



## Substitutes for Family Child Care Homes

There are 3 types of substitutes and the requirements for each are covered in rules 7.707.33, 7.707.331, 7.707.34, and 7.707.36.

### 7.707.21 Definitions

“Emergency or urgent situation” means a personal or family situation that is critical in nature, which requires the provider to take immediate action; and leave the home to handle the emergency situation.

“Employee” means paid or unpaid individual that cares for or assists with the care of children.

“Equally qualified” means that the employee or substitute provider has the same required training and qualifications as the primary provider as specified in the Rules Regulating Family Child Care Homes.

“Substitute provider” means a paid, volunteer or contract individual responsible for caring for the children in the capacity of the provider during the provider’s absence.

- All substitutes must be at least 18 years of age, capable of providing care and supervision, and capable of handling emergencies. [*Regulation 7.707.331 B*]
- **Infant/Toddler Family Child Care Home**  
The substitute for the provider(s) must meet the same age requirements as the provider as specified in Section 7.707.31 B. The substitute must be at least 21 years of age.
- **Large Family Child Care Home**  
Substitute primary providers must be equally qualified, as specified in Section 7.707.31C, to provide care and supervision of children in the absence of the primary provider. Substitute staff aides must be equally qualified as staff aides, as specified in Section 7.707.31A2.
- Parents or guardians must be notified each time a substitute is used. [*Regulation 7.707.331D*]
- Providers, substitutes, and employees must allow an investigation or inspection by the Colorado Department of Human Services or authorized representatives of the Department at any reasonable time for the purpose of an investigation or inspection. [*Regulation 7.701.33.F8*]





## I. Urgent/Emergency Substitute

### Requirements

- Must be given the names and ages of children and any special needs or health concerns.
- The substitute will immediately call each parent or guardian to notify them that the provider had to leave for an emergency.
- If the substitute does not meet all the requirements for the position, as listed below, they must notify parents to come and pick up their children immediately. [*Regulation 7.707.331E*]

## II. Substitute Working Less Than 14 Days (112 hours) Per Year

### Requirements

- Fingerprint based background check on the provider's license number [*Regulation 7.701.33 D & 7.707.34 A1*]
- Background Inquiry check for child abuse and neglect [*Regulations 7.701.32 D1a & 7.707.34 A2*]
- Recognition & Reporting of Child Abuse/Neglect (Mandatory Reporter) [*Regulation 7.707.32 A11*]
- Disaster Preparedness & Emergency Response (FEMA) [*Regulation 7.701.100 A*]
- Building & Premises Safety training (specific to your program) [*Regulation 7.707.32 A8*]
- Preventing Shaken Baby Syndrome and Abusive Head Trauma [*Regulation 7.707.32 A10*]
- Prevention of SIDS/Safe Sleep (if licensed for infants) [*Regulation 7.707.75 G*]
- Standard Precautions Training [*Regulation 7.707.32 A4*]

*\*\* Recommended CPR/First Aid Module if no CPR/First Aid training or it is expired.*

Prior to caring for children, the substitute shall become familiar with:

- The family child care home rules
- The provider's policies and procedures
- The names, ages, and any special needs or health concerns of the children
- The location of emergency information [*Regulation 7.707.331C*]





A personnel file for each substitute must be maintained and available for review, and must contain the following information within 30 days following the first day they function as a substitute: [*Regulations 7.707.36A; 7.707.36B*]

- Name, address, telephone number, and birth date of the individual
- A record of the dates and hours they function as a substitute, including the first date and final date
- Emergency contact names, addresses and telephone numbers for the individual
- A signed statement defining child abuse and mandated reporter responsibilities (Your licensing specialist can provide a copy of this.)
- A signed statement verifying that the substitute has read and understands the home's policies and procedures
- Signed perjury statement [*Regulation 7.701.8*]

### III. Substitute Working 14 Days (112 hours) Or More Per Year

#### Requirements

A substitute working in the home for 14 days or more per calendar year must meet the requirements for II above and in addition must complete:

- First Aid and CPR training [*Regulation 7.707.B. 7*]
- Current Health Evaluation
- Medication Administration training [*Regulation 7.707.B. 7*]
- 15 hours or more of approved training (including at least 3 hours in Social Emotional). [*Regulation 7.707.36B7*] (see *FCCH Admin Guide*)

The personnel file must contain verification of the above listed requirements and official written verification of education, work experience, and previous employment, as applicable for the position; and, if obtained, a copy of a current Colorado Early Childhood Professional Credential. [*Regulation 7.707.36A; Regulation 7.707.36B*]

