

Guidance and Requirements Pertaining to Documentation for Non-Program Staff (NPS)
Volunteers in Licensed Child Care Centers and Group Child Care Homes

1. (NPS) volunteers shall never be left alone with a day care child. Program staff are required to supervise children at all times.
2. Programs are required to have two program staff on site even if only one child is present. A (NPS) volunteer cannot take the place of one of those program staff.
3. (NPS) volunteers age 13 to 15 should be identified as such. These volunteers do not count as children or staff in determining staff/child ratios and are not counted in determining program capacity.
4. The program shall not provide child care services for a (NPS) volunteer age 13 to 15.
5. The program shall have a written protocol for a program that includes (NPS) volunteers age 13 to 15 at their facility. This protocol should include information such as the maximum number of such volunteers who will be present at any one time, orientation, training, supervision, contact people, evaluation and discipline of such student volunteers.
6. There shall be a clear understanding of who is responsible for the health and safety of (NPS) volunteers age 13 to 15 while at the facility.
7. School age children under the age of 13 shall be considered enrolled children (not volunteers) and all documentation is required.

AGE OF VOLUNTEER	# OF TIMES ASSISTING	DOCUMENTATION REQUIRED
16+	12 times or less per year	Background check
16+	More than 12 times	Everything required of staff
13-15	12 times or less per year	None – Above conditions apply
13-15	More than 12 times	Medical (background checks not required) Above conditions apply