



Family Child Care Program Staff Requirements

For the purpose of this document, “staff” includes any Additional Providers, Substitutes, Employees, Volunteers, Satellite Respite Providers, and Student Teachers.

General Requirements—ALL staff:

1. Orientation in compliance with regulation is conducted before beginning work and is documented on the State form Staff Orientation Checklist (DCF-F- CFS-53).
2. Staff must comply with appropriate regulatory requirements for County Certification and/or State Licensing—including those specific to individual role.
3. When possible, the provider will notify parents in advance when staff will be working with the children.
4. Staff will work only when free of illness, communicable disease and when their behavior, mental or physical condition poses no reasonable concern for the safety of children.
5. Staff receives information to function effectively in the family child care home and follows the policies of the family child care home.
6. Staff will be familiar with the City of Madison Accreditation Standards.
7. Staff who work with children on a regular basis (6 or more hours a week) may be observed and/or interviewed by a Satellite Consultant.

Requirements for Staff Counted in Ratios

1. Staff will have received training in Shaken Baby Syndrome Prevention prior to working with children under the age of 5.
2. The licensee shall maintain a file for each provider, employee, volunteer or substitute and make the file available for review by the licensing representative. The file will include (see also State form Staff Record Checklist DCF-F-CFS 2051):
 - Staff Record Form (state form DCF-F- CFS-53)
 - Documentation of actual hours worked
 - Driving license and record if transporting children
 - Completed Background Information Disclosure
 - DOJ Criminal History results (within 60 days, unless concern noted on BID)
 - DHFS/DRL results (IBIS)
 - Staff Health Report & TB test, dated within 12 months before and 30 days after start date
 - Staff Orientation Checklist (state form DCF-F- CFS-53)
 - Registry Certificate for those who begin after 1/1/2009. (Within 6 months of start date or 240 hours for substitutes)
 - Documentation of entry level training
 - Documentation of Shaken Baby Syndrome Prevention training
 - Infant/Toddler training (within 6 months if working with children under 2)
 - Current CPR infant/child certificate (within 6 months)
 - Biennial Child Abuse and Neglect training
 - Documentation of continuing education (15 hours per year)

Requirements for Staff NOT Counted in Ratios

- Individuals under the age of 18 will always work in the presence of an adult.
- Staff will be adequately supervised.
- BID is recommended.



Additional Considerations

Additional Provider:

- When the additional provider is required to meet ratios, the licensed provider must have a written back-up plan in case either the Licensee or additional provider are not available to provide care on short notice (e.g. illness, family illness, family emergency).

The Additional Provider must:

- Be at least 18 years of age and able to work well with children & adults.
 - Exception: A second provider may be under the age of 18 if the DPI-approved Assistant Childcare Teacher course has been successfully completed and the second provider is not left in sole charge of the children.
- Meet the minimum training requirements for providers within 6 months of beginning to work with children when serving as a second provider.
- Have information concerning the children in care (in particular, health & nutrition including allergies), the daily routine, the home environment, and emergency practices & procedures.
- Spend time with the Provider on a regular basis to share observations about the children.

Substitute:

- Must meet the minimum training requirements for providers prior to 240 cumulative hours.
- Must have information concerning the children in care; in particular, health & nutrition (including allergies), daily routine, home environment, emergency practices & procedures.

Employee:

- May serve as a provider, additional provider, substitute, or staff not counted in ratios.
- A staff file must be kept for each employee, regardless of hours worked or ratio needs.
- The provider will sign an employment agreement with the employee designating:
 - Job description
 - Work rules – including days and hours of work
 - Benefits – including policy on sick, vacation & holiday time
 - Evaluation and Termination procedure
 - Pay schedule
- Employees that are NEVER engaged in care or supervision do need a staff file, but do not require a Registry certificate, entry training or continuing education.

Volunteer:

- May serve as a provider, additional provider, substitute, or as staff not counted in ratios.
- Refer to requirements, based on whether the volunteer is needed for ratios.

Satellite Respite Care Staff:

- Satellite Respite Care Staff meet the requirements of a provider and carry documentation.
- Licensee must request an exception from Licensing regarding keeping staff records on file.
- The Licensee will keep the Orientation Checklist on file for the Respite provider.
- Provider's own children under age 12 do count in the number of children in care if present.

Student Teacher:

- The educational institution will have certain information maintained on file for these students.
- Student Teachers under the age of 18 will always work in the presence of an adult.
- Student Teachers will be adequately supervised.
- If employed by the provider prior to beginning the practicum, Student teachers may be used as a second provider to meet licensing ratios. Requirements listed for Staff Counted in Ratios will be met and Licensee will keep a staff file.