



CHILD CARE  
SUBSTITUTES  
OF OREGON

# CCSO Substitute Employee Handbook Version 3.0



Western Oregon  
UNIVERSITY  
The Research Institute

*This document is subject to change as program updates are made. If you would like updated copies of this document in another format or language, please contact Child Care Substitutes of Oregon at 503-751-4045 | [childcaresubsor@wou.edu](mailto:childcaresubsor@wou.edu)*

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# Funding & Partnerships

Child Care Substitutes of Oregon (CCSO) is funded by the Department of Early Learning and Care, part of the Oregon Department of Education.

Child Care Substitutes of Oregon is housed within The Research Institute, part of Western Oregon University (WOU). All substitutes hired by Child Care Substitutes of Oregon are employees of Western Oregon University and must comply with WOU rules and regulations at all times. Substitutes must also adhere to all rules set forth by the Office of Child Care as it relates to the designated child care facility they are serving. Please see the CCSO Policy and Procedure Handbook and the WOU Policies and Procedures for more information.

For any questions about our funding or partners, please contact us at [childcaresubsor@wou.edu](mailto:childcaresubsor@wou.edu).



# A Letter from the Program Director

Dear Substitute,

Thank you for joining Child Care Substitutes of Oregon (CCSO)! On behalf of the CCSO team, we are excited to support and guide you through the process of substituting within Oregon's early learning system.

Child care providers have the unique responsibility of guiding young children in developing the skills they need to be successful later in life. Quality child care is not only essential for children's development - it also plays a key role in supporting our economy by providing security for working families. Despite all of this, child care providers have been historically underserved and underrepresented across the country.

The development of a statewide substitute pool for child care staff will help alleviate some of the pressures facing today's providers. Family child care providers, in particular, face enormous hurdles when it comes to keeping their business open for the families they serve. Our ultimate goal at CCSO is to empower providers to take the time they need to continue improving their services, while also providing professional development opportunities to those who are interested in joining or continuing in this amazing field of work (that's you!)

We appreciate your willingness to be a part of this new system, and we welcome your feedback as we strive for continuous improvement. Please feel free to reach out to any CCSO staff so that we can best support you as we embark on this journey together!

# Program Overview

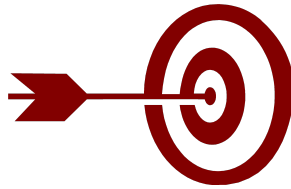
The Department of Early Learning and Care has contracted The Research Institute at Western Oregon University to build Child Care Substitutes of Oregon (CCSO) to enable child care programs to have access to a statewide, subsidized substitute system. This program supports a variety of child care settings in Oregon, including Certified Centers, Certified Family Providers, Registered Family Providers, and School-Age Centers.

Currently, this grant allows eligible providers to access 50 hours of subsidized substitute time per calendar year within the Child Care Substitutes of Oregon program; substitutes are able to work up to 70 hours per month and no more than 18 hours per week.

Substitutes that participate in the CCSO program are supported along the way through training and ongoing professional development to further their advancement in the field of early learning and care.

Partnerships with local Child Care Resource & Referral agencies (CCR&R) are essential for the success of this program. We also rely heavily on our Provider Advisory Committee to provide insight and feedback regarding the development of the program as it grows to support Oregon's child care providers, families and children.

# Mission & Vision



## CCSO's Mission

By hiring diverse substitutes, Child Care Substitutes of Oregon sustains high-quality child care throughout the state of Oregon by supporting substitutes and child care programs in their personal and professional lives.



## CCSO's Vision

Child Care Substitutes of Oregon recognizes the value of early childhood education. This is why CCSO believes in allowing substitutes and providers time-off to care for themselves and their loved ones. Excellent child care starts with the professional, which is why a substitute's and provider's personal development is CCSO's highest priority.

# COVID-19 Considerations

- WOU Vaccination/Exemption Policy
  - WOU is no longer requiring COVID-19 vaccinations prior to hire. Some programs may require COVID-19 vaccinations. Programs will include whether they require vaccination in the Job Details section of a posting.
- Follow program's guidelines
- Refer to the local public health department the child care program is in
- CCSO has provided a Child Care Program Checklist to participant providers, where they will go over their COVID-19 protocols with you
- Refer to ELD website for additional recommendations

## COVID-19 Resources

- Reference the Early Learning Division's COVID-19 Resources  
<https://oregonearlylearning.com/COVID-19-Resources>
- Contact your local public health authority  
<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd.aspx>
- Reference the [Center for Disease Control and Prevention Resources](#)



# Required Qualifications

- 18 years of age or older
- Possession of or ability to obtain requirements:
  - Completion of Child Care Substitutes of Oregon orientation & onboarding modules
  - Enrollment in the Central Background Registry
  - Pediatric First Aid/CPR (in person)
  - Oregon Food Handler's card
  - Oregon's Early Childhood Education Safety Set trainings:
    - Recognizing and Reporting Child Abuse and Neglect
    - Safe Sleep for Infants
    - Introduction to Childhood Health and Safety
    - Prevention is Better than Treatment
    - Foundations for Learning
- Proficient oral and written communication skills
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, CCSO personnel, and administrators from diverse backgrounds
- Commitment to TRI's anti-racism goals and practices

Substitutes are responsible for staying current & updating CCSO on any required training recertifications.



# Professional Development

It is a requirement for Child Care Substitutes of Oregon Substitutes to participate yearly in at least 15 hours of training or education related to child care every fiscal year (July-June).

Here are some resources you can access to complete your 15-hour PD requirement. We strongly encourage you to access the [ORO Training Calendar](#) and register for any upcoming training they may be offering. Keep in mind that ORO offers free training as well as training that costs a small fee. CCSO will not be paying nor reimbursing any PD registration fees at this time.

Once you complete any PD training in the community, please make sure you email us your ORO PD statement or your ORO-approved training Certificate to [mendozachoav@wou.edu](mailto:mendozachoav@wou.edu).

## Professional Development Training Compensation

CCSO will pay up to two hours of training for each external training, with a maximum of 15-hours total for each fiscal year.

During onboarding you will receive access to our Policy & Procedure Handbook, Employee Handbook, and discuss your ongoing professional development requirements.

# Creating an ORO Account

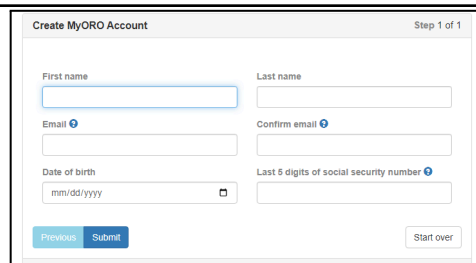
The Oregon Registry Online is a project of the Oregon Center for Career Development in Childhood Care and Education.

Creating an account in Oregon Registry Online (ORO) will allow you to keep track of the trainings that you have completed. It will also allow you to understand how to further your professional development in the field of early learning.

## Step 1

Visit the Oregon Registry Online

- <https://my.oregonregistryonline.org/>
- Click “Create an Account”

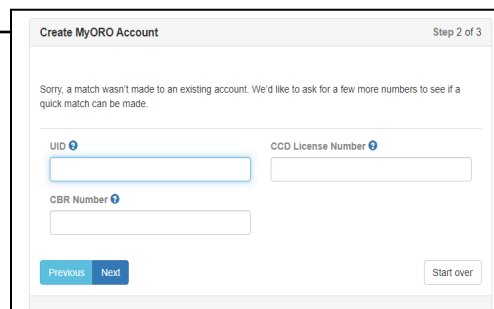


The screenshot shows the 'Create MyORO Account' form, Step 1 of 1. It includes input fields for First name, Last name, Email, Confirm email, Date of birth (mm/dd/yyyy), and Last 5 digits of social security number. There are 'Previous', 'Submit', and 'Start over' buttons.

## Step 2

Enter your information

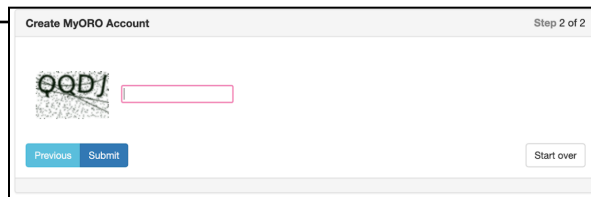
- Use your personal email address (not your WOU email address) to create your account so you can access the account if you work beyond WOU.
- Click “Next”



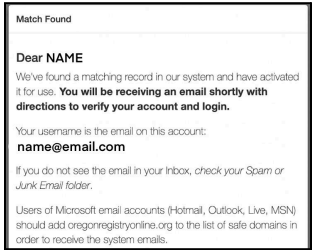
The screenshot shows the 'Create MyORO Account' form, Step 2 of 3. It includes a message: 'Sorry, a match wasn't made to an existing account. We'd like to ask for a few more numbers to see if a quick match can be made.' Below this are input fields for UID, CCD License Number, and CBR Number. There are 'Previous', 'Next', and 'Start over' buttons.

## Step 3

If there wasn't a match to an existing account the site will prompt you to either enter the license number of Child Care Substitutes of Oregon or



The screenshot shows the 'Create MyORO Account' form, Step 2 of 2. It includes a CAPTCHA image and a text input field. There are 'Previous', 'Submit', and 'Start over' buttons.

<p>your Central Background Registry number</p> <ul style="list-style-type: none"> <li>CCSO's license number is <b>RA4109</b>.</li> </ul>	
<p><b>Step 4</b> Once you enter your information, you will be prompted to answer the security question.</p>	
<p><b>Step 5</b> If there was a match to an existing account, the site will notify you that you will be sent an email.</p> <ul style="list-style-type: none"> <li>Check your email and follow the instructions to finish setting up your account</li> </ul>	

# How to Upload Documents to the Oregon Registry Online

If you work in Oregon's childhood care and education field, myORO helps you track, plan, and customize your professional development experience.

## Uploading Training Documents to your myORO account

### Tips to getting started...

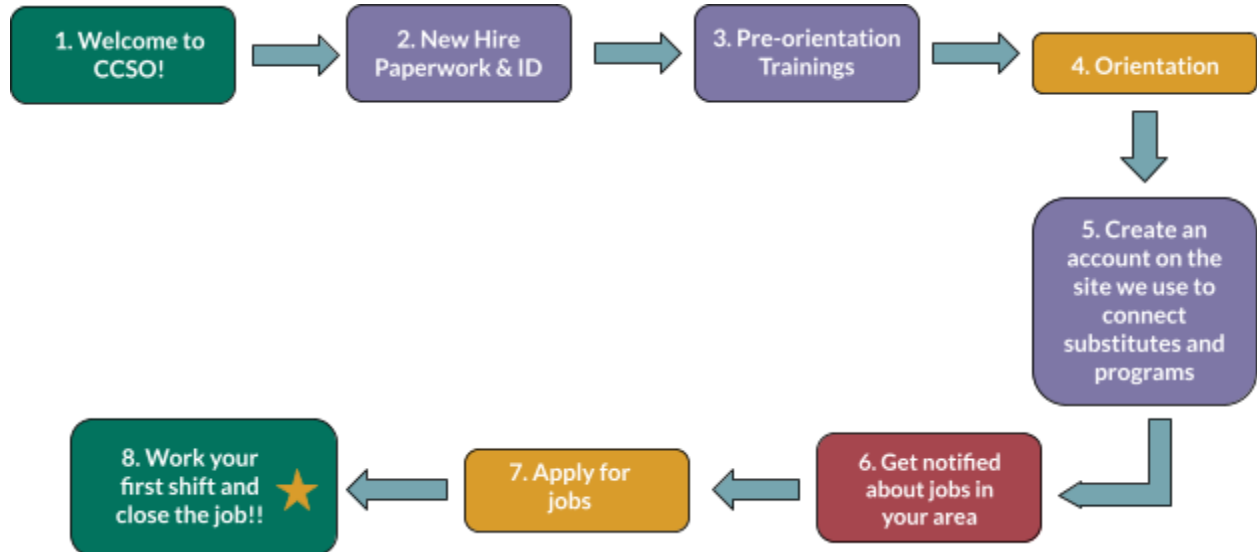
- To see what training and education is already in your account, take a look at your [Professional Development Statement](#) to see the listing of training and education.
- **Please only upload documents one time if not listed on your PDS.**
- Only upload your own documents. Documents that are not yours, or do not have your name, will be declined. See the [FAQ](#) for more information. Required information on training certificates:
  - Your name
  - Date of training
  - Total hours of training
  - Title of training
  - Trainer or organization name
- PDF documents with password protection or other document properties that prevent modification will cause an error when uploading. Uploading pictures (JPG or PNG formats) is recommended. See the [FAQ](#) for more information.
- Once you upload a file you can remove it by clicking the red X icon on the image. When the file has been reviewed by staff in preparation for data entry the X option will disappear.



- And finally, we are seeing record highs of document submissions, please be patient while we process documents as quickly as possible. We prioritize those who are up for licensing renewals, we are also working hard to enter all older documents, too!

- Learn more about OCCD programs at [www.pdx.edu/occd](http://www.pdx.edu/occd)
- Upload new training and education documents on the My documents page.

# Substitute Roadmap



# Position Types

CCSO substitutes are classified into two position types: Support Substitute (SS) and Lead Substitute (LS). These positions have different qualifications and pay rates. While participating in CCSO, you'll be able to apply for the jobs that programs post that align with your education, experience level, and position type.

CCSO Positions			
CCSO Position Type	OCC Defined Child Care Position Types CCSO Position Applies to	Qualifications	Supervision of Provider or Teacher Needed
Lead Substitute (\$22 base)	<ul style="list-style-type: none"> <li>Teacher</li> <li>Substitute Provider</li> <li>Program Leader</li> <li>Assistant Program Leader</li> <li>Assistant I &amp; II</li> <li>Aide I &amp; II</li> <li>Support</li> </ul>	<ul style="list-style-type: none"> <li>Basic qualifications</li> <li>Teacher-qualified based on rules from the Office of Child Care (see table on page 17)</li> <li>Active enrollment in the CBR</li> </ul>	<ul style="list-style-type: none"> <li>CCSO Lead Substitutes do not need to be directly supervised</li> </ul>
Support Substitute* (\$20 base)	<ul style="list-style-type: none"> <li>Assistant Program Leader</li> <li>Assistant I</li> <li>Aide I</li> <li>Support</li> </ul>	<ul style="list-style-type: none"> <li>Basic qualifications</li> <li>May be conditionally enrolled in the CBR</li> </ul>	<ul style="list-style-type: none"> <li>Must be within sight <i>or</i> sound (or sight <i>and</i> sound if conditionally enrolled in the CBR or working in a certified center) of provider or qualified staff member</li> </ul>

\*All substitutes will earn a standard \$20 per hour for professional development training throughout their employment with CCSO.

\*See next page for Lead Substitute and Support Substitute exceptions

# Support Substitute (SS)

A Support Substitute is a substitute who must be supervised within sight or sound of a provider or qualifying staff member. These substitutes have met the requirements according to page 8 of this manual and are not required to have any child care experience. Support Substitutes may be conditionally enrolled in the Central Background Registry (CBR), however, if they are conditionally enrolled, they must be within sight *and* sound of a provider or qualifying staff member. These substitutes may fill the positions of Aide I, Assistant I, or positions that support a program such as Registered Family child care.

“Conditional enrollment” means there is temporary approval to be enrolled in the Central Background Registry (CBR) as an individual has been fingerprinted and has passed a criminal background check by the Oregon State Police (OSP) but have not yet received notice that you pass a criminal background check from the Federal Bureau of Investigation (FBI).

- A conditional enrollment is valid for a year pending approval from the FBI. While processing takes a while, it should likely take one to two weeks to receive active enrollment.
- When the background check has been completed by the FBI, the substitute will be notified that they are actively enrolled.
- CCSO will be notified of your active enrollment and let you know of the change

## Exceptions:

- If a Support Substitute is actively enrolled in the CBR *and* has 60 hours of experience working in a particular home-based child care program, they may be supervised within sight or sound of a provider or qualifying staff member. With the approval of the provider *in that particular Certified Family program*, the substitute may be out of sight *and* sound. In these programs, the Support Substitute will be allowed to substitute for Assistant I, II, and Provider positions.
- If a Support Substitute is actively enrolled in the CBR *and* has 240 hours of experience in licensed child care programs with 80 of those hours in a particular center-based program, they will be allowed to be supervised within sight or sound of a provider or qualifying staff

member *in that particular Center*. In these programs, the Support Substitute will be allowed to substitute for Aide I and II positions.

To see if and how to qualify for these exceptions, please see the Position Types policy and procedure in the Policy and Procedure Handbook.



# Lead Substitute (LS) and the 60 requirement for Certified Family

A Lead Substitute is a substitute who has completed the Required Qualifications in this manual and is teacher-qualified according to the table below from the Rules for Certified Child Care Centers. These substitutes are not required to be directly supervised. A Lead Substitute may fill in for the positions of Aide I and II, Assistant I and II, Support positions, Provider, and Teacher.

## Exceptions:

If a Lead Substitute is working in a Certified Family Child Care program that is **licensed to care for over 12 children**, they must have worked 60 supervised hours in that particular program to be allowed to substitute for the substitute provider position in that child care program and be left alone with children. **Even if there are 12 or less children in care at a time**, you are still required to fulfill the 60 hours. If the Certified Family Child Care program is **licensed for 12 or less children**, a lead substitute may substitute for the provider position without completing an hourly requirement.

If a Lead Substitute is working in a Certified School-Age Center, they must have a CCSO endorsement to work in a school-age center as requirements vary to substitute for this position. Please see the Rules for Certified School-Age Child Care Centers 414-310-0300(2) for more information.

Lead Substitute Qualifications (from the qualifications for a teacher in a child care center)	
Option	
A	At least 750 hours of qualifying teaching experience* in a Certified Child Care Center, or comparable group care program ** in the appropriate age level <ul style="list-style-type: none"> <li>• Infants and/or toddlers; <i>and</i></li> <li>• Older toddlers, preschool-age or school-age children</li> </ul>
B	One year or 1,500 hours of qualifying teaching experience in Registered Family or Certified Family child care.
C	Documentation of attaining at least step 6 in the Oregon Registry, <i>or</i>
	9 Quarter credits in two CKCs (3 must be in HGD or UGB)
D	A minimum of an associate's degree from a college or university with a major in: <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development</li> <li>• Special Education</li> <li>• Human Development</li> <li>• Child and Family Studies</li> </ul>
E	A state or nationally recognized credential, e.g. Child Development Associate (CDA). <ul style="list-style-type: none"> <li>• Related to infant and toddler care; <i>and</i></li> <li>• Related to preschool-age children</li> </ul>

\* Qualifying Teaching Experience means: For infant/toddler and preschool age groups, gained with a group of the same age children in at least 3-hour blocks, within a 36-month period; Qualifying teaching experience must be documented. Time spent in a college practicum or practice teaching is considered qualifying teaching experience. The following does not constitute qualifying teaching experience: leader of a scout troop; Sunday school teacher; and coaching.

\*\* Comparable group care program means a program which has the following elements: (a) Individuals are supervised by knowledgeable professionals; (b) Training of individuals is provided or required annually; (c) Group size is similar to a certified child care facility; (d) Curriculum is age appropriate; and (e) The program is not providing uncertified drop-in care;

# Pay Scale

CCSO substitutes have different hourly rates based on experience, ability to work in a bilingual or non-English monolingual setting, whether the shift is infant/toddler or extended hours, and where the shift is located geographically. As you can see in the table below, these can stack, so if you are working a shift with language requirements (+5%) and it is also an infant/toddler shift (+5%), you will make 10% more than the base rate for your position type.

	Differential Percent	Support Substitute (SS)	Lead Substitute (LS)
<b>Base (per hr)</b>		\$20.00	\$22.00
<b>Bilingual Requested</b>	5%	\$21.00	\$23.10
<b>Infant/Toddler Position</b>	5%	\$21.00	\$23.10
<b>Extended Hour Shift</b> Shift starts between 5 pm - 5 am OR any time on Sat/Sun	5%	\$21.00	\$23.0
<b>Geographic Location</b> See below list* of locations that qualify for this differential	5%	\$21.00	\$23.10
<b>If any two above apply</b>	10%	\$22.00	\$24.20
<b>If any three apply</b>	15%	\$23.00	\$25.30
<b>If all four apply</b>	20%	\$24.00	\$26.40

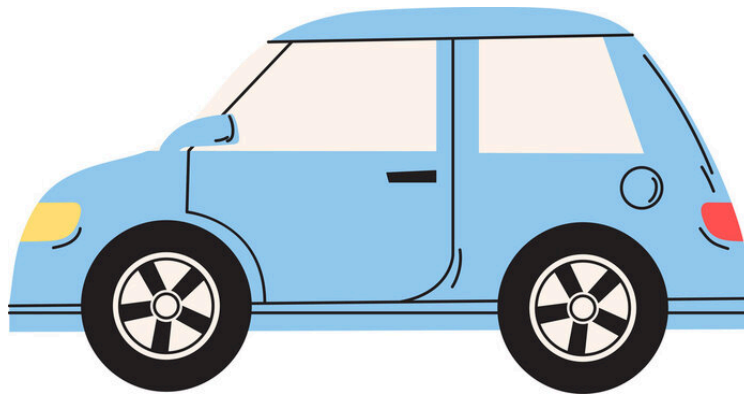
\*Counties that qualify for the Geographic Location Differential include Clatsop, Tillamook, Columbia, Linn, Benton, Lincoln, Coos, Curry, Jackson, Josephine, Baker, Grant, Harney, Morrow, Wallowa, Umatilla, and Union. For more information, see the Geographic Location Differential Pay Policy and Procedure in the Policy and Procedure Handbook.

# Transportation

Safety is the top priority for Child Care Substitutes of Oregon and Western Oregon University. This means that the liability and responsibility to drive are not something we want substitutes to endure.

This policy applies to all subs and serves a notification to all providers that under no circumstances are substitutes authorized to drive any motorized vehicle to transport children nor run errands.

**Substitutes are Not authorized to drive under any circumstances while working any shift representing Child Care Substitutes of Oregon and Western Oregon University.**



# Holiday Calendar

Child Care Substitutes of Oregon follows the Western Oregon University Holiday calendar. CCSO is closed as well as WOU the following days. Please make sure to block your calendars as these are non-work days.

## Academic Year 2024-2025

The campus will be closed on these days except for specific essential Positions. CCSO staff are not considered essential staff. **CCSO is closed.**

Holiday Schedule	
Labor Day	Monday, September 2nd, 2024
Veterans Day	Monday, November 11th, 2024
Thanksgiving Day	Thursday, November 28th, 2024
Day after Thanksgiving	Friday, November 29th, 2024
Christmas Day	Wednesday, December 25th, 2024
New Year's Day	Wednesday, January 1st, 2025
Martin Luther King Day	Monday, January 20th, 2025
Memorial Day	Monday, May 26th, 2025
Juneteenth Day	Thursday, June 19th, 2025
Independence Day	Friday, July 4th, 2025

# Number of Hours Allowed to Work

Substitutes do not have a minimum requirement of how many hours they can work in a child care program.

Substitutes may work a maximum of 18 hours in a child care program per week, and up to 72 hours per month. Which may include professional development time for that week or month.

# Sick Leave Request

After 30 hours worked, you earn 1 hour of sick leave. Sick leave does not include any differential hours, it is paid at the hourly base rate. To request sick leave you must fill out the sick leave request form by [clicking here](#).



# How to Apply for Shifts

**Under Development**

**Further information to come soon**



# Working a Shift

On the day of the shift, when you arrive staff will check your WOU ID. You will go over the Program Checklist with the provider. It is important to communicate with the provider ahead of time to determine if they need you to arrive early to do so.

## Closing a Job

**Under Development**

**Further information to come soon**

# Canceling a Job

If you are unable to work your assigned shift, you **MUST notify the provider and also contact and inform CCSO** by reaching out to the main CCSO line at (503-751-4045) no later than **24 hours** before your shift start time.

If you cancel shifts frequently, you will be unable to apply for more shifts until you meet with your supervisor.

*The expectations for the provider are that they are required to cancel a shift within **24 hours** before the shift begins; by either notifying you as the sub or contacting the CCSO team so we can notify the sub and allow the sub to attend another posted position.*

*If the cancellation does not meet the 24-hour deadline the provider can be responsible and CCSO may deduct subsidized hours from their balance.*

*This is at the discretion of the CCSO administration depending on the following criteria...*

- *Assigned sub on route to the destination (miles will be considered)*
- *Assigning the wrong sub and wanting to exchange sub (canceling within less than 24 hours) the provider can't repost the same shift and will have to pay partial hours to the sub that was originally assigned.*
- *Sending a sub home (cutting the shift short without previous communication) The Provider is responsible for paying the sub the remaining hours of the shift.*

# Frequently Asked Questions

## General Program Information

Questions	CCSO Answer
<b>What is Child Care Substitutes of Oregon?</b>	<p><u>Child Care Substitutes of Oregon (CCSO)</u> is the first statewide program that connects trained substitutes with child care providers. Funded by the Early Learning Division, CCSO currently provides fifty (50) subsidized hours of substitute time to qualifying programs per calendar year.</p> <p>CCSO recruits, trains, and matches substitutes with programs so that providers may take time for their personal and professional needs.</p>
<b>Who is this program for?</b>	<p>This program serves two main audiences:</p> <ol style="list-style-type: none"> <li>1. Anyone who is interested in gaining experience in the field of early learning &amp; care</li> <li>2. Programs/providers who are in need of substitutes. Programs that are eligible for subsidized hours include: <ol style="list-style-type: none"> <li>a. <i>Registered Family</i></li> <li>b. <i>Certified Family</i></li> <li>c. <i>Certified Center</i></li> <li>d. <i>Certified School-Age Centers</i></li> </ol> </li> </ol> <p>Programs that are exclusively Head Start or already have access to a K-12 substitute system are not eligible for subsidized hours but may be eligible for private pay.</p>
<b>How are you recruiting substitutes?</b>	<p>We are recruiting substitutes through multiple avenues. We know that all regions of our state are different, and each area may require a unique approach to recruitment. CCSO will be working closely with local Child Care Resource &amp; Referral (CCR&amp;R) agencies to determine the best methods of recruitment for your area.</p> <p>We do believe that the best type of recruitment is word of mouth by providers themselves. We invite providers to encourage those that they trust to sign up to become a substitute with CCSO.</p> <p>Other recruitment methods we are utilizing include: partnerships with local universities &amp; community colleges, high school outreach, job fairs, social media, and community events</p>
<b>When will I be able to access the program?</b>	<p>CCSO is recruiting substitutes statewide and is allowing programs to enroll in the program on a region-by-region basis. This means that as soon as there is at least one substitute hired and onboarded in a region, CCSO will contact interested providers in</p>

	<p>that region and invite them to the program.</p> <p>Once contacted, programs will need to view the program orientation, complete their release forms, and create a profile on our online platform. Once all of this is completed, programs can post jobs and start having substitutes in their programs! We do not have a firm date, as this timeline looks different depending on the region.</p>
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## Questions about Substitutes

<p><b>What are the training requirements for substitutes?</b></p>	<p><b>To be qualified as an eligible substitute, the following must apply:</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 18 years of age</li> <li>2. Must pass a federal background check done by the Central Background Registry (CBR)</li> <li>3. Complete all required safety set trainings (this can be done after hire), including: <ol style="list-style-type: none"> <li>a. Recognizing and Reporting Child Abuse and Neglect</li> <li>b. Safe Sleep for Infants</li> <li>c. Introduction to Child Health and Safety</li> <li>d. Prevention is Better than Treatment</li> <li>e. Foundations for Learning</li> </ol> </li> <li>4. CPR/First Aid training (<i>eligible for hourly rate/CCSO to cover</i>)</li> <li>5. Food Handler's Card (<i>eligible for hourly rate</i>)</li> <li>6. Substitute Orientation required by CCSO</li> </ol> <p>All training that occurs post-hire is eligible for hourly rate payment. Additional requirements apply for substitutes that are working at the Lead Teacher level. Please see the differences between Lead and Support Substitutes for more information.</p>
<p><b>What is the pay rate for substitutes?</b></p>	<p>The base pay rate will be \$20-\$22 depending on the substitute's qualifications. If they work in a program that has infants and/or toddlers, have to use a language other than English, work a shift in the evening or on the weekend, or work in geographic locations that we have identified as rural or a child care desert, they will receive a 5% differential for each special quality. These differentials are stackable and offered to any substitute working in these types of programs.</p>
<p><b>What is the difference between a Support Substitute and a Lead Substitute?</b></p>	<p>The biggest difference between a Support Substitute and a Lead Substitute is that a Lead Substitute has the qualifications that a teacher would have in a Certified Center program. While we do not currently have a program that supports the transition between positions directly, we offer training to all substitutes which will often turn into an opportunity to increase their steps in the Oregon Registry and allow them to get closer to a Lead Substitute position.</p>
<p><b>Is there a minimum</b></p>	<p>Substitutes may work a maximum of 70 hours in a child care program per month. In</p>

<p><b>number of hours I need to work? Or a maximum number of hours I am available to work?</b></p>	<p>some circumstances, substitutes may need to complete additional training required by Western Oregon University (a requirement separate from their child care related training). In total, substitutes can work a maximum of 72 hours a month (up to 70 hours in child care programs and up to 2 hours of WOU-required training).</p> <p>Substitutes do not have a minimum requirement of how many hours they can work in a child care program.</p> <p>If you are interested in working as a full time substitute, please let one of our staff members know at <a href="mailto:childcaresubsor@wou.edu">childcaresubsor@wou.edu</a> as there may be additional opportunities for this type of work in the future.</p>
<p><b>Are substitutes eligible for benefits?</b></p>	<p>Due to the nature of the work, substitutes are not eligible for health benefits. Substitutes will earn one hour of sick time for every 30 hours worked.</p> <p>Substitutes are also eligible for Oregon Paid Family Leave if they have learned \$1000 in the previous year.</p>
<p><b>What types of professional development opportunities does CCSO offer?</b></p>	<p>Due to recruitment efforts our team will not be offering any professional development (PD) opportunities until further notice, which includes live Zoom PD trainings and asynchronous (online) canvas modules as well as connection nights offered by CCSO.</p> <p>We support substitutes in their pursuit of external professional development opportunities and step increases in the Oregon Registry through a list of free and/or low-cost Community-Based Training and support any questions or concerns that arise from the substitutes</p>
<p><b>How do I apply?</b></p>	<p>Fill out our <a href="#">Substitute Application</a> and email it to <a href="mailto:ccsohr@mail.wou.edu">ccsohr@mail.wou.edu</a> or visit the WOU Human Resources page.</p>

# Protocol for Reporting Serious Health & Safety Concerns

All substitutes are [mandatory reporters](#) and are also required to report any [Serious Health & Safety Concerns](#) to the appropriate person.

Serious Health & Safety Concerns (SHSC) do not reach the threshold of a mandatory reportable concern, but they include **serious violations that pose a high-risk of harm to children**. Examples can be found on pages 4-5 of this document.

If the SHSC happens during one of your shifts with Child Care Substitutes of Oregon, follow these steps:

Step	Action
1	<p>If you observe a <a href="#">Serious Health &amp; Safety Concern</a> that poses a high-risk of harm to children, follow these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Immediately stop</b> what you are doing and correct the concern if possible.</li> <li>2. <b>Discuss</b> the concern observed with the teacher/provider.</li> <li>3. Request that the teacher/provider <b>immediately corrects the concern if you are not able to, or inform the provider that you corrected it.</b></li> <li>4. <b>If the program has a policy or procedure</b> for responding to serious health &amp; safety concerns, follow those steps in addition to the Child Care Substitutes of Oregon steps below.</li> <li>5. <b>If you or another teacher/provider immediately corrects the concern, continue your shift</b> and proceed to Step #2 at the end of your shift.</li> <li>6. If you or the teacher/provider is <b>unable to correct</b> the concern during the shift, or <b>refuses to correct</b>, proceed to Step #2 as soon as it is safe to do so (break time, etc.)</li> </ol>
2	<p><b>Even if you are unsure whether you observed a serious health and safety concern, follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. <b>Call CCSO and ask to speak to the Substitute Supervisor at 503-751-4045 to inform them of what happened.</b> The supervisor will be able to help determine whether or not a call needs to be made to a Regional Manager (they will determine if it rises to the level of a serious violation). <b>If the situation occurs outside the hours of M-F between 8:00 AM-5:00 PM</b>, leave a message for the Substitute Supervisor and they will respond to you as soon as possible. If the situation is an emergency, follow the steps for Mandatory Reporting (see page 3).</li> <li>2. <b>If prompted by the Substitute Supervisor</b>, the substitute &amp; Substitute Supervisor will call the Office of Child Care together at 1-800-556-6616 and ask to speak to a Regional Manager for the area where the facility is located. A Regional Manager will then decide if the situation needs to be forwarded to a Licensing Specialist.</li> <li>3. You may tell the teacher and program director that you saw a situation of potential concern and will be checking in with a Regional Manager. The Substitute may use their discretion regarding when and how this conversation takes place, or ask the Substitute Supervisor to address this conversation with the program.</li> </ol>
3	<p>If you need to debrief and discuss the event further, contact the Substitute Supervisor, who will find you</p>

	more resources and appropriate trainings, if applicable.
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Thank you for helping keep Oregon's children healthy and safe!

# Mandatory Reporting Requirements

All early childhood professionals who work directly with children are mandatory reporters per [ORS 419B.010](#).

As mandatory reporters, all substitutes must report to the Department of Human Services or law enforcement in accordance with [mandatory reporting laws](#).

If a Child Care Substitutes of Oregon substitute observes a [mandatory reportable concern](#), they must:

1. Immediately intervene, if necessary, to help ensure the safety of the children.  
**Contact 911 if there is imminent danger.**
2. **Call the Department of Human Services: 1-855-503-SAFE (7233); Report the concern and ask for direction regarding next steps.**
3. **Call the Office of Child Care: 1-800-556-6616 to report the concern.**
4. **Call the Child Care Substitutes of Oregon within 24 hours of reporting at 503-751-4045 to let them know you submitted a report.**

# Serious Health and Safety Concerns Reporting Requirements

Serious health and safety concerns observed in the early childhood setting during the conduct of an assessment or technical assistance visit that do not reach the threshold of a mandatory reportable concern, but **pose a high-risk of harm to children, must be reported.**

If a serious health and safety concern is observed, you must follow the appropriate protocol based on licensing type: [licensed](#) or [licensed-exempt](#).

## Serious Health & Safety Concerns which must be reported:

1.	<p><b>More children allowed by law or an inadequate number of adults to provide safe care for the children present.</b></p> <ul style="list-style-type: none"> <li>Children's health and safety is jeopardized due to the program being over their licensed capacity, above staff-child <a href="#">ratio</a>.</li> </ul>
2.	<p><b>Early educator <a href="#">behavior</a> related to unsafe guidance, discipline, or interaction.</b></p>
3.	<p><b>Children are left unsupervised (out of sight and sound) for extended periods of time or a child is injured resulting from a lack of supervision.</b></p> <ul style="list-style-type: none"> <li>Includes: Lost or missing child, <a href="#">serious injuries</a> resulting from lack of supervision</li> </ul>
4.	<p><b>Infant Safety Risks:</b></p> <ul style="list-style-type: none"> <li>Any <a href="#">unsafe sleep practices</a> (Examples include, but are not limited to: infants placed to sleep on their stomach; infants sleeping in car seats/swings; infants being laid to sleep with a bottle, blankets or other items in a crib, pacifier holders or attachments).</li> <li>Bottles being propped.</li> </ul>
5.	<p><b>Multiple or Serious Fire, Health or Safety Hazards:</b></p> <ul style="list-style-type: none"> <li>Any medicines/cleaners/toxics within reach of children and in their immediate area;</li> <li>Facility in extreme disrepair (e.g., collapsing stairs or porch, broken glass, exposed wiring);</li> <li>Wood stove or burning fire with no barrier or in reach of children;</li> </ul>



	<ul style="list-style-type: none"> <li>● Access to severe hazards (e.g., power tools, knives, sharp scissors, razors, or other potentially hazardous equipment not locked);</li> <li>● Firearms, weapons, projectiles not under lock;</li> <li>● Hot tub or pool (including wading pool), other bodies of water unsecured;</li> <li>● Animal feces on the ground in the play area; rodent or insect infestations/droppings;</li> <li>● Feces or soiled diapers accessible to children;</li> <li>● Excessive filth, or other excessively unsanitary conditions.</li> </ul>
6.	<b>Any unsupervised access to children by individuals who are conditionally enrolled or not enrolled at all in Oregon's Criminal Background Registry (if this becomes known to an early childhood professional on site).</b>
7.	<b><u>Illegal Care:</u> Unlicensed care with more children in care than allowed by law or more hours in care than allowed by law.</b>

**Reporting serious health and safety concerns to OCC supports child safety.  
Suspensions of child abuse or neglect must be reported to ODHS at  
1-855-503-SAFE(7233).**

# Inactive Status

**Phase one (onboarding subs):** If a substitute fails to complete the Safety Set trainings, enroll in the Criminal Background Registry (CBR), within the first 45 days from the hire date sub will be considered inactive. For the Title IX training, 45 days from the date the training was sent to Substitutes.

**Phase two (field ready):** Once hired, if a substitute fails to maintain the above requirements up to date, which are, Pediatric CPR/First Aid, Food Handlers, CCSO PD requirements, and active enforcement in the Criminal Background Registry (CBR) throughout any time of the employment the substitute will be considered **OUT OF COMPLIANCE**. CCSO Substitute has 30 days to reinstate, if not, they will be considered inactive for failure to fulfill the program requirements.

## Reinstating Previously Inactive Applicants

The employee should submit a new application, go through the interview process, and get hired through the same process as previously.

# Zoom Etiquette Policy

## Participation

As CCSO employees and early childhood educators, you are leaders in the field. CCSO sponsored professional development opportunities are treated similarly to shifts. Since you are paid for your participation in this training, you are expected to fully participate. Full participation looks like:

- Arriving on time
- Keeping your camera on
- Staying muted unless you are speaking
- Responding to presenter questions
- Participating in activities
- Staying until the end

If you are not able to meet those requirements, you can still attend the training, but you will not be compensated for the time.

## Contact Us

For any general questions or concerns please contact us by emailing [childcaresubsor@wou.edu](mailto:childcaresubsor@wou.edu) or calling (503) 751-4045, and one of our team members will reach out to you within two business days.