



IDAHO DEPARTMENT OF
HEALTH & WELFARE

RECORD REQUIREMENTS FOR STAFF AND OTHER INDIVIDUALS

Standards for Child Care Licensing include record-keeping of daycare staff and other individuals.

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department must maintain a current list covering the previous twelve-month period of all staff and other individuals thirteen (13) years of age or older who have unsupervised direct contact with children or are regularly on the premises.

The list must specify, at a minimum, the following:

- Legal Name
- Proof of Age
- Phone Number
- Verification of Criminal History and Background Check Clearance
- Result of Juvenile Justice Records (when applicable)
- Verification of Certification of Pediatric Rescue Breathing, Infant-Child CPR & First Aid
Certification must be obtained from a certified instructor – online infant/child CPR and first aid training is not acceptable.
- Record of Hours - this is to include the times, dates and hours on the premises each day
- Record of Training (Requirement for Daycare Centers only)
It is the responsibility of the owner or operator of the daycare center to ensure that each staff member has completed four (4) hours of training each year related to continuing education in child development.

Records must include certificates of training courses completed or a legible log sheet completed by the provider listing the following: Name of Course, Course Instructor, Method of Training, Name of Participant, Date of Training, Length of Course (credited hrs.) and Signature of Participant.

CHILD RECORD REQUIREMENTS

Standards for Child Care Licensing include record-keeping for each child in attendance.

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department, must maintain a record for each child in attendance covering the previous twelve-month period.

The record must contain, at the minimum, the following:

- Child's Full Name
- Date of Birth
- Parent or Guardian's Name, Address and Contact Information
- Emergency Contact Information
- Child's Health Information, to include:
 - a. Immunization record or waiver of exemption form or statement
 - b. Any medical conditions that could affect the care of the child
 - c. Medications the child is taking or may be allergic to
- Record of Attendance - this is to include the times, dates and record of attendance each day



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CRIMINAL HISTORY CHECKS

Standards for Child Care Licensing include criminal history checks of daycare staff and other individuals

IDAHO STATUTES - TITLE 39, HEALTH AND SAFETY - CHAPTER 11 - BASIC DAY CARE LICENSE
39-1105. CRIMINAL HISTORY CHECKS.

(1) The department shall obtain from the owner a criminal history check on the owners, operators and employees of a daycare facility who have direct contact with children, and on all other individuals thirteen (13) years of age or older who have unsupervised direct contact with children or are regularly on the premises of a daycare facility. The criminal history check shall include the following for all persons subject to the provisions of this section who are eighteen (18) years of age or older:

- (a) Statewide criminal identification bureau;
- (b) Federal bureau of investigation (FBI) criminal history;
- (c) National crime information center; and
- (d) Statewide child abuse registry.

2) Criminal history checks on those persons under eighteen (18) years of age shall include a check of the juvenile justice records of adjudications of the magistrate division of the district court, county probation services and department records as authorized by the minor and his parent or guardian.

GUIDELINES FOR CRIMINAL HISTORY CHECK COMPLIANCE

- Individuals, as stated above, who have not completed and cleared a fingerprint-based criminal history check through the Department's Criminal History Unit will need to do so before a license will be issued or before they can work or volunteer at a daycare facility. *
- Individuals, as stated above, who have completed and cleared a fingerprint-based criminal history check through the Department's Criminal History Unit in the twelve (12) months prior to application or renewal, will not need a new check. The Department will verify that the check was cleared.
- Individuals, as stated above, who have completed and cleared a fingerprint-based criminal history check through the Department's Criminal History Unit after January 1, 2005 and have maintained residence in the State of Idaho will not be required to complete a new check through the Department, but will be required to complete an Idaho State Police (ISP) name-based criminal background check. This consists of completing the ISP name-based criminal background check form and mailing it to ISP in Meridian, Idaho, along with the \$10 fee. You can obtain a copy of the ISP name-based criminal background check form by calling the Idaho Careline at 2-1-1 or online at www.idahocareline.org.
- Individuals, as stated above, who completed and cleared a fingerprint-based criminal history check through the Department's Criminal History Unit prior to January 1, 2005 are required to complete a new fingerprint-based criminal history check through the Criminal History Unit. *
- A child 13 years of age or older must complete and clear a fingerprint-based criminal history check through the Department's Criminal History Unit and a check of all Juvenile Justice records in all the counties that the child has lived from the age of 13 through the age of 17. The child's parent is responsible for initiating these checks and for the costs associated. You can obtain a copy of the Juvenile Justice Records Request form by calling the Idaho Careline at 2-1-1 or online at: www.idahocareline.org
- A child under the age of 13 is not required to have a Criminal History Background Check or a Juvenile Justice Check.

*Application and scheduling of a fingerprint appointment can be completed online at <https://chu.dhw.idaho.gov>