



## In-Home Backup Care Checklist

Dayhome Educator: \_\_\_\_\_

In-Home Backup Provider Name: \_\_\_\_\_

*In-home backup permission forms must be completed and signed prior to providing care.*

### **Duration and Rights:**

Duration of In-Home Backup Care: In-home backup care arrangements may be used for a maximum period of 6 weeks at one time.

Agency's Right to End Care: The Agency reserves the right to terminate an in-home backup care arrangement at any time, for any reason, without prior notice.

Family's Rights and Responsibilities: Families have the right to accept or decline an in-home backup care arrangement. If a family agrees to the arrangement but later decides to discontinue in-home backup care, they may do so at any time without notice. If the in-home backup care is 10 days or less, AND the family is not returning to their contracted educator, two weeks notice is still required.

### **Requirements for In-Home Backup Care Providers:**

To be completed prior to giving care:

- 18 years of age or older
- Has obtained Child Care First Aid certification and it renewed every 3 years.
- Has obtained a Criminal Record/Police Information Check including Vulnerable Sector search and renewed every 3 years.
- Has obtained an Intervention Record Check and renewed every 3 years.
- Three satisfactory references from non-relatives that corroborate suitability for working with children.
- Signed the [CDDH Child Guidance Policy](#) – to be signed every year
  - Date of Completion: \_\_\_\_\_ (for office use only)

Updated: April 8, 2026

- Date of Renewal: \_\_\_\_\_ (for office use only)
- Signed the [Diaper, Toileting and Hygiene Policy](#)
- Has been trained in all emergency procedures, including fire evacuation and medication administration including emergency medication and incident reporting.
- Signed [Medication Administration Policy](#)

To be completed within 6 months of in-home backup approval:

- Has obtained Little Warriors Training (must complete within 6 months of being approved as an in-home backup provider.)
  - Due Date: \_\_\_\_\_
  - Date of Completion: \_\_\_\_\_ (for office use only)
- Has obtained Level 1 in ECE (must complete within 6 months of being approved as an in-home backup provider)
  - Due Date: \_\_\_\_\_
  - Date of Completion: \_\_\_\_\_ (for office use only)

Additionally, the Dayhome Educator must ensure the following:

- Parent/Guardian has met the in-home backup provider.
- The consultant has met the in-home backup provider.
- Ensure in-home backup provider has the consultant and agency's contact info.
- The in-home backup provider knows how to log children in and out on Timesavr (if applicable)
- The in-home backup provider knows where all child files and medication are located

Is the In-Home Backup Provider transporting children?      **YES**      **NO**

- They MUST have completed child safety seat training and renewed every 3 years.
- Parent/guardian has signed permission for transportation.
- Agency has a copy of the in-home backup provider's \$2 million liability vehicle insurance on file and the is updated yearly.

**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. The consultant will assess in 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 (i.e.: spouse).

**Emergency Procedures (read details on bulletin board)**

<b>Minor Incidents</b>	<b>Critical/Emergency Incidents</b>
<ul style="list-style-type: none"><li>• Administer first aid as required.</li><li>• Notify parent/guardian and Agency.</li><li>• Complete incident form</li></ul>	<p><b>CALL 911</b></p> <ul style="list-style-type: none"><li>• Administer first aid as required.</li><li>• Immediately notify the parent/guardian</li><li>• Notify the agency.</li><li>• Complete incident form</li></ul>

**I have reviewed and understood the above requirements:**

Dayhome Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In-Home Backup Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_