting for each child in care. School transportation forms need to be re-signed annually.

Please note the following circumstances.

Ratio Exemptions: If the dayhome educator has a ratio exemption in place, the exemption DOES NOT automatically apply to the in-home back up provider. Please discuss this with your consultant BEFORE in-home backup care takes place. This will be assessed on a case-by-case situation.

Dayhome Educator's Children not in ratio: The ability to not include a dayhome educator's own children 3 years of age and older in ratio only applies to the educator and not to their in-home backup UNLESS the in-home backup provider is also the parent of the educator's children (ie: spouse).

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: _____