



DEPARTMENT OF CHILDREN’S SERVICES CHILD CARE LICENSING DIVISION

SUBSTITUTE’S INFORMATION CHECKLIST FOR FCCH

TO BE REVIEWED & SIGNED BEFORE A SUBSTITUTE IS LEFT ALONE WITH CHILDREN

The Substitute must allow the Child Care Inspector entry into the FCC Home even though the FCC Provider is not on the premises.

The Substitute must know where the personnel files are located and the children’s files (for all those children present as well as all children on roll).

The Substitute’s personnel file must have the following documents:

1. Fingerprinting/Screening verification.
2. The Staff/Substitute/Emergency Person Form with the Substitute’s name, address, telephone numbers and a statement signed by the Substitute that she/he has read the Pamphlet, “Child Abuse and Neglect in Florida, A Guide for Professionals”.
3. Affidavit of Good Moral Character.
4. Copy of the DCF Transcript with either the 6-hour Family Child Care Home Rules and Regulations or 3-hour Fundamentals of Child Care or 30-hour Family Child Care Course.
5. Early Literacy for children age birth to three (if the substitute has the 30-hour Family Child Care Course).
6. Current Infant/Child CPR training verification.
7. Current First Aid training verification.
8. The FCC Provider’s Information Checklist signed and dated.

The Substitute must have identification with their current driver’s license, Florida State ID, or some other PICTURE ID to identify herself/himself or a clear copy in the file.

The Provider must give the Substitute information on how to reach her/him and the parents of the children in care in case of an emergency. The Substitute must know the name of each child in her care. The Substitute should be instructed to call 911 if a critical situation arises.

The Provider must give the Substitute information on how to evacuate the children from the FCC Home in case of fire or other critical emergency.

The Provider must explain about the number of children allowed at the FCCH.

The Provider must give the Substitute guidance on direct supervision of FCC Children at all times and age appropriate discipline.

The Provider must go over the daily activity schedule with the Substitute so the Substitute can carry on with age appropriate activities, meals, snacks, drinks, etc. during the Provider’s absence.

The Provider must maintain a record of hours worked by substitute for 1 year. Substitute may not work over forty (40) hours per month on average during over a six (6) month period.

Signature of Provider Date

Signature of Substitute Date