

direct supervision until clearance letter received. License holder must document date the background study initiated.

3. Must complete SUID training before being employed. Must repeat SUID training with online video.
4. Must complete Abusive Head Trauma training before being employed where children younger than school age are in care. Must repeat AHT training yearly.
5. Must complete CPR and First Aid training once every two years if the substitute will be the sole caregiver for more than 30 hours in a 12 month period.
6. Must complete 3 hours of Child Passenger Safety training if transporting any day care children.
7. Must receive training on the Chemical Use Policy, and license holder must document the date.
8. Must know where children's forms are, first aid kit and take it and children's emergency information when taking children off of property, fire extinguisher, fire and storm drill sites, children's medical needs/allergies.
9. Must read the day care rule and mandated reporting law.
10. License holder must inform all day care parents of substitute.
11. Must understand the definition of supervision.

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**HELPERS: An adolescent at least 13 years old and less than 18 years old who assists the license holder.**

1. At least 13 years old but not 18 years old.

2. Background study must be initiated and a more time is needed letter must be in the license holder's hand before helper can have direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date the background study initiated.
3. **Cannot** be left alone to care for children.
4. **Cannot** be delegated supervision responsibilities.
5. Must complete SUID training before being employed. Must repeat SUID training yearly, alternating in person training with online video.
6. Must complete Abusive Head Trauma training before being employed where children younger than school age are in care. Must repeat AHT training yearly.
7. Must complete 6 hours of training within one year after date of initial employment if assisting with care on a regular basis.
8. Must receive training on the Chemical Use Policy, and license holder must document the date.
9. Must not be responsible for any infant care.
10. May be responsible for reading to the children, assisting the children with projects/homework, preparing and cleaning up after meals.
11. Must read the day care rule and the mandated reporting law.
12. License holder must inform all day care parents of helper.



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**New requirements  
for helpers/subs/  
2nd adult**

## **DEFINITIONS AND REQUIREMENTS FOR CO-APPLICANTS, ADULT CARE GIVERS, SUBSTITUTES AND HELPERS**

**CO-APPLICANTS: A co-applicant is a licensed provider and can be left alone with the children for more than 30 days in a 12 months period.**

1. At least 18 years old
2. Attend one of the county orientation meetings.
3. License holder must submit new application listing the co-applicant, and both the license holder and co-applicant must sign the new application in front of a notary.
4. Background study must be initiated and a more time is needed letter must be in the license holder's hand before co-applicant can have direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date the background study initiated.
5. Submit three references.
6. Physician's report form completed before direct contact with children.
7. Must complete SUID training before being employed. Must repeat SUID training yearly, alternating in person training with online video.
8. Must complete Abusive Head Trauma training before being employed where children younger than school age are in care. Must repeat AHT training yearly.
9. Must complete CPR and First Aid training once every two years.
10. Must complete six hours of Supervising for Safety training before caring for children. Must repeat two hours every year.

11. Must complete 4 hours of Child Growth and Development and Behavior Guidance training before caring for children.
12. Must receive training on the Chemical Use Policy, and license holder must document the date.
13. Must complete a total of 16 hours of training, yearly.
14. Must complete 3 hours of Child Passenger Restraint training if transporting any day care children.
15. Must know where children's forms are, first aid kit and take it and children's emergency information when taking children off of the property, fire extinguisher, fire and storm drill sites, children's medical needs/allergies.
16. Must read the day care rule and mandated reporting law.
17. License holder must inform all day care parents of co-applicant.
18. Must understand the definition of supervision.

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**ADULT CAREGIVERS: An assistant adult caregiver works more than 30 days in a 12 month period but is not left alone in the care of the children more than any part of 30 days in a 12 month period.**

1. At least 18 years old.
2. Background study must be initiated and a more time is needed letter must be in the license holder's hand before adult caregiver can have direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date the background study initiated.
3. Physician's report form completed before direct contact with children.

4. Must complete SUID training before employed. Must repeat SUID training yearly, alternating in person training with online video
5. Must complete Abusive Head Trauma training before being employed where children younger than school age are in care. Must repeat AHT training yearly.
6. Must complete CPR and First Aid training once every two years.
7. Must complete 6 hours of Supervising for Safety training before caring for children. Must repeat two hours every year.
8. Must complete 4 hours of Growth and Development and Behavior Guidance training before caring for children. Must repeat two hours every year.
9. Must complete 3 hours of Child Passenger Safety training if transporting any day care children.
10. Must receive training on the Chemical Use Policy, and license holder must document the date.
11. Must complete a total of 16 hours of training, yearly.
12. Must read the day care rule and mandated reporting law.
13. License holder must inform all day care parents of adult caregiver(s).
14. Must understand the definition of supervision.

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**SUBSTITUTES: A substitute caregiver is an adult who works less than 30 days in a 12 month period.**

1. At least 18 years old.
2. Background study must be initiated and a more time is needed letter must be in the license holder's hand before substitute can have direct contact with children. License holder must provide