

# Family Providers

## ***Eligibility***

Family child care providers can participate in the ACDS program with River Valley sponsorship. They may be recruited through any mode, including their own initiative. In order to attend classes, they must contact the ACDS office.

To be eligible for the apprenticeship program, family child care providers:

- Must be 18 years of age or older
- Must have completed their GED or have graduated from high school
- Must be a DHHR-registered provider who cares for four or more children ages birth to eight
- Must be of good moral character
- Must be able to read and write
- Must have a minimum of 500 hours or 3 months experience as a family provider
- Must care for children at least 20 hours per week
- Register with WV STARS Career Pathway

## ***Responsibilities***

Family child care providers are responsible for the same course requirements as other apprentices. Homework assignments, presentations, activities, etc. are to be done along with the other class members. Assignments can be adapted to the home environment. If assignments require out of the home activities that are difficult for the family child care provider apprentice to accomplish because of work responsibilities, the apprentice needs to bring these to the attention of the instructor and mentor.

The family child care provider is to attend all classes and be on time and ready for the class the same as other apprentices. Attendance policies are the same.

Because the family child care provider apprentice is self-employed, the cost of the books is borne by the apprentice. Third-party payments may be used if available. These may be through other agencies or community service agencies. It is the responsibility of the apprentice to apply for these if needed.

During a semester, if providers do not have children to care for, they can complete that semester while trying to get children to care for. They will not be able to count any OJT hours during this time, but are expected to do all their class work.

### ***Family Mentor Visits***

The family child care provider has the opportunity to be in the ACDS program. However, because most family child care providers do not have a supervisor as other apprentices do, the family mentor is assigned to work with them. This relationship is for support, assistance, and supervision with all aspects of the program.

This includes availability of the mentor to the apprentices by phone as well as a minimum of two hours of visitation each month. Apprentices are urged to use these contacts for assistance on any concerns they have regarding class assignments, application of the material to the children in their care, and any problems they are having with paperwork, hours, or evaluations.

It is important that the apprentice be available for visits by the mentor. If there are valid reasons the apprentice cannot be present, the apprentice must contact the mentor as soon as possible to reschedule. If there are more than two no-show, no-contact, or no-response situations, the apprentice can be suspended from the program (**Section II: Forms 45 & 46**).

### ***Site Visits***

Site visits are made to the family child care providers in the same manner as those to centers and facilities. These are conducted by the

instructor, and arrangements should be made directly with the family child care provider. The visits should be at times that the apprentice feels the instructor will get the best perspective of a typical day.

If there is difficulty in arranging the visit that cannot be addressed with the apprentice, the instructor should contact the mentor. If there are concerns regarding anything during the visit, the instructor should inform the mentor so that concerns can be addressed.

The same form used with apprentices from centers and facilities should be used with family child care providers (**Section II: Form 28**).

## ***Record Keeping***

### **DOL Apprenticeship Agreement Form**

When the apprentice begins the ACDS program, the mentor and apprentice will complete the U.S. Department of Labor/Office of Apprenticeship Apprentice Agreement (**Section II: Sample Form 3**). This form is then sent to the US DOL/OA for signature and registration of the apprentice with the DOL. The form is returned to the mentor, who will make copies for the apprentice. This form documents the number of OJT hours necessary for the term of the apprenticeship. Apprentices should keep this form in their portfolio.

### **Family child care provider standards**

The mentor will review the family child care provider standards with each family child care provider individually. Both the provider and the mentor will keep a copy of these after they have been signed (**Section II: Sample Form 5**).

### **OJTs**

The apprentice is responsible for keeping track of the hours in which they have children in their care. Sign-in/sign-out sheets can be used to back up the time documented on the on-the-job time sheets. OJT logs (**Section II: Form 13**) are signed by the mentor after the end of each

month. Mentors may check the sign-in/sign-out time sheets to assure the correct number of hours are documented. It is important that these are accurate.

Copies are to be kept by the mentor, apprentice, and instructor. A maximum of 16 hours a day may be counted towards the OJT hours required.

Copies of other forms should also be kept by the apprentice. These include the class registration, semester evaluations, site visit form, visitation policy form, and any other forms used in the program particular to the apprentice.

## **Portfolio**

The compilation of the portfolio is an on-going process. The family child care provider should follow the directions of the instructors for the order and contents of the portfolio. It is suggested that all forms be kept in the portfolio.

## ***Evaluation Processes***

The evaluation processes for the coursework are determined by the ACDS Executive Council and the instructors. The mentor will review the application of the coursework in the family child care provider home and determine the progress of the family child care provider. It is important that the apprentice understands these requirements.

At the end of the semester, the mentor and apprentice will review the contents of the course and complete the evaluation for the semester (**Section II: Forms 12.1 – 12.4**). The strength of the evaluation process relies upon the feedback and commitment of the apprentices. It is important that the apprentices discuss with the mentor any concerns they have related to course content, assignments, or other issues which may hinder their progress. If the apprentice has any concerns regarding the evaluation, these should be addressed with the mentor. The evaluation form is signed by the mentor and the apprentice and returned

to the instructor by the apprentice as soon as possible. Copies of this evaluation are to be kept by the mentor and apprentice.