Who we are

Child Care Resource Service is a program of the Department of Human and Family Studies and the Illinois Department of Human Services.

Who we serve:

- Champaign, Douglas, Iroquois, Macon, Piatt, and Vermilion County

Contact Us

Email: ccrs@illinois.edu
Web: http://ccrs.illinois.edu/

In-Home Child Care

Resources to help you find the right fit for your childcare needs.

Options for:
- Champaign County
- Macon County
- Vermilion County

Child Care Resource Service

Phone: 1-800-325-5516
or 217-333-3252 option #3
Address: 905 S. Goodwin Avenue
314 Bevier Hall
Urbana, IL 61801
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In-Home Child Care: Advantages

- Causing the least disruption to the child
- The greatest convenience to the parents
- Also offers the highest degree of control over the caregiving situation (what and when the child eats and sleeps, which toys are played with, etc.)

Disadvantages

- Cost (generally it is the most expensive of all arrangements)
- Complexity of finding a qualified caregiver
- Loss of family privacy
- The difficulty in retaining caregivers
- Maintaining good communications (turnover rates in childcare are generally highest among in-home caregivers)
- Legal, financial, and other requirements of the parents as employers
- Lack of social interaction opportunities for the child or caregiver
Looking for an In-Home Caregiver?

It must be a person that you can trust and are confident that will care for your child in a loving and reliable manner.

Questions to Consider:

1. **Where will you find the right person?**
2. **What are your responsibilities as an employer?**
3. **Will you have a contract or business agreement with the individual?**

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Finding the Right Caregiver:

**What to Consider when Choosing an In-Home Caregiver:**

- Are you providing transportation or do they need their own?
- Preference for age of caregiver?
- Do they have prior training/experience in child care?
- Non-smoker?
- Will you offer salary with benefits?
- Will the hours be fixed or flexible?
- Will there be overtime opportunities?
- Is there additional light housekeeping with the child care?
- Will they prepare food?
- Can they care for a child with special needs?

After defining what you need, you may begin your search! Time, research and organization are the keys to a successful find! Consider speaking to several candidates before making a final decision. Get the word out so you can have more choices!
How to Find Caregivers

- Call your local Resource and Referral Agency
- Call your friends, family, neighbors, pediatrician, co-workers, or anyone you trust for personal recommendations
- Check the classifieds/want-ads in the newspaper
- Post and advertise your request
- Call employment agencies or check internet sites that specialize in household/child care professionals
- Call university employment offices or check internet websites that specialize in household/child care professionals
- Check secure social media groups that help locate child care in your area
- Call the household employment offices of your state employment service

Steps to Finding an In-Home Child Care Provider

- Screen applicants by telephone first (page 9-10)
- Interview candidates in your home with provided questions (page 11)
- Check references (page 12)
- Perform a background check (page 27)

Trust Your Instincts
Screening Applicants: Through Telephone

**Sample Telephone Screening Questions:**

**Important to consider:**
- What do you like best about working with children?
- What other kinds of work experience have you had?
- How long were you at your last job? Why did you leave it?
- Why are you looking to work at this type of job?
- What are your long-term plans?
- Ask for a complete work history of any applicant seriously considering for the position.
- May I have the names and phone numbers of two (or more) references, and, in addition, the name and number of your last employer?
- Any other helpful information and questions that you can think of that will help you hire the perfect person.

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**Post Telephone Screening:**

- After the screening, decide who you would like to interview in your home. You will want your child present so that you can observe their interactions.

- Ask specific questions that encourage them to describe how they would respond to your child’s needs. Discuss with them the child rearing issues that are important to you. Keep in mind that you are the best judge of your child and your childcare requirements.
Check References

It is absolutely essential to check references before you hire a caregiver. You may want to check them before arranging interviews, or you may prefer to wait until you have met some of the applicants. Be sure to probe for any gaps in the applicant’s work history.

In talking to people named as references, listen to the individual’s tone of voice as well as to what is actually said. Do you detect some concern or a note of caution? Is there a long pause before your questions are answered? Most people do not like to give anyone a bad reference.

You may get an honest response if you ask questions such as:

1. What did you like best about this person?
2. What did you like the least?
3. Under what circumstances did this person leave the job?
4. Would you use this person again if you needed a caregiver?
Trust Your Instincts:

- If you have any uneasy feelings about the applicants, do not hire them. Gut feelings can be important signals.
- You may have to interview many applicants before you find the right person. Don’t be discouraged. Take your time. The payoff will be that you’ll have peace of mind later on, when you can leave your child with someone you trust.
- When you have found a caregiver you want to hire, you’ll need to discuss together the terms of employment. In the next section, you’ll find suggestions to help you.

- After you hire an in-home caregiver, you will want to do all you can to ensure a lasting and satisfying relationship. The success of the arrangement depends not only on your satisfaction but on the provider’s as well.

How to Advertise your Caregiver Needs?

Here are some samples:

For Posting around your neighborhood or bulletin boards:

CAREGIVER NEEDED TO COME TO MY HOME
Days and Times needed: ________________
Ages of Children: ________________
Requirements: ________________
City: ______________________
Contact: ______________________
Phone_______________ Date Posted: ___________
Sample Ads (continued…)

Non-smoking, grandma-like nanny to care for our 3 children 1, 4 & 5 yrs. old. M-F. 7am-4pm. Light housekeeping and meal preparation. References required. Salary based experience

Caregiver needed:
Enthusiastic & responsive individual needed to plan and supervise activities for two girls ages 7 and 3 from 8am to 6pm. Must have own transportation. References. Call 000-0000 between 6 and 9 pm only.

Babysitter Wanted:
For our cheerful 8 mo. Old son. Daily, 7 am to 6:30 pm: live in/out. Experience w/infants preferred. Excellent references a must! Competitive salary. P.O. Box 1111

An Important Note about the Resource List:

The following resources have been compiled by the Child Care Resource Service to assist parents looking for an in-home childcare provider. The following descriptions have been provided by organizations, agencies, and businesses about their services for parents. Inclusion in this list is not an endorsement by the CCRS. Parents are advised to carefully screen applicants before hiring an in-home provider. The CCRS has additional information about selecting an in-home caregiver which may be helpful in this process. Contact CCRS at the phone number listed on the cover for further information.

Note: Child Care Resource Service and the University of Illinois assume no responsibility for the contents of any website referenced.
Job Vacancy Boards/Bulletins/Newspapers

Where you can post and/or check notices

All Counties:
- Illinois Job Link (Illinois Department of Employment Security)
  https://illinoisjoblink.illinois.gov/ada/r/
- The following boards are for parents looking for a caregiver to come to their home, as well as for people available to provide care.

1. CCRS Bulletin Board (333-3252)
   314 Bevier Hall, 905 S. Goodwin, Urbana 61801
   - The board is for parents looking for a caregiver to come to their home, as well as for people available to provide care in parents' homes. Forms are available for parents and caregivers to use. Bevier Hall is open 7 am – 9 pm weekdays and 10 am - 6 pm weekends when the U of I is in session; on school breaks – days only. There are 2 parking spaces on the side of the building designated for CCRS use.

2. The U of I Child Development Lab (244-8622)
   1105 W. Nevada, Urbana 61801
   - A bulletin board is located on the first floor opposite the entrance to the preschool. Forms are available for parents to post their in-home childcare needs and for students to post their availability to provide in-home care.

Champaign County – Job Boards/Bulletins/Newspapers

Note: providers who advertise in the paper are not necessarily licensed

1. College of Education Building
   1310 S. 6th Street, Champaign 61801 (corner of Sixth and Peabody Streets)
   - Parents may post on the Education Building Bulletin boards, located on every floor by each elevator

2. The u of I Student Employment Office
   https://secure.osfa.illinois.edu/vjb/employer/login.aspx
   - Parents can post a childcare position on their website

3. U of I Daily Illini (337-8337)
   - Fee based
   - Place and/or check classified ads, under "childcare"
   - http://illinimedia.org/advertise/

4. Parkland Prospectus (351-2206)
   - Fee based
   - Place and/or check classified ads, under "childcare"
   - https://www.prospectusnews.com/advertising/

5. News Gazette (351-5288)
   - Fee Based
   - Place and/or check classified ads, under "childcare"
   - Email at jobads@news-gazette.com
   - https://www.news-gazette.com/classifieds/place_a_classified/

6. The Thrifty Nickel (356-4804)
   - Fee based
   - Place and/or check classified ads, under "childcare"
   - http://champaign.thriftynickel.com/?_ga=2.9736373.1418713945.1602992391-192088727.1602992391
Macon County – Job Boards/Bulletins/Newspapers

1. Career Placement at Millikin University
   1184 W. Main St., Decatur, IL 62522 (424-6294)
   a. Send childcare need in writing to be placed on the board. You could also go directly to the office to insure placement.
   b. https://millikin.edu/capp/career-services/employers

2. Mt. Zion Region News (543-2151)

3. The Decaturian - Millikin Student Paper
   a. Email: decaturian@millikin.edu

4. Decatur Herald & Review (429-5151)
   a. Place ad or check classified ads under “childcare”. There is a fee for placing ads. For information call: 217-422-5555

5. Decatur Tribune (422-9702)
   a. Place ad or check classified ads under “childcare”
   b. There is a fee for placing ads.
   c. https://www.decaturtribune.com/contact-us/

Vermilion County – Job Boards/Bulletins/Newspapers

1. Commercial News (446-1000)
   a. Ask for classified ads listed as Child Care Needed.

2. News Gazette (443-8484)
   a. Ask for classified ads listed as Child Care Needed.
   b. https://www.newsgazette.com/classifieds/place_a_classified/

3. Danville Area Community College (DACC) (443-3222)
   Danville Area Community College, 2000 E. Main, Danville, IL 61832
   a. Post a flyer on bulletin boards. (Not-For-Profit must be approved at front desk.)
   b. Can call Child Development Center (443-8833)

4. Crisis Healthy-Aging Center (443-2999)
   309 N. Franklin, Danville
   a. Parents may place ad on bulletin board

5. Illinois Employment and training Center Experienced Work Program (442-3044)
   407 Franklin, Danville, IL 61832
   a. Seniors 55 or older on limited income received leads for jobs through this program
   b. https://www.illinoisworknet.com/Connect/Pages/LocationSearch.aspx

6. Vermilion County Job Board
   a. https://www.vermilionadvantage.com/job-board

Note: Some bulletin boards might be off limits due to Covid-19 restrictions
Posting around the Neighborhood

a. In-home care is often found informally. Often, it’s a matter of getting the word out. Other ways to advertise for free may include posting in: church bulletins, apartment complex bulletins (or leave your name with the manager who may come into contact with renters), laundromats, grocery stores, pediatrician offices, exercise classes, parents support groups, libraries, work newsletters, word of mouth (friends, family, co-workers).

Shared Care:

a. You may want to consider sharing the cost of an in-home caregiver with another parent/adult. The provider would care for both children at one of your homes.

CCRS Student List (available in Champaign County)

The CCRS complies a list of college students who are interested in providing occasional or part-time care. Some of the students are in child-related majors. The list is updating each academic semester. The CCRS does not pre-screen or make recommendations of the students on the list and parents are encouraged to screen students and check references on their own before hiring them. Please note that it may take 2-3 days before you have a student lined-up to provide care. So, call several days in advance and/or line up 2 or 3 students in advance of a need to determine their availability.

High School Students

High school students may be available for late afternoon or weekend/evening care. Contact your local high school to see if the child development instructor would be willing to announce your need to students.
Social Media Groups To be aware of:

1. Champaign County Moms:
   a. Moms looking for support, community, advice, and friendship. Feel free to ask your parenting/mommy questions here! Share local family friendly events.
   b. https://www.facebook.com/groups/ChampaignCountyMoms

2. Chambana Moms website:
   a. https://www.chambanamoms.com/?fbclid=IwAR3-qFXJzUQANBkuYPERA1bwv/UpwwXtGQ_PyZadovU8NgEDisEAlqUE

3. Childcare news and updates
   a. https://www.facebook.com/groups/98722197904896

4. Jobs in Champaign-Urbana
   a. https://www.facebook.com/groups/324178657605633

Additional Resources:

1. How to find high-quality care:

2. Decatur Tribune job line:

Facebook Groups:

1. CU Child Care Connection
   https://www.facebook.com/groups/cuchildcareconnection

2. Babysitter/Daycares/Nanny’s – Central Illinois
   https://www.facebook.com/groups/595717937116091

3. Job Postings:
   https://www.facebook.com/groups/1423138557962935

4. Parents needing childcare:
   https://www.facebook.com/groups/1449717101746905

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1. **Early Childhood Education and Services Office (217-234-5426)**
   5001 Lake Land Blvd., Mattoon 61938 / Contact: Teresa Lang
   a. This program serves parents across the U.S.A. The nannies who attend this program receive training in child development and experience working directly with children.
   b. To hire a nanny, send a job notice to Teresa. She posts the note in their “Jobs Book” and on the bulletin board. Interested parties will then contact you. Note: the minimum salary for full-time care is $300-$500 a week. Typical benefits may include free room and board, 2 weeks’ vacation, all legal holidays off with pay, transportation (gas for personal use not included, however). Negotiable fringe benefits may include partial insurance coverage by the employer, paid tuition for attending an evening class/semester, a paid fitness club membership.
   c. [https://www.lakelandcollege.edu/career-services/services-for-employers/](https://www.lakelandcollege.edu/career-services/services-for-employers/)

2. **Au Pair Care** [www.aupair.com](http://www.aupair.com) (844) 287-2471
   a. This program brings mature young adults to the U.S.A who want to work with children and experience American life by living with an American Family. The nannies are recruited, screened and placed by the agency. As a member of the household, the au pair will provide up to 45 hours a week of in-home childcare in exchange for room, board and pocket money. The cost is the same for any size family and does not fluctuate with the number of children.

3. **Care.com** [https://www.care.com](https://www.care.com)
   a. Au Pair Care have program advisors in Illinois
   b. Has information about babysitters, nannies and au pairs

4. **Sittercity** [https://www.sittercity.com](https://www.sittercity.com)

5. **International Nanny Association** [www.nanny.org](http://www.nanny.org) (888-878-1477)
   a. The international Nanny Association is a non-profit educational association for those who employ nannies, place nannies, train nannies and work as a nanny. The association has a directory of member placement agencies and training programs and the areas they serve on their website.

6. **Cultural Care Au Pair** (800-333-6056)
   One Education St., Cambridge, MA 02141
   [www.culturalcare.com](http://www.culturalcare.com)
   a. Cultural Care Au Pair’s childcare and cultural exchange program offers families flexible, live-in childcare with a unique international perspective. All cultural care au pairs are between the ages of 18 and 26, proficient in conversational English and have documented childcare experience.

7. **Au Pair in America** (800)928-7247
   [http://www.aupairinamerica.com](http://www.aupairinamerica.com)
   a. Au Pair Care has been in existence since 1986. Au pairs are between the ages of 18 and 26, speak English to an acceptable standard and have had some recent, practical childcare experience. Create a schedule from 10-45 hours per week.

(Note: CCRS and the University of Illinois assume no responsibility for the contents of any website referenced)

(Note: You can find other nanny agencies by doing a web search using the keywords: nanny or au pair. CCRS and the University of Illinois assume no responsibility not recommend these agencies nor do we guarantee the quality of their services)
Background Check Agencies:
1. You can go to your local police department and request a background check.
2. Can search through the free sex offender Registry
   a. [https://www.nsopw.gov/Home](https://www.nsopw.gov/Home)
3. Can search for the child abuse and neglect records
   a. [https://www.childwelfare.gov/topics/systemwide/laws-policies/state/](https://www.childwelfare.gov/topics/systemwide/laws-policies/state/)
(You can also do a web search to find other background check agencies. The names of these organizations are intended as referrals only. We do not license, endorse or recommend these organizations, nor do we guarantee the quality of their service.)

Child Care: Responsibilities of Employer:
a. If you have a household employee, you may need to pay state and federal employment taxes. You generally must add your federal employment taxes to the income tax that you will report on your federal income tax return.

   b. IRS Publication #926 will help you decide whether you have a household employee and, if you do, whether you need to pay federal employment taxes (Social Security tax, Medicare tax, federal unemployment tax, and federal income tax withholding). It explains how to figure, pay, and report these taxes for your household employee. It also explains what records you need to keep.

c. This publication also tells you where to find out whether you need to pay state unemployment tax for your household employee. You can obtain this form on the Internet at: [www.irs.gov](http://www.irs.gov) or at one of the phone numbers listed on the next page.
Reminders:

- Check your homeowner’s insurance policy to see what type of coverage it provides for the employee.
- Ask for the employee’s social security number for the Form W-2 and for you to claim the child-care tax credit.
- You can find out more information and obtain a publication regarding household employees from the IRS (www.irs.gov)

Additional Information

A. Taxpayer Service, Department Internal Revenue, (800-829-1040). To find your local office, go to: https://apps.irs.gov/app/officeLocator/index.jsp
B. Federal Forms & Publications:
C. Illinois Department of Revenue, (800) 732-8866, TTY: (800 544-5304)
   http://www.revenue.state.il.us/#t=tab1)
E. Social Security Administration: Champaign location (877-819-2593, TTY: (800 325-0078)

(Note: CCRS does not provide accounting, legal or other professional services. Because changes occur in tax rules, please contact the Internal Revenue Service and the Illinois Department of Revenue for current information.)
Activities Log:

Check out our Facebook and Pinterest page where we post seasonal and weekly activities, videos, as well as any other fun activities to complete at home!

Facebook:
https://www.facebook.com/ChildCareResourceService/videos/?ref=page_internal

Pinterest:
https://www.pinterest.com/ccrscu/?eq=child%20care%20resource%20ser&etslf=7293

Notes: