

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

Initial Tracking				Ongoing Training	
ALL Individuals who work in a program				License 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			
	CARS – prior to placing a child under age 8 in child passenger restraint	Every 5 yrs			
	Program policies – license holder provides	Initial only			
	Alcohol & Drug Policy – license holder provides	Initial only			
	Date of first contact with children	Initial only			

ALL Substitutes & Second Adult Caregivers up to 500 hours worked each license 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		
	Physician's Statement - Once they work 30 days	Initial only		

ALL Second Adult Caregivers who work 500+ hours in license year			16 hours on-going training required		
Date	Taken by time individual works 500+ hours	Frequency	Ongoing Date Taken	Date	Hours
	Supervising for Safety for Family Child Care		2 hrs Active Supervision		
	2 hours Child Development – KCF I		2 hrs KCF I or KCF IIc		
	2 hours Behavior Guidance – KCF IIc				
	Health and Safety 1	Every 5 yrs			
	Health and Safety 2	Every 5 yrs			

HELPER – 6 hours of training in first year		
Date	Training Name	Hours

TOTAL hours training		
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It is REQUIRED to track name, date, and hours substitutes work each license year. This is an optional tracking form. License Year: \_\_\_\_\_

Substitute hours worked each license 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 license year substitute hours worked																																				

2 <sup>nd</sup> Adult Caregiver hours worked each license 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				
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Nov																																				
Dec																																				
Total license year 2 <sup>nd</sup> adult caregiver hours worked																																				