

Checklist/Agreement to Use a Substitute Care Provider

Keep in your records

Requirements for a **substitute provider** (maintained in OFC records) are:

- _____ Satisfactory results from the Child Protective Services background check
- _____ Satisfactory results from the Criminal Background Check
- _____ Signed Sworn Statement or Affirmation form

Forms above are available for download from the OFC website at www.fairfaxcounty.gov/ofc. You can find these business forms under the "Child Care Professionals" section in the center column of the page. If you prefer, you can call OFC at 703-324-8100 to request copies of the forms through the mail.

Mail completed forms to:

Community Education and Provider Services
Office for Children
12011 Government Center Parkway, Suite 800
Fairfax, VA 22035

Please note:

- You are responsible for the \$15.00 cost of the Criminal History Background Check for each substitute.
- Criminal History and Child Protective Services background checks may take three to four weeks to process.

Requirements for a **substitute provider** (maintained in Provider's records) are:

- _____ Tuberculosis test showing the individual is free from communicable TB
- _____ First Aid certification
- _____ Certification for Pediatric CPR (Online certification is not acceptable)

Requirements for a **family child care provider** using a substitute are:

- _____ Notify parents in advance when a substitute will be providing care in your home
- _____ Introduce the substitute provider to the child/family prior to serving as the primary caregiver
- _____ Ask parents to sign a Parent Notification and Authorization for Substitute Care form and keep this form in your records.

_____ Conduct an orientation/training session to include:

_____ Policies – for example, numbers of children you can have in care

_____ Procedures – where is the bus stop, what time does the bus arrive

_____ Emergency evacuation/fire drill and emergency preparedness plan Child

Care Sick Policy

_____ Location of children's folders

_____ USDA Food Program Guidelines

_____ All requirements listed in the Ordinance

_____ Requirements for reporting child abuse and neglect

_____ Care, protection, supervision, and guidance for children

Date of orientation _____