

## Family Child Care Assistant Record

The Department of Early Education and Care requires Family Child Care educators to maintain a record for any assistants that work in their Family Child Care program. This form is intended to be a helpful outline of what is required for an assistant's file as well as what aspects of the program an assistant must be oriented to before working with an educator. This form can be used as a checklist or top sheet to be kept in the assistant's record.

\*NOTE: As EEC does not require assistants to submit much of the information listed below, it is the assistant's responsibility to submit copies of documentation to the educators they work with. Licensors will review assistant files during licensing visits.

\*\*NOTE: Please remember that all parental permissions for the children in care must include any assistants that will be working in the program.

Assistant's Name \_\_\_\_\_

Date Started at Program: \_\_\_\_\_

Work Schedule:

Monday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Friday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Other: \_\_\_\_\_

DOCUMENTATION TO BE KEPT ON RECORD (Please check when documents are placed in file):

- Copy of EEC Certification or Approval
- Copy of First Aid and CPR Cards
- Copy of Physical / Immunizations
- Plan for needed professional development training
- Copy of Driver's License and Car Insurance (if transporting children)
- Evidence of training in medication administration (if administering medication)
- Attendance Log (\*Anytime a Regular or Certified Assistant is working in a Family Child Care Program, their attendance must be documented, including the specific hours they worked.\*)

PROGRAM-SPECIFIC ORIENTATION LIST (Please check each item when it's reviewed):

- Location of approved space including rooms, decks and outdoor space
- The Department of Early Education and Care (EEC) regulations, including responsibilities as a mandated reporter and EEC's right to visit.
- Location and contents of children's records (as well as guidelines for maintaining confidentiality)
- Location of first aid materials
- Plan for emergencies that includes:
  - Emergency evacuation routes and meeting place outside
  - Emergency supplies
  - Location of emergency telephone numbers and method of contacting fire department or other authorities after evacuation
- Schedule of daily activities and ongoing curriculum

- \_\_Supervision policy
- \_\_Child guidance philosophy and policy
- \_\_EEC Safe Sleep regulations and guidelines
- \_\_Children's individual health needs
- \_\_Any variances that may have been granted to the Family Child Care home

**ONGOING PROFESSIONAL DEVELOPMENT**

Regulation 7.09(15)(3)(f) requires that Family Child Care educators and assistants pursue ongoing training and professional development. The requirements for professional development are as follows:

- Educators (including assistants) in family child care working more than 25 hours per year but less than 10 hours per week must complete at least 5 hours of professional development activities per year.
- Educators (including assistants) in family child care working more than 10 hours per week must complete at least 10 hours of professional development per year.
- At least one third of the required professional development must address diverse learners.

Assistants should provide the programs they work with a copy of any training certifications or documentation, which should be kept in the assistant's record.

**Our signatures indicate that we have reviewed and discussed the information listed above.**

\_\_\_\_\_  
**Certified/Regular Assistant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Licensee**

\_\_\_\_\_  
**Date**