

Licensing Requirements

Family Child Care

Provider Name (Last, First, MI)		Date Completed:
Child Care Address:	E-mail:	License Class:
City:	State:	Zip Code:
Co-Applicant Name (Last, First, MI)		Provider Phone Number: (include area code)

This document is a guide to assist you with the development of policies and procedures required to operate a licensed family child care program. Please use the check boxes throughout the document to verify that all required content is up to date and is available for your licensing review. There is space on the last page for additional documentation should you need it.

Rule or Statute	Licensing Process
9502.0345 (B) and 9502.0355 subpart 2 (A,B)	<p>An application for licensure is complete when the applicant completes, signs, and submits all department forms and documentation needed for licensure to the agency and the agency receives all inspection, zoning, evaluation, and investigative reports, documentation, and information required to verify compliance with parts 9502.0315 to 9502.0445 and Minnesota Statutes. Required documents are as follows:</p> <ul style="list-style-type: none"> Family Systems Licensing Application Background studies Three references Physical health report Fire Marshal if you meet the criteria (the county licensor will let you know if this is required in your situation)
245A.50 subd. 2 (b)	<p>The following required training is complete for each applicant prior to caring for children:</p> <ul style="list-style-type: none"> KCF VII.B-First Aid Training KCF VII.B-Infant/child CPR training KCF VII.B-Sudden Unexpected Infant Death (SUID)-only if caring for infants KCF VII.B-Abusive Head Trauma (AHT)-if caring for infants or children under school age KCF II.C-Child Growth & Learning & Behavior Guidance (4 hours) KCF VII.A, VII.B-Supervising for Safety for Family Child Care (6 hour in person class or 8 hour online class) KCF VII.B-Child Passenger Restraint Systems (C.A.R.S.) training (if you are transporting children)
<p>To sign up for classes you may need to register on the Develop website. Once you are registered you can search for the classes under Professional Development.</p>	
9502.0335 subpart 2, A,C	<p>Your licensor will make the determination if you need a Fire Marshal inspection.</p> <p>An initial inspection of the residence by a fire marshal to determine compliance with the Minnesota Uniform Fire Code and compliance with orders issued are conditions of licensure for all residences with freestanding solid fuel heating appliances; manufactured (mobile) homes; new applicants for licensure with a licensed capacity of more than ten; day care residences which use the basement for child care; and residences in mixed or multiple occupancy buildings. "Multiple occupancy building" means a structure with two or more residential dwelling units such as a duplex, apartment building, or town home. "Mixed occupancy building" means a residence in a structure that contains nonresidential occupancies or an attached garage. (Not all homes with an attached garage will need to be inspected by the fire marshal, depending on the home construction).</p> <p>Check the box to the right if any of the above applies to you and you have had a fire inspection.</p>
9502.0335, subpart 10	<p>Your child care license must be posted in the residence in a place where it can be viewed easily.</p>
9502..0335 subpart 13 and 245A.04, subd. 5	<p>Applicants and license holders must provide access to the physical plant and grounds, documents and records (including records maintained in electronic format), persons served by the program, and staff, and must allow the commissioner to photocopy, photograph, and make audio and video recordings during the inspection. (Persons receiving services from the program may refuse to be interviewed, photographed, or audio or videotaped.) The commissioner must be given access without prior notice and as often as the commissioner considers necessary if the commissioner is investigating alleged maltreatment, conducting a licensing inspection, or investigating an alleged violation of applicable laws or rules (9502.0405)</p>

Capacity, Ratio, Age Distribution

Note: Substitutes may not be used more than 30 days within any 12 month period and children may not be left alone in the care of anyone under age 18. Any part of a day used with a substitute counts as a full day.

<p>9502.0315, subpart 29(a) and 9502.0365, subpart 5</p>	<p>The caregiver must be within sight or hearing of an infant, toddler, or preschooler at all times, so that the caregiver is capable of intervening to protect the health and safety of the children in care.</p>	
	<p>The caregiver is required to be available for assistance and care of school age children in care.</p>	
	<p>The person(s) on the license is the primary caregiver in the residence.</p>	
<p>9502.0365, subpart 5</p>	<p>If there is a second adult working with you in the child care, please list their name(s) here _____</p>	
	<p>If you have a second adult caregiver (18 years of age and older), this person has completed the required training and has had a background study. Have documentation available for your licensor</p>	
<p>9502.0355, subpart 1,2</p>	<p>A substitute must be at least 18 years old and have completed required training and have a background study on file with the agency. Have documentation available for your licensor</p>	
<p>9502.0315, subpart 14 and 245A.50 (1,b)</p>	<p>If you are using a helper in your child care they must be between the ages of 13 and 17 years old, have a back background study and have completed the required Sudden Unexpected Infant Death (SUID) and/or Abusive Head Trauma (AHT), SUID is required if caring for infants and AHT is required if caring for children under school age. Have documentation available for your licensor</p>	

Reporting to Agency

<p>9502.0375, subpart 2 C</p>	<p>All fires that require the service of a fire department must be reported to your licensor within 48 hours. List the date of any fires: _____</p>	
<p>9502.0375, subpart 2 D</p>	<p>Serious injury is one that requires treatment from a doctor and must be reported immediately after the occurrence. List the dates of any serious injuries or deaths: _____ Contact your licensor immediately if a serious injury or death occurs during child care hours</p>	
<p>9502.0375, subpart 2 B</p>	<p>Suspected cases of physical or sexual abuse or neglect and must be reported immediately. List dates of any reported cases of sexual abuse or neglect: _____</p>	
<p>9502.0375, subpart 2A</p>	<p>Providers must notify licensor within 30 days of any changes to the membership of the household. List the dates any members of your household moved in or out: _____</p>	
<p>245C.20</p>	<p>You are required to document the date you initiated a background study (BGS) on a new caregiver and household member and the date the new caregiver has direct contact with persons served by the program in their personnel file. Be prepared to have documentation for all initiated BGS. Dates for any: _____</p>	

Behavior Guidance

9502.0395, subpart 1 and 2	<p>Describe the type of behavior guidance used with the children in your care:</p>
	<p>Infants:</p>
	<p>Toddlers:</p>
	<p>Preschoolers:</p>
	<p>School Age:</p>

Review the following statements regarding behavior guidance and check the appropriate box at the end of the section.

9502.0395, subpart 2 (A through H)	<ul style="list-style-type: none"> -Corporal punishment (physical discipline) is not allowed with the children in care. This includes, but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking -Emotional or psychological abuse of the children in care is not allowed. This includes but is not limited to name calling, ostracism, shaming, derogatory remarks about the child or child's family, threats that threaten, humiliate or frighten the child -Food, light warmth, clothing or medical care shall not be withheld from a child -Discipline and punishment shall not be delegated to another child -The separation of a child from a group to guide behavior must be appropriate to the age of the child and circumstances requiring the separation -An infant shall not be separated from the group for disciplinary reasons -A child shall not be separated from the group for a period longer than 10 minutes -A child separated from the group must be placed in an area or separate room that is well lighted, free from hazards, ventilated and open to the view of caregivers -No child shall be placed in a locked room to separate the child from the group
9502.0395, subpart 3 (A,B)	<ul style="list-style-type: none"> -No child is to be punished for toileting accidents <p style="margin-left: 40px;">I understand these statements and will abide by them</p> <p style="margin-left: 40px;">I do not understand these statements and would like to discuss them with a licensor</p>

Admissions, Provider Records & Reporting

245A.14, subdivision 14	<p>You are required to keep daily attendance records for each child for which you are reimbursed by a government program for the care of children (such as: Child Care Assistance Program or Early Learning Scholarships but does not include the CACFP)</p> <p>Be prepared to show documentation to your licensor</p>
9502.0405, subpart 4 (A through F)	<p>Records for each child need to contain the following information and should be gathered from the parents prior to admission to your program. You will need to keep this information up to date and on file for each child in care.</p> <p>Signed and completed Admission and Arrangements form must be on file and contain:</p> <ul style="list-style-type: none"> Name and birthdate of child Full name of parents Home address, work address, phone numbers where parents may be reached Name, address, phone number of physician, dentist and hospital to be used for emergencies when parents cannot be reached Name, address, phone number of family emergency contact person(s) Names of all authorized people who are allowed to pick up the child(ren) from the home Enrollment dates Financial arrangements Insurance notification specified in part 9502.0355, subpart 4, 245A.152

	Special instructions from the parent shall be obtained in writing and followed about toilet training, eating, sleeping or napping, allergies, and any health problems.								
9502.0405 subpart 4 (A through E)	<p>Immunization records must be kept in agreement with MN Statutes section 121A.15. The provider will request, update and keep on file the dates of immunizations received by a child in regular attendance at the residence as follows:</p> <table> <tr> <td>Infants (6 weeks through 11 months)</td> <td>every 6 months</td> </tr> <tr> <td>Toddlers (1 year through 23 months)</td> <td>annually</td> </tr> <tr> <td>Preschooler (2 years through 4 years)</td> <td>every 18 months</td> </tr> <tr> <td>School Age (5 years through 10 years)</td> <td>every 3 years</td> </tr> </table>	Infants (6 weeks through 11 months)	every 6 months	Toddlers (1 year through 23 months)	annually	Preschooler (2 years through 4 years)	every 18 months	School Age (5 years through 10 years)	every 3 years
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Preschooler (2 years through 4 years)	every 18 months								
School Age (5 years through 10 years)	every 3 years								
	Signed written consent must be obtained in advance from the parent so the provider may authorize emergency medical care or treatment for the child. The consent may be used if the parent cannot be reached or is delayed in arriving. Gather this information on the Admission and Arrangements form.								
	Written permission to transport children must be obtained from the parents if you will be transporting the child/ren and a child can only be released to a parent or a person authorized by the parent or legal guardian. This information is found on the Admission and Arrangements form.								

You must provide a written notice to all parents or guardians of all children (prior to admission) stating whether or not you have liability insurance. This statement is incorporated into the [Admission & Arrangements form](#).

MN Statute 245A.152	If you have continuous insurance coverage, you only need to provide notice to parents/guardians if the coverage lapses (ends) or changes. To do this, you must use the Family Child Care Liability Insurance Notice to Parents/Guardians form provided by DHS.
	If you DO NOT have coverage you must provide an annual notice to parents/guardians that you do not carry any liability insurance. To do this, you must use the Family Child Care Liability Insurance Notice to Parents/Guardians
245A.14. subdivision 14	For any child enrolled with CCAP the attendance records must include the child's first and last name and the time the child was dropped off and the time the child was picked up each day. Provide documentation of the attendance records to your licensor.

9502.0405 subpart 3 A-P 245A.04 subd. 1. c&d	<p>Your provider policy must be written, shared with the parents and agency. It must include the following:</p> <ul style="list-style-type: none"> The ages and numbers of children in care in the residence; The hours and days of operation; Meals and snacks to be served; Labeling requirements for food brought from the child's home; Sleeping and rest arrangements; Nondiscrimination practices to comply with subpart 6; Policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies; Emergency, fire, and storm plans and the monthly fire drill log; Seat belt and transportation plans and field trip and transportation permission requirements; Fees; Termination and notice procedures; Plans for a helper and substitute for emergencies, vacations, or holidays; The presence of pets in the residence; A complete copy of parts 9502.0315 to 9502.0445 (Rule 2); Insurance coverage; and Alcohol and drug policy Grievance procedure policy
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9502.0405 subpart 4 A & C	You must have Admissions and Arrangements and Immunization Records forms on file for each child in your care. More clarification has been offered in MN statute 121A.15 and this document from the MN Dept. of Health .
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MN Statute 245A.51 subdivision 1(a,b)	<p>Before admitting a child for care, the license holder must obtain information about any known allergy from the child's parent or legal guardian. The license holder must maintain current allergy information in each child's record.</p> <p>The allergy information must include</p> <ul style="list-style-type: none"> A description of the allergy Specific triggers Avoidance techniques Symptoms of allergic reaction Procedures for responding to an allergic reaction Doctor's contact information
	<p>The child's allergy information must be documented on a form approved by the commissioner.</p>
	<p>Every caregiver at your facility must review the allergy information annually.</p>
9502.0405 subpart 4 B	<p>Describe your methods of toilet training here:</p>
9502.0405 subpart 3 H and 245A.51 subd. 3(c)	<p>You are required to have an up to date Fire and Storm Drill Log that documents the date and time of drills. You may use the form provided by DHS.</p>

For Licensors Use Only:

Activities and Equipment

9502.0415 subpart 1	<p>Day care activities must provide for the physical, intellectual, emotional, and social development of the child. The environment must facilitate the implementation of the activities. Activities must be scheduled indoors and outdoors, weather permitting; be appropriate to the developmental stage and age of the child; include active and quiet activity; and contain provider-directed and child-initiated activity.</p>
9502.0415 subpart 4	<p><u>Newborn or infant activities</u></p> <p>The provider shall hold the infant or newborn during bottle feedings until the child can hold its own bottle. Bottles must not be propped. Respond to the infant or newborn's attempts to communicate. Provide freedom of movement to the infant or newborn during a large part of the waking day to the extent that safety and weather permits. The noncreeping child shall spend part of each day out of a crib or infant seat. The creeping infant or newborn shall have freedom to explore outside of the crib or infant seat. Give the infant or newborn opportunity to stimulate the senses by providing a variety of activities and objects to see, touch, feel, smell, hear, and taste. Provide activities for the infant or newborn that develop the child's manipulative and fine motor skills, self-awareness, and social responsiveness.</p>

Describe your Infant activities here:

9502.0415. subpart 6	<p><u>Toddler activities</u></p> <p>The provider shall provide the toddler with freedom of movement and freedom to explore outside the crib or playpen. Talk to, listen to, and interact with the toddler to encourage language development. Provide the toddler with large muscle activities and activities which develop the child's small muscles and manipulative skills. Develop and stimulate learning by reading stories to the child or looking at picture books together. Give the toddler opportunities to stimulate the senses by providing a variety of age-appropriate activities and objects to see, touch, feel, smell, hear, and taste.</p>
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Describe your Toddler activities here:

9502.0415. subpart 8	<p><u>Preschooler activities</u></p> <p>The provider shall encourage conversation between the child and other children and adults. Provide opportunity to play near and with other children; provide time and space for individual and group play; allow for quiet times to talk or rest; allow for unplanned time and individual play time. Foster understanding of personal and peer feelings and actions and allow for the constructive release of feelings and anger through discussion or play. Give assistance in toileting and provide time to carry out self-help skills and provide opportunity to be responsible for activities like putting away play equipment and helping around the house. Provide opportunities for each child to make decisions about daily activities and to take credit for the consequences of decisions. Provide time and areas for age appropriate large muscle play. Provide learning, small muscle, manipulative, creative or sensory activities. Read stories, look at books together, and talk about new words and ideas with the child.</p>
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Describe your Preschool activities here:

9502.0415. subpart 5	<p><u>Required Infant Equipment:</u></p> <p>Infant seat or high chair; and a crib, portable crib, or playpen with waterproof mattress or pad which meets the requirements in part 245A.146</p>
9502.0415. subpart 7 & 9	<p><u>Required Toddler and Preschooler Equipment.</u></p> <p>Each toddler shall be provided with a mat, crib, cot, bed, sofa, or sleeping bag.</p>
9502.0415. subpart 10	<p><u>School-age activities.</u></p> <p>Provide time for one on one discussion about the day and planning for activities. Provide space for games and sports using the whole body, outdoors (weather permitting) and provide time for rest. Allow for increased freedom as responsibility is observed. Provide group activities as well as individual self help skills. Offer dramatic play and crafts.</p>

Describe your School-age activities here:

9502.0415. subpart 12	<p>Written permission must be obtained from the parent to allow a school-age child in care to participate in activities away from the child care home.</p>
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For Licensor Use Only:

Cribs and Safe Sleep / Reduction Of Risk Of Sudden Unexpected Infant Death In Licensed Programs.

<p>MN Statute 245A.1435 and 245A.146 and 245A.147</p>	<p>(a) When a license holder is placing an infant to sleep, <u>the license holder must place the infant on the infant's back, unless the license holder has documentation from the infant's physician</u> directing an alternative sleeping position for the infant. The physician directive must be on a <u>form</u> approved by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.</p> <p>(b) The license holder must place the infant in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder <u>must not place anything in the crib with the infant except for the infant's pacifier</u>, as defined in Code of Federal Regulations, title 16, part 1511. The requirements of this section apply to license holders serving infants. Licensed child care providers must meet the crib requirements under section <u>245A.146</u>. A correction order shall not be issued under this paragraph unless there is evidence that a violation occurred when an infant was present in the license holder's care.</p> <p>(c) <u>If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable</u>, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.</p> <p>(d) Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a <u>form</u> provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.</p> <p>Checklist for safe sleep for infants</p> <ul style="list-style-type: none"> Place an infant to sleep on their back The crib must have a firm mattress with a fitted sheet Nothing can be placed in the crib other than the infant and the pacifier Swaddling is not recommended but if done you must have written parental permission Any other sleeping positions MUST have <u>physician's written orders</u> You are encouraged to conduct in person checks every 30 minutes on a sleeping infant or every 15 minutes during the first four months of being in your childcare You are encouraged to use an audio or visual monitoring device to monitor each sleeping infant <p>Monthly safety inspections (<u>DHS form</u>) for every crib and mesh sided crib that are used or accessible to children in care is required and needs to be documented. In addition, documentation of the brand name and model number for each crib used by or accessible to children in care is required. Annually you must check the crib brand name and model number against the <u>US Consumer Product Safety</u> website.</p>
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Physical Environment

Indoor/Outdoor Space

<p><u>9502.0425 subpart 1A</u></p>	<p>There must be at least 35 square feet of usable indoor space per child.</p> <p>Bathrooms, closets, space occupied by major appliances and other space NOT used by children CANNOT be counted in this square footage, however space occupied by adult furniture that is used by children MAY be counted as usable indoor space.</p>
<p><u>9502.0425 subpart 1B</u></p>	<p>If the basement is being used as part of your indoor space, you may need to have it inspected by the fire marshal. It must be free of hazard and must have 2 ways to safely escape. (<u>9502.0425 subpart 4</u>)</p>
<p><u>9502.0425 subpart 2</u></p>	<p>There must be an outdoor play space of at least 50 square feet per child in attendance, adjacent to the residence, for regular use, or a park, playground, or play space within 1,500 feet of the child care residence.</p> <p>A fence may be required by your licenser to provide protection from railroad, traffic, water, or machinery hazard.</p> <p>The outdoor space must be free of trash, toxic chemicals, water, unlocked cars, machinery, human or animal waste and sewage.</p>

Indoor/Outdoor Space Con't

9502.0425 subpart 11-12	Decks, balconies or lofts that are more than 30 inches above the ground or floor and used by the children must be surrounded by a guardrail and pass the State Building Code.	
	If the child care home has a wooden deck or balcony, it must be free of splinters and coated with wood preservative, paint, or constructed with treated wood.	
	Guardrails need to be at least 36" inches (3 feet) in height measured from the deck surface to the top of the rail.	
	Bathroom door locks must allow a provider to open the locked door from the outside and the opening device needs to be accessible to all caregivers.	
	Closet door latches must be made so children can open the door from inside the closet.	
	Doors that require keys on both sides (double cylinder) are not allowed.	
9502.0425 subpart 19	Smoking is not allowed in a family home or in a group family home that is licensed for child care during its hours of operation. (144.414, subd. 2) Providers who permit smoking outside of childcare hours must notify families in writing or verbally and post this information (so it can be viewed) in the childcare home.	

For Licensor Use Only:

245A.14 subd. 10-11	Wading pools and swimming pools may not be used at a family child care or group family child care home unless the parent or legal guardian of the child(ren) has provided written consent to be renewed annually. (Wading pool consent/Swimming pool consent forms)	
	The written consent will include a statement that the parent or legal guardian has received and read material provided by the Department of Health to the Department of Human Services related to the risk of disease transmission as well as other health risks associated with the use of portable wading pools.	
9502.0425 subpart 3	When children use a swimming pool , as defined in chapter 4717 , or beach , the children must be supervised by someone trained in first aid and CPR.	
	Swimming and wading pools, beaches, or other bodies of water on or next to the child care home must be inaccessible to children except during periods of supervised use.	
9502.0425 subpart 4	Every room used by children in care has two means of escape-either a stairway or door leading to an exit and the other must be a door or window leading directly outside.	
9502.0425 subpart 5	Family child care homes with an attached garage must have a self closing garage door between the house and garage that meets rule requirements.	
9502.0425 subpart 8	The temperature inside the childcare home must be at least 62 degrees Fahrenheit.	
9502.0425 subpart 7, A-F	This Home uses Solid Fuel or Kerosene heaters yes no <u>Heating and Venting System Requirements:</u> Stove and heater locations must not block escape in case of a fire. <u>Gas, coal, wood, kerosene, or oil heaters must be vented to the outside</u> in accordance with the State Building Code. Combustible (burn easily) items must not be located within 36 inches of the furnace or other heating sources. Whenever in use, fireplaces, wood-burning stoves, solid fuel appliances, space heaters, steam radiators, and other potentially hot surfaces, such as steam pipes, must be protected by guards to prevent burns. All fireplaces, wood-burning stoves, space heaters, steam radiators, and furnaces must be installed according to the State Building Code. The furnace, hot water heater, and workshop area must be inaccessible to children. Separation may be by a door, partition, or gate. There must be allowance for air circulation to the furnace. Ventilation of usable space must meet the requirements of the State Building Code. Outside doors and windows used for ventilation in summer months must be screened when biting insects are prevalent.	
	There must be a safe, comfortable sleeping space for each infant and newborn. A crib, portable crib, or playpen with waterproof mattress or pad must be provided for each infant or newborn in care. All cribs/mesh sided pack-n-plays must be inspected monthly and recorded and annually check the crib brand name and model number against the US Consumer Product Safety website.	

9502.0425 subpart 10	<p>All stairways must meet the following conditions:</p> <p>Stairways of three or more steps must have handrails.</p> <p>Any open area between the handrail and stair tread must be enclosed with a protective guardrail as specified in the State Building Code. The back of the stair risers must be enclosed.</p> <p>Gates or barriers must be used when children between the ages of 6 and 18 months are in care.</p> <p>Stairways must be well-lighted, in good repair, and free of clutter and obstructions.</p>
9502.0425 subpart 16.17	<p>A portable, <u>operational</u>, multipurpose, dry chemical fire extinguisher with a minimum 2 A 10 BC rating must be kept in the kitchen and cooking areas of the child care home at all times. All caregivers need to know how to use the fire extinguisher. The fire extinguisher must be inspected or replaced annually.</p>
9502.0425 subpart 18	<p>The following <u>Electrical Guidelines</u> must be met:</p> <p>All electric outlets accessible to children under first grade must be tamper-proof or covered when not in use;</p> <p>All major electrical appliances must be properly installed, grounded in agreement with the state electric code, and in good working order (do not use extension cords for major appliances);</p> <p><u>Extension cords shall not be used as a substitute for permanent wiring</u>; extension cords and flexible cords will not be affixed to structures, extended through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damage or physical damage (extension cords may be used during holiday season); and</p> <p>Electrical wiring must be sized to provide for the load and be in good repair</p>

Sanitation and Health

9502.0435 subparts 1-4	<p>The child care home must be free from accumulations of dirt, trash, or peeling paint.</p> <p>Chemicals for insect and rodent poisons or traps must not be applied in areas accessible to children when children are present.</p> <p>Indoor and outdoor garbage and trash containers must not be accessible to infants and toddlers. They can not be open containers that children can reach into.</p> <p>All medicines, chemicals, detergents, poisonous plants, alcoholic beverages, and other toxic substances must be inaccessible to children. They must be stored away from food products. Equipment or toys that children might put in their mouth or may be chewed on must be free of lead-based paint. Toys and equipment with chipped, cracked, or peeling paint must be tested to verify the absence of lead or be replaced.</p>
245A.51 subd.2 (1) and 245A.148 subd. 1-6	<p>The license holder cleans and disinfects surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit with chlorine bleach or other approved substance consistent with manufacturers label directions</p>
9502.0435 subpart 5	<p>Check the box to the right if there are firearms in the child care home.</p> <p>If you have firearms in the child care home they must be unloaded and inaccessible to children. Ammunition and firearms must be stored in separate locked areas.</p> <p>Be prepared to show your licenser where you store your firearms and ammunition (if you own either of these items).</p>
245A.51 subd.2 (2)	<p>The license holder disposes of blood-contaminated material in a plastic bag with a secure tie</p>
245A.51 subd.2 (3)	<p>The license holder disposes of sharp items used for a child with special care needs in a "sharps container" which is stored out of the reach of children</p>
245A.51 subd.2 (4)	<p>The applicant/license holder has the following bodily fluid disposal supplies available:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable bags • Eye protection
245A.51 subd. 3(d)	<p>The Emergency Preparedness Plan must be available for review and posted in a prominent place in the home. You must also provide a copy of the plan (physical or electronic copy) to the parents or legal guardians of the children you care for when they enroll. You may use this Child Care Emergency Plan form to satisfy the written documentation requirement.</p>

<p>MS 299F.011 subd.4a(c)</p>	<p>The window must be easy enough to open without special instruction or knowledge. The window opening must have a clear opening of 4.5 sq. ft. (648") with a minimum width of 20" and it is no more than 48" from the floor</p>
<p>9502.0435 subpart 8. A-F</p>	<p>Prior arrangements must be made for a substitute to provide care during emergencies. A background check is required to be completed by the emergency substitute prior to supervising children</p> <p>List the name(s) of your emergency substitute(s) here:</p> <p>_____</p> <p>_____</p> <p>For severe storms and tornadoes, you will need to have a designated area within the residence that children shall go to for cover, and a working battery operated flashlight, and portable radio or TV available</p> <p>You will need to have a written fire escape plan and keep a monthly fire and storm drill log (this should be included with your emergency preparedness plan) on file in the child care home. Your fire escape plan must be approved by your licenser.</p> <p>Your plan will need to include the following items:</p> <ul style="list-style-type: none"> Emergency phone numbers; A place to meet outdoors for roll call; Smoke detector and fire extinguisher locations; Plans for monthly fire and tornado drill sessions; and Escape routes to the outside from all levels used by children. <p>In buildings with 3 or more dwellings units, enclosed exit stairs must be indicated.</p>
<p>9502.0435 subpart 6</p>	<p><u>Knives, matches, plastic bags and other potential hazards must be kept out of the reach of infants, toddlers and preschoolers. The use of these materials and tools must be supervised.</u></p> <p>Indicate the location of each of the items listed below:</p> <p>Medicines/vitamins _____</p> <p>Sharp knives _____</p> <p>Plastic bags _____</p> <p>Plastic wrap _____</p> <p>Sewing equipment _____</p> <p>Personal care items _____</p> <p>Matches/lighters _____</p> <p>Cleaning supplies _____</p> <p>Scissors _____</p> <p>Alcoholic beverages _____</p> <p>Tools _____</p> <p>Poisonous plants _____</p> <p>Other chemicals _____</p>
<p>9502.0435 subpart 7</p>	<p>The provider must have a First Aid kit that is accessible, taken on field trips and contain the following:</p> <ul style="list-style-type: none"> First Aid manual Bandages Sterile compresses Scissors Ice bag or cold pack Oral or surface thermometer Mild liquid soap Adhesive tape
<p>9502.0435 subpart 8. A-F</p>	<p>Emergencies:</p> <p><u>A working telephone must be located within the residence</u>-this can include a cell phone as long as one remains operable in the child care home when the children are present in the home.</p> <p><u>Emergency phone numbers</u> of the Fire Department, Police Department, Emergency Transportation (911) and Poison Control Center (1-800-222-1222) must be posted in the child care home next to the phone.</p> <p>The <u>emergency phone numbers of the parents and child's physician and dentist</u> must be readily available within the residence and taken on field trips-a provider could have these phone numbers saved in he/r cell phone but will need to be available to all adult caregivers working at the child care home.</p>

<p>245A.51. subd. 3</p>	<p>Emergency Preparedness Plan</p> <p>A licensed family child care provider must have a written Emergency Preparedness Plan for emergencies that require evacuation, sheltering, or other protection of children, such as fire, natural disaster, intruder, or other threatening situations that may pose a health or safety hazard to children. <u>The plan must be written on a form developed by the commissioner and updated at least annually.</u> The Keeping Kids Safe Guide is a useful tool or you may take the class Emergency Preparedness Plan (6 hours) listed on DEVELOP.</p> <p>The plan must include:</p> <ul style="list-style-type: none"> Procedures for an evacuation, relocation, shelter-in-place, or lock down; A designated relocation site and evacuation route; Procedures for notifying a child’s parent or legal guardian of the evacuation, shelter-in-place, or lock down, including procedures for reunification with families; Accommodations for a child with a disability or a chronic medical condition; Procedures for storing a child’s medically necessary medicine that facilitates easy removal during an evacuation or relocation; Procedures for continuing operations in the period during and after a crisis; and Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities. <p>The License Holder and all other caregivers in the home must be trained on the Emergency Preparedness Plan before they provide care (and then annually).</p> <p>Be prepared to show proof of completion to your licensor</p>
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For Licensor Use Only:

<p>9502.0435. subpart 9</p>	<p>Transporting Children</p> <p>Written permission must be obtained from the parents or legal guardians to transport their children in a vehicle.</p> <p>Be prepared to show this documentation to your licensor <u>Never leave any child(ren) unattended in a vehicle.</u></p> <p>If you transport children, you are required to take Children and Restraint Systems training (C.A.R.S.). Go to DEVELOP to find registration information. You will need to provide the date you completed the training to your licensor (if you are transporting children). Date of training: _____</p>
<p>245A.18. subd. 2</p>	<p>A child may be transported only if the child is fastened in a safety seat, seat belt, or harness appropriate to the child’s weight and the restraint is installed and used in accordance with the manufacturer’s instructions.</p>
<p>9502.0435. subpart 9</p>	<p>A child under the age of four may be transported only if the child is securely fastened in a child passenger restraint system which meets the federal motor vehicle safety standards contained in Code of Federal Regulations, title 49, section 571.213 or its successor.</p> <p>Any vehicle operated by the provider for the transportation of children must be licensed in agreement with the laws of the state (including auto insurance) and the driver must hold a current, valid driver’s license.</p>
<p>9502.0435. subpart 10-12</p>	<p>Separate towels, wash cloths, drinking cups, combs, and other personal articles must be used for each child.</p> <p>Clean, separate bedding must be provided for each child in care.</p>

<p>9502.0435. subpart 10-12</p>	<p>Pets: All pets in the child care home must be kept in good health and <u>limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds if the birds are clear of chlamydia psittaci.</u></p> <p>The provider shall ensure that:</p> <ul style="list-style-type: none"> Parents are notified prior to admission of the presence of pets in the residence; Children handle animals only with supervision; Rabies shots and tags are current for all dogs and cats; (have your pet shot records available for your licenser) Pet cages are located and cleaned away from any food preparation, storage, or serving areas; Play areas are free of animal excrement not confined to pet cages; The parents of a child whose skin is broken by an animal bite or scratch, are notified of the injury <u>on the day</u> the injury occurs; The agent of a community health board as authorized under Minnesota Statutes, section 145A.04 is immediately notified whenever a child in care is bitten by an animal, the notification shall be given before any steps are taken to destroy the animal, and the provider shall take reasonable steps to confine the animal
<p>9502.0435. subpart 13 A-D</p>	<p>Diapering: Children in diapers shall be kept clean and dry.</p> <p>An adequate supply of clean diapers must be available for each child and stored in a clean place inaccessible to children. If cloth diapers are used, parents must provide a change of the outer plastic pants for each fecally soiled diaper change. Cloth diapers, except those supplied by a commercial diaper service, and plastic pants, if supplied by parents, must be labeled with the child's name.</p> <p>Diapers and clothing must be changed when wet or soiled and <u>diapering must not take place in a food preparation area.</u></p> <p>When throwing away diapers, a covered diaper disposal container (garbage bin) must be located in the diaper changing area and lined with a disposable plastic bag. <u>The container must be emptied when full and at least daily.</u></p> <p>The diaper changing area must be covered with a smooth, nonabsorbent surface. If the surface is not disposable and is wet or soiled, it must be washed with soap and water to remove debris and then <u>disinfected with a solution of at least two teaspoons of chlorine bleach to one quart of water or approved alternate cleaning solution . If the surface is not soiled with feces or urine, then it must be disinfected with the solution of chlorine bleach and water after each diapering.</u></p>
<p>MN Statute 245A.148</p>	<p>All of the following criteria must be met if using an alternate cleaning solution in the diapering area:</p> <ul style="list-style-type: none"> • The disinfectant is used only in accordance with the manufacturer's directions • The manufacturer's label or instructions state that the disinfectant is effective against Staphylococcus aureus, Salmonella enterica and Pseudomonas aeruginosa (Must be ALL 3) • The manufacturer's label or instructions state that the disinfectant is effective with a ten minute or less contact time • The disinfectant is clearly labeled by the manufacturer with directions for mixing and use • The product DOES NOT contain triclosan or derivatives of triclosan • The manufacturer's label or instructions state that the product is registered with the United States Environmental Protection Agency
<p>9502.0435. subpart 13E.F</p>	<p>A child who has a soiled or wet diaper must be washed with a disposable wipe or a freshly laundered cloth before re-diapering or if using cloth diapers the plastic pants and soiled clothing must be placed in the plastic bag after removal and sent home with the parent daily (if not using a commercial diaper service).</p>
<p>9502.0435. subpart 14</p>	<p>Toilet training chairs, chairs, stools, and seats must be washed with soap and water when soiled, at least daily.</p>
<p>9502.0435. subpart 15</p>	<p>Handwashing: A child and provider's hands must be washed with soap and water when soiled, after the use of a toilet or toilet training chair, and before eating or prepping for a meal or snack. The provider will watch and help the children who need assistance with this task. <u>Hands must be dried with a single use towel.</u></p>
	<p>The water must not exceed 120 degrees Fahrenheit in sinks and tubs accessible to children to prevent children from burning their skin during hand washing.</p>

	<p>Caring for ill children and administering medication:</p> <p>The provider shall notify the parent immediately when a child in care develops any of the following symptoms:</p> <ol style="list-style-type: none"> 1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over; 2. Vomiting; 3. Diarrhea; or 4. Rash, other than mild diaper or heat related rash.
<p>9502.0435. subpart 16. A-F</p>	<p><u>You are to notify the authorized agent or Minnesota Department of Health</u> of any suspected case of reportable disease of Anthrax, botulism, brucellosis, cholera, diphtheria, free-living amebic infection, hemolytic uremic syndrome, measles (rubeola), meningococcal disease, MERS, orthopox virus, plague, poliomyelitis, Q fever, rabies (human and animal and suspected cases), rubella, SARS, smallpox, tularemia, viral hemorrhagic fever (Ebola virus and Lassa fever) 4605.7040.</p> <p>Your licenser will provide you with a copy of part 4605.7040 at the time of initial licensure.</p> <p>You must follow the written instructions given to you by the child's physician or parent if any of these illnesses are identified with a child(ren) in your care.</p>
	<p>You must require the <u>parents of an infected child to notify you within 24 hours</u> of a diagnosis of a serious contagious illness or parasitic infestation listed above (add this to your policy). Likewise as the provider, you will notify the parent of each exposed child the <u>same day you are notified</u> of any positive diagnosis of the above mentioned illnesses or parasitic infestations.</p>
	<p><u>As the provider, you must have written permission from a child's parent/guardian to administer medicine, diapering products, sunscreen lotions, and insect repellents.</u> All of these must be administered according to the manufacturer's instructions unless you have written instructions from a licensed physician or dentist. The permission statement must contain the medication with the child's name, current prescription information on the label is satisfactory as instruction for administering the medication. A DHS form may be used to fulfill this requirement.</p>

For Licenser Use Only:

Water, Food and Nutrition

	<p>Drinking water is required to have available at frequent intervals for all age groups and separate single service cups or bottles are required.</p>
<p>9502.0445. subpart 1 B</p>	<p>Check the water supply you use for drinking, cooking and food preparation in your child care home:</p> <ul style="list-style-type: none"> Municipal Water Supply Bottle Water Well Water-Last date your well was tested--Date of well test: _____

Let your licensor know if you are participating on a USDA Food Program and if so, list the name of the Food Program here:

If you are not participating on a Food Program you must still provide the basic food groups for meals and snacks.

[9502.0445.](#)
[subparts 2](#)
[& 3](#)

Milk served to children in care must be pasteurized.

All food, lunches, and bottles brought from home are required to be labeled with the child's name and refrigerated when necessary.

Your refrigerator cannot be more than 40 degrees Fahrenheit.

Bottles are required to be washed after each use.

[245A.14](#)
[subd. 15](#)

The license holder allows enrolled child's parent or legal guardian access to the parent's or legal guardian's child at any time while the child is in care

For Licensor Use Only:

List any additional comments or concerns you wish to discuss during the licensing visit:

For Applicant Use Only:

Statement-I wish to be licensed for family child care. I agree to abide by the licensing requirements under MN Department of Human Services Child Care Licensing Rule 9502.0300-9502.0445, and MN Statutes 245A and 245C.

Finally, I agree that any documentation that I provide or representations that I make to the commissioner's representative during the time that I am licensed are accurate and that any misrepresentations or other violations of MN Rules and laws may result in a correction order, immediate suspension, revocation, fine, or conditional status of my license or a denial of my application.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

For Staff Use Only:

Date of Visit: _____ Visit conducted by : _____

License Class and Capacity for license: _____