

THE TABLE BELOW IS NOT AN EXHAUSTIVE LIST OF POSSIBLE ROLES IN CERTIFIED CARE BUT IS MEANT TO PROVIDE EXAMPLES AND ADDITIONAL CLARIFICATION REGARDING WHO IS SUBJECT TO BACKGROUND CHECK REQUIREMENTS IN CERTIFIED CHILD CARE

DEFINITIONS

Caregiver means any of the following:

1. A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care.
2. A person who has direct contact and unsupervised access to children in care of a child care program.
3. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

Noncaregiver Employees: Individuals who provide services to a child care program as an employee or as a contractor, are not caregivers, but whose work at the child care program provides opportunities for unrestricted access to children in care. Unrestricted access means the ability to move freely throughout the premises and opportunities for interactions with children in care.

Household Member: A person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver.

Substitute: A provider who replaces the certified family child care operator or staff in a certified school age program on a pre-arranged or planned basis.

Emergency Back-up Provider: DCF 202 requires child care operators to designate an adult who can provide assistance in the event of an unexpected emergency. “Emergency” means unforeseen circumstances that call for immediate action, such as fire; tornado; flood; extreme outdoor heat or cold; loss of building service, including no heat, water, electricity or telephone; threats to the building or its occupants; lost or missing children; or a provider family situation, such as a medical emergency or illness.

Individual/Role in Certified Family Child Care	Background Check Required?	Initial and 5-Year Check*	Annual Criminal Background Check?
Applicant/certified operator	Yes	Yes	Yes
<i>Prospective</i> household members or prospective caregivers	Yes	N/A	N/A
Adult household member of a family child care provider	Yes	Yes	Yes
Household member in certified “in-home” care (care in child’s home)	No	No	No
Caregiver Employees (assistants, providers, substitutes)	Yes	Yes	Yes
Emergency back-up provider	No	No	No
Periodic parent volunteers who assist center staff for special events/field-trips	No	No	No
Contracted transportation service/van driver who provides regular transportation to/from child care program (contracted by the operator) but who is not a caregiver.	Yes	Yes	No

Individual/Role in Certified Family Child Care	Background Check Required?	Initial and 5-Year Check	Annual Criminal Background Check?
Contracted transportation service/van driver who provides infrequent/occasional services for field-trips	No	No	No
Transportation services contracted/provided by the parent	No	No	No
Housecleaner (contractor) who provides cleaning services at the home after hours of operation	No	No	No
Housecleaners (contractor) who provides cleaning services at the home during hours of operation but who is not a caregiver.	Yes	Yes	No
Weekly lawn maintenance service that may or may not be on premise during child care hours. Note: certified operators/providers are required to be outside with children and have sight and sound supervision at all times.	No	No	No
Plumber repairing leaking pipe in home	No	No	No
Birth to Three or other therapists who provide services to a child in the child care program but who are not employees of the operator and who are not contracted by the operator.	No	No	No
Yoga instructor contracted by the operator to provide yoga instruction on premise to children in care but who does not have unrestricted access to the premise, is not allowed to move freely throughout the center, does not have unsupervised access to children, and is not responsible for supervising children in care.	No	No	No
Individual/Role in Certified School Age Program	Background Check Required?	Initial and 5-Year Check*	Annual Criminal Background Check
Applicant/certified operator	Yes	Yes	Yes
Director	Yes	Yes	Yes
<i>Prospective Employees</i>	Yes	<i>N/A</i>	<i>N/A</i>
Program leader/teacher	Yes	Yes	Yes
Program assistant	Yes	Yes	Yes
Substitutes	Yes	Yes	Yes

Individual/Role in Certified School Age Program	Background Check Required?	Initial and 5-Year Check*	Annual Criminal Background Check
Transportation services, a driver who is not a caregiver but is employed or contracted by the certified operator.	Yes	Yes	No
Transportation services provided by the parent	No	No	No
Custodian or cook who are not caregivers but who work during child care hours and can move freely throughout premise and have opportunities interact with children in care.	Yes	Yes	No
Custodian who works outside of child care hours and who does not have access to children in care.	No	No	No
Office staff/personnel employed by the certified operator, are not caregivers but are able to move freely about the child care center.	Yes	Yes	No
Facility/maintenance workers who are employed by the operator but who are not allowed to move freely throughout the center without being escorted by child care staff and do not have unsupervised access to children in care.	No	No	No
Periodic parent volunteers who assist center staff for special events/field-trips	No	No	No
Happy Kids After School Program operates in an elementary school. School district employees who are employed by the district, are not Happy Kids After School Program but who have access to shared space in the facility. Note: Child care programs shall be mindful of rules pertaining to supervision of children in shared premise facilities.	No	No	No
Birth to Three or other therapists who provide services to a child in the child care program but who are not employees of the operator.	No	No	No
University or technical college early childhood practicum student working in the program as part of their studies.	Yes	Yes	Yes <i>If student meets the definition of "caregiver" as defined above.</i>