



Quick Reference Guide for Educators

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Forms (in alphabetical order)

Form Name	Description	When to fill out	What to do next
Anaphylaxis Emergency Plan	To be completed for any child with a life-threatening allergy (anaphylaxis). Emergency medications like EpiPens, inhalers, or insulin must not be locked—they need to be accessible in an emergency but kept out of children's reach.	Complete the form as stated.	If a child has developed an anaphylactic allergy while in your care, complete the form and submit it to your consultant.
Back up and drop in Parent Agreement Form	Gives you permission to care for a child for a short-term period (4 days or less for drop-in care, 10 days or less for backup care)	The family must complete and sign this form before you can provide care.	Send the completed, signed form to your consultant or admin so the child can be added to KinderLogix and their hours recorded. If they can't be added right away, record drop-off and pick-up times elsewhere for insurance purposes, then enter them in KinderLogix once the child is added.
Change of Services Form	This form is used to inform the Agency of changes happening to the contract of a family in your dayhome (i.e.: changing hours, changing days, ending service, etc.) If an educator is away for more than 2 weeks, contracts are terminated between the Educator and families.	Complete the form as soon as you are aware of contract changes or a family has given notice.	Ensure the form is submitted to the Agency BEFORE Timesheet Day each month.

Form Name	Description	When to fill out	What to do next
Fire Drill Record	To be used to record your monthly fire drill practices.	Complete monthly fire drills with the children and record each one on the form. Use your real smoke detector sound so they become familiar with it and understand what it means.	Complete the form monthly and submit it to your consultant once completed.
General Field Trip Form	A form giving you permission to take children on regular outings to nearby locations such as a neighborhood walk, a nearby park or playground, community hall, library, etc. Typically used for destinations you may visit weekly with children.	Form is completed at approval and updated as needed for location changes. Ensure all families sign it, including new families when they start.	The Agency does not require a copy, but it must be posted visibly on your bulletin board. Be sure to inform your consultant of any changes.
Hours of Service Form	As per licensing, Dayhome Educators must communicate their hours of service to the agency in writing.	Used to update the hours of service listed in your contract. Any care provided outside your dayhome hours isn't covered by Agency policy and is considered a private arrangement.	Inform your consultant as soon as possible if you are planning to change your hours of service. Complete and submit the form.
Incident Report Form	Used to document specific details of an injury a child received while at the dayhome or an unusual incident or emergency that occurred during dayhome hours. This includes incidents that may or may not have resulted in a noticeable injury but should be documented.	After tending to the child and completing all required reporting steps, fill out the form with as much detail as possible and get the family's signature if you can. For incidents between two children, don't include the other child's name—use wording like "Child A was bitten on the left arm by another child."	Submit the form to your consultant as soon as possible so we can determine if it is a critical incident. Any incident requiring medical follow-up is now categorized as a critical incident and must be reported to licensing through the agency immediately. Please review the "Managing Serious Incidents" document on the educator portal under the Incident Report form.

Form Name	Description	When to fill out	What to do next
In-Home Backup Care Form	Gives permission to have an alternate caregiver provide temporary care in your dayhome (i.e.: for an appointment)	Families must sign to give permission EACH time an in-home backup caregiver is used and BEFORE care is given. Inform your consultant ahead of time if you are using an in-home backup caregiver.	Submit the completed and signed form to your consultant. Be sure your in-home backup caregiver is aware of emergency procedures, including allergies and administration of medication. Medication and field trip forms must be updated with the backup caregiver's information for families to sign. The agency must also have a copy of the backup caregiver's insurance if they are planning to transport.
Medication Record Form	This form gives you permission to administer prescribed medication to a child. It is used to keep track of prescribed medication being given to a child.	The form MUST be completed and signed by you and the parent or guardian BEFORE medication is given. The medication must be brought to the dayhome in the original container with the proper label (child's name, name of medication, dosage and doctor/pharmacy name). Record each time medication is given to the child.	Submit the form to your consultant as soon as the medication is finished. If a child has ongoing medication, please refer to the Specialized Medication and Health Care form.
Specialized Medication and Health Care Form	To be used when a child has emergency medication such as an Epi-Pen, inhaler or insulin, etc. or other ongoing medication and health care (i.e.: feeding tube). Emergency medication such as Epi-Pens, Inhalers or Insulin is considered LIFE THREATENING conditions and therefore the medications CAN NOT be locked in case of emergency but must be out of reach from children.	The form MUST be completed and signed by you and the parent or guardian BEFORE medication can be administered. If medication expires, make a note of it so that you can remind families to update the medication before it expires (and complete a new form). Record each time medication is administered to the child on the form.	For ongoing/daily medication, submit the form to your consultant monthly

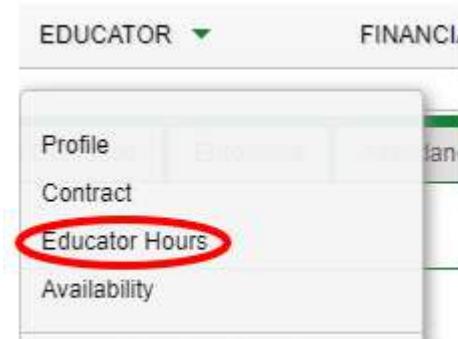
Specific Field Trip Form	A form giving you permission to take children on a field trip or to a destination not listed on your General Field Trip Form. Families must be notified in advance and asked for written consent.	To be used if you are planning to take the children on a field trip or outing not listed on your general field trip form.	Complete the form and have families sign BEFORE the field trip and submit it to your consultant.
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Administrative Hours

Please track on the tracking sheet AND record into KinderLogix even when you are over 181 hours for the month. Administration will claim all your working hours each month to show the government how many hours daycare educators are truly working. Attached is an electronic copy of the administrative hours' tracker. You must make sure to file your filled out paperwork for 8 years in case of an audit.

To find your educator hours and to claim your admin hours on KinderLogix, please see the following:

1. On the KinderLogix website, you can find educator hours here:



2. Then enter your total administrative hours by the deadline communicated by your Admin person.

How to Mark Yourself Unavailable on KinderLogix

Video Tutorial (Desktop Version): <https://www.youtube.com/watch?v=r13anfweL34>

Video Tutorial (Mobile Version): <https://www.youtube.com/watch?v=wmh5WGpcyDg>