



Rules to Discuss with Substitute Caregivers

According to OAR 414-205-0040(8)(a) a caregiver who is substituting for a Registered Family (RF) child care provider must be familiar with the requirements for registration and agree to comply with them.

In order to assist you with meeting this requirement, the Office of Child Care has created this document to provide guidance in educating substitute caregivers. **Substitute caregivers should read the Rules for Registered Family Child Care Homes (RF-200) prior to providing substitute care.** The substitute should also be given an opportunity to ask you questions regarding the rules after reading them.

There are some specific rules that the Office of Child Care recommends that you discuss in detail with the substitute prior to allowing them to care for the child care children on their own. The following is a checklist of the specific rules the Office of Child Care recommends be discussed.

Recommended Rules Checklist

The Office of Child Care recommends that you review the following rules for Registered Family Child Care with substitute caregivers. These rules include, but are not limited to:

- Make the substitute caregiver aware of any conditions placed on your license. (OAR 414-205-0035(19)).
- Review the number of child care children allowed in care, and who counts as a child care child (OAR 414-205-0065).
- Explain how you would like the substitute caregiver to keep the attendance records for the children in care (OAR 414-205-0130(1)(b)).
- Review the rules regarding the supervision of child care children (OAR 414-205-0075).
- Review your written discipline policy with the substitute caregiver, and discuss which types of discipline are prohibited (OAR 414-205-0085).
- Discuss what you want the substitute to do in the event of a child's illness or injury. Confirm that the substitute knows where the children's files, medical authorizations, and parent contact information are kept (OAR 414-205-0100(4) - (10) and OAR 414-205-0130).
- Discuss hand washing requirements for both caregivers and children (OAR 414-205-0120(2) and (3)).
- Review what is required of meals, including preparation, serving, and content (OAR 414-205-0100(11)).
- Review the rules regarding the appropriate bedding and sleep position for infants, and bedding for toddlers and preschool-age children (OAR 414-205-0090(5)(a)-(c), OAR 414-205-0100(3), and OAR 414-205-0110(9)).

- Review the requirements for diaper changing (OAR 414-205-0120(2)(d), (5)(a)-(c), and (6)).
- Review the rules surrounding a healthy environment for child care children, including the prohibition of smoking cigarettes, marijuana, e-cigarettes, vaporizers, smokeless tobacco, alcohol consumption, and the possession, storage and use of illegal controlled substances (OAR 414-205-0100(1)(a)-(e)).
- Make sure that the substitute caregiver is aware of the evacuation plan, and where the fire extinguisher is kept. Review the evacuation routes and meeting place with your substitute in case of an emergency (OAR 414-205-0110(1)(i) and (4)).
- Show the substitute where the first aid kit is kept (OAR 414-205-0100(2)).
- Discuss what is required if/when there is interaction between children and animals in the child care home (if applicable) (OAR 414-205-0100(12)(a), (14) and (15)).
- Review with the substitute who is allowed to be in the home, and who is required to be enrolled in the Office of Child Care's Central Background Registry (OAR 414-205-0040(3) & (4)).
- Confirm that the substitute caregiver knows who is authorized to pick a child up from care (OAR 414-205-0130(1)(a)(F)).
- Confirm that the substitute knows what is required if they will be transporting children (OAR 414-205-0035(14), OAR 414-205-0110(7), (8) and (10), and OAR 414-205-0130(3)(c) and (3)(d)).
- Inform the substitute if/where any firearms are kept in the home. Confirm that the substitute is aware that guns and ammunition must be stored separately from each other, and that they are locked and secure (OAR 414-205-0110(1)(j)).
- If you have a second floor, review whether or not the children are allowed by rule to be upstairs (OAR 414-205-0110(3)(a)-(e)).
- Review your written night care plan if applicable (OAR 414-205-0140).