

Substitute, Second Adult Caregiver, Helper Initial and Ongoing Training Tracking

Name: _____ License Year: _____

Documenting training hours and tracking substitute hours each year are required. This document is an optional form to track that information.

Definitions	
Second Adult Caregiver	<ul style="list-style-type: none"> 18+-year-old who works in a program with the license holder present Can work unlimited number hours in a program each license year Training requirements increase once individual works 500+ hours in calendar year
Substitute	<ul style="list-style-type: none"> 18+-year-old who works in the program with the license holder absent License holder may use a cumulative total of 500 hours of substitute care per calendar year Substitute name, days, and hours worked must be tracked
Helper	<ul style="list-style-type: none"> 13- to 17-year-old who assists with care of children, but does not supervise children Helpers can be used an unlimited number of hours each license year
Emergency Replacement	<ul style="list-style-type: none"> 18+-year-old with no known criminal or child protective issues No background study or training requirements prior to emergency use Used for care of children in true emergency situation where provider must leave/unable to provide care Must close program due to emergency and report use of emergency replacement to licenser within 7 days

Initial Tracking			Ongoing Training	
ALL Individuals who work in a program			Calendar Year _____ - _____	
Date	Taken <u>prior</u> to working	Frequency	Ongoing Date Taken	Hours
	SUIDS	Annually		
	AHT	Annually		
	Emergency Preparedness Plan – license holder provides	Annually		
	Specific child allergies (if applicable) -- license holder provides	Annually		
	Background study	Every 5 yrs		
	BEST – prior to placing a child under age 9 in child passenger restraint	Every 5 yrs		
	Program policies – license holder provides	At initial only		
	Alcohol & Drug Policy – license holder provides	At initial only		
	Date of first contact with children	At initial only		

ALL Substitutes & Second Adult Caregivers up to 500 hours worked each calendar year				
Date	Taken <u>prior</u> to working	Frequency	Ongoing Date Taken	Hours
	Basics of Family Child Care for Substitutes	Every 3 yrs		
	First Aid & CPR, including pediatric	Every 2 yrs		
	Physical exam report <ul style="list-style-type: none"> Required if an individual works 30+ days in a 12-month period The date of the exam must be within 12 months before their first day Must be signed by an NP, PA, or MD only 	At initial only		

ALL Second Adult Caregivers who work 500+ hours in calendar year			Specific Ongoing Trainings	Date	Hours
Date	Taken by time individual works 500+ hours	Frequency	2 hrs Active Supervision Due every year		
	Supervising for Safety for Family Child Care	At initial only			
	2 hours Child Development – KCF I	Annually	2 hrs KCF I or KCF IIc Due every year		
	2 hours Behavior Guidance – KCF IIc	Annually			

HELPER – 6 hours of training in first year					
Date	Training Name	Hours			
			Health and Safety 1 Due every five years		
			Health and Safety 2 Due every five years		
			16 TOTAL hours training		

It is REQUIRED to track name, date, and hours substitutes work each calendar year. This is an optional tracking form. Calendar Year: _____

Substitute hours worked each calendar year																																				
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL Hours				
Jan																																				
Feb																																				
Mar																																				
April																																				
May																																				
June																																				
July																																				
Aug																																				
Sept																																				
Oct																																				
Nov																																				
Dec																																				
Total calendar year substitute hours worked																																				

2 nd Adult Caregiver hours worked each calendar year																																				
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL Hours				
Jan																																				
Feb																																				
Mar																																				
April																																				
May																																				
June																																				
July																																				
Aug																																				
Sept																																				
Oct																																				
Nov																																				
Dec																																				
Total calendar year 2 nd adult caregiver hours worked																																				