Registered providers are required to have a substitute, someone who is 18 years or older. This will be a person who fills in for you if you are sick, have a meeting, or take some vacation time.

To promote your health as well as the health of children in your care, you, your staff, and any household members 14 and older must complete a TB test and have a doctor complete a physical health exam. Background checks are free. There is a check of the child abuse registry and criminal records. You, your staff, and any household members 14 and older must complete a child abuse registry check. You, your staff, and any household members 18 years and older must also complete a fingerprint criminal record check.

You and your staff must complete CPR and first aid certification. Ask our staff when the next class is scheduled. Staff can also go over a safety check-list with you to make sure you’re ready!

Sometimes emergencies happen. Federal law requires all child care providers to have an emergency action plan. You will receive a packet and guidance after the orientation meeting.

Our staff will review the forms with you that are needed for the children in your care and work with you to develop a record-keeping system that best works for you!

Our staff can provide resources to help guide you in your business practices (e.g., keeping records and setting policies for families). The tax-deductible $25 registration fee for providers is a start to growing your skills!