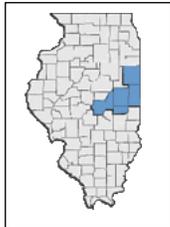




Who we are

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

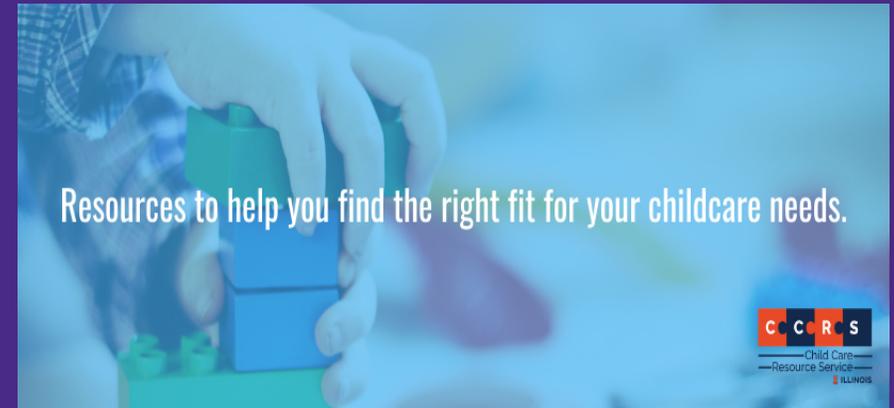
Contact Us

Email: ccrs@illinois.edu

Web: <http://ccrs.illinois.edu/>



In-Home Child Care



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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Our Services





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.)

3



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

4



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?**

Developing a relationship will take time and organization. This booklet will help you through the process of hiring someone to come and provide childcare in your home.



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



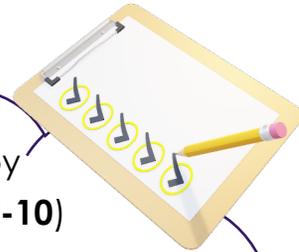
- Check the classifieds/want-ads in the newspaper
- Post and advertise your request
- Call employment agencies or check internet sites that specialize in household/child care professionals



- 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.



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





Sample Interview Questions:



If you have an Infant:

- Do they think my baby should be held when fed?
- How would you soothe my baby when he/she cries?
- How would you keep yourself calm when baby isnt?
- what is the correct position to put my baby down for c
- where might yu take my baby for outdoor time?
- How would you help my baby learn about the world? (asked for any age of your child)



If you have a toddler:

How do you think toilet training should be handled?

- How would you respond to my child if he/she were having a temper tantrum?
- what activities would you try on a rainy day?
- how would you react if my child had a serious accident?
- what are some of your favorite nursery rhymes and children's songs?



If you have a pre-school child:

- What TV shows (if any) do you think are appropriate?
- What indoor/outdoor activities would you plan?
- How would you react if my child misbehaves?
- What discipline strategies would you use?
- How will you help my child become more independent?
- How will you help to prepare my child for school (what do you think is important for my child to know before they go to kindergarten)?



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...)

Sample Newspaper Advertisements:

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.

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

Champaign County – Job Boards/Bulletins/Newspapers

1 CCRS Bulletin Board (333-3252)

314 Bevier Hall, 905 S. Goodwin, Urbana 61801

- a. 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 – 9pm weekdays and 10am-6pm 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

- b. 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.

1. College of Education Building

1310 S. 6th Street, Champaign 61801 (corner of Sixth and Peabody Streets)

- a. 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>

- a. Parents can post a childcare position on their website

3. U of I Daily Illini (337-8337)

- a. Fee based
- b. Place and/or check classified ads, under "childcare"
- c. <http://illinimedia.org/advertise/>

4. Parkland Prospectus (351-2206)

- a. Fee based
- b. Place and/or check classified ads, under "childcare"
- c. <https://www.prospectusnews.com/advertising/>

5. News Gazette (351-5288)

- a. Fee Based
- b. Place and/or check classified ads, under "childcare"
- c. Email at jobads@news-gazette.com
- d. https://www.news-gazette.com/classifieds/place_a_classified/

6. The Thrifty Nickel (356-4804)

- a. Fee based
- b. Place and/or check classified ads, under "childcare"
- c. http://champaign.thrifynickel.com/?_ga=2.9736373.1418713945.1602992391-1920888727.1602992391



Note: Some bulletin boards might be off limits due to Covid-19 restrictions

**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)

- a. <https://www.arthurgraphic.com/special-event-form/>

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**
- b. https://herald-review.com/promo/advertise-with-the-herald-review/article_9c6636d3-8d0a-594f-bf33-b98aa6109d67.html

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.decaturationtribune.com/contact-us/>



**Vermilion County – Job
Boards/Bulletins/Newspapers**

1 Commercial News (446-1000)

- a. Ask for classified ads listed as *Child Care Needed*.
- b. <http://marketplace.commercial-news.com/>

2 News Gazette (443-8484)

- a. Ask for classified ads listed as *Child Care Needed*.
- b. https://www.news-gazette.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>



Miscellaneous Resources

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.



Student Resources

CCRS Student List (available in Champaign County)

The CCRS compiles 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



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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-qFXJzUQANBkufYPERA1bwylupWWXTglQ_PyZadovUb8NgEDIsEAlqUE
3. **Childcare news and updates**
 - a. <https://www.facebook.com/groups/988722197904896>
4. **Jobs in Champaign-Urbana**
 - a. <https://www.facebook.com/groups/324178657605633>



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Additional Resources:

1. **How to find high-quality care:**
 - a. <https://www.naeyc.org/our-work/families/what-look-program>
2. **Decatur Tribune job line:**
 - b. <http://www.hometownemploymentnetwork.com/Default.aspx?AffiliateID=2284>

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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In- Home Referrals

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/per semester, a paid fitness club membership.
- c. <https://www.lakelandcollege.edu/career-services/services-for-employers/>

2. Au Pair Care 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.

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



In-home referrals cont.....

1. International Nanny Association (888-878-1477)

www.nanny.org

- 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.

2. Cultural Care Au Pair (800-333-6056)

One Education St., Cambridge, MA 02141

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.

3. Au Pair in America (800)928-7247

<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: 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)



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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>
3. Can search for the child abuse and neglect records
 - a. <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.)



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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 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)
 - <http://www.irs.gov/pub/irs-pdf/p926.pdf>



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:** <http://www.irs.gov/formspubs/index.html>
- C. **Illinois Department of Revenue**, (800) 732-8866, TTY: (800 544-5304) <http://www.revenue.state.il.us/#t=tab1>
- D. **Federal Wage and Hour Division, U.S. Department of Labor**, (website: <http://www.dol.gov/whd/>) Chicago Office: (866-487-9243), Springfield Office: (217 793-5028); National office: (866 287-2365)
- 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%20service&etslf=7293>



Notes:

Lined area for taking notes, consisting of 18 horizontal lines.

