Requirements for Helpers, Short-term Subs, Emergency Subs, Substitutes, and Substitute Caregivers in Your Child Care

Helper age 13-17:
A person between ages 13 and less than 18 **who assist** the provider with the care of children

* Applicant Background Study submitted and cleared before direct contact
* Verify a minimum of 1 hour of attendance of an approved combined SIDS/SBS training, **before** caring for infants or return statement that helper does not provide care for infants. (Please note that a helper cannot be left alone with children and must be under direct supervision of the licensed provider)
* Not allowed to transport children
* **If helping more than 30 days in a calendar year**, a helper must complete 6 hours of child care related training within the first year of assisting

Responsibilities recommended for teenage helpers could include reading to the children, participating in activities, i.e. assist the children with projects/homework, preparation, and cleanup after meals, and assisting with the supervision of the children. Diaper changing and assisting children on the toilet should remain the provider's responsibility.

Short-term Sub or Emergency Sub
An adult at least 18 yrs. of age who assumes the responsibility of the provider **less than 30 hrs. in a calendar year**

* Must be 18 years of age or over
* Applicant Background Study submitted and cleared before direct contact
* Verify a minimum of 1 hour attendance of an approved combined SIDS/SBS training **before** caring for infants or return statement that Sub will not provide care for infants

Substitute:
An adult at least 18 yrs. of age who assumes the responsibility of the provider **less than 30 days in a calendar year**

* Must be 18 years of age or over
* Applicant Background Study
* Verify a minimum of 1 hour attendance of an approved combined SIDS/SBS training **before** caring for infants or return statement that Substitute will not provide care for infants
* Verify CPR and First Aid Training

Substitute Caregiver:
An adult at least 18 yrs. of age who assumes the responsibility of the provider and works in a child care home **on a regular basis (more than 30 days in a 12-month period)**

* Must be 18 years of age or over
* Applicant Background Study
* Physicians Report
* Verify CPR and First Aid Training
* Verify a minimum of 1 hour of attendance of an approved combined SIDS/SBS training **before** caring for infants or return statement that Substitute Caregiver will not provide care for infants
* In addition to the above training requirements, a substitute caregiver will be required to attend orientation and take an additional 6 hours of training per year including 2 hours in early childhood development

Substance Abuse Policy: All helpers, substitutes, substitute caregivers, short term subs, and emergency subs must receive training on the provider's substance abuse policy and receive a copy of the policy. This shall be documented on the provider's tracking form.

Transporting Children: Any adult who transports children in a motor vehicle must be certified through an approved Child Passenger Restraint Systems Training **before** transporting children. (Helpers under the age of 18 **are not** allowed to transport children.)

SIDS/SBS VERIFICATION STATEMENT
For helpers/substitutes

Effective January 1, 2006, per Minnesota Statute Chapter 245A, **license holders must document that before staff persons, caregivers and helpers assist in the care of infants, they receive training on reducing the risk of sudden infant death syndrome (SIDS) and shaken baby syndrome (SBS).**

Training required under this section must be at least one hour in length and must be completed at least once every five years. At a minimum, the training must address the risk factors related to SIDS and SBS, means of reducing the risk of SIDS and SBS in child care, and license holder communication with parents regarding reducing the risk of SIDS and SBS. **Training for family and group family child care providers must be approved by the county licensing agency according to Minnesota Rules, part 9502.0385.**

Effective January 1, 2006, per Minnesota Statute Chapter 245A, the Commissioner shall make available for viewing by all licensed child care providers a video presentation on the dangers associated with shaking infants and young children. **The video presentation shall be part of the initial *and* annual training of licensed child care providers.**

This verification statement is required to be in your file for all helpers/subs who will be working in your daycare home that do not have SIDS and SBS training and will not be caring for infants at any time. *Please complete and return this form for your file.* If you have questions, please contact your licensing worker, Deb Clem at 507-295-5221.

Helper/substitute:
I have read the above information and I understand that by signing below, I will not be assisting in the care of infants.

_____ _____
Helper/substitute signature **Date**

Family Child Care Provider:
I have read the above information and understand that by signing this statement, my helper/substitute cannot assist with the care of infants until they have participated in a SIDS/SBS training approved by licensing and that documentation has been submitted for my file.

_____ _____
Provider signature **Date**