

## Your child's safety in licensed family child care

Licensing family child care providers helps protect the health and safety of children by requiring that certain minimum standards of care be met. While your county plays an important role as the licensing agency, you, as a parent, are in the best position to ensure your children's safety.

Ultimately, it is your responsibility to make sure your children are safe and well cared for. The more that you know about licensing requirements, the better prepared you will be to work with your provider to ensure your child is safe.

This brochure highlights some of these requirements and provides information about what you should do if you have questions or concerns.

**Detailed information** about these licensing requirements can be found on the Internet at: [www.dhs.state.mn.us](http://www.dhs.state.mn.us) or [www.revisor.leg.state.mn.us](http://www.revisor.leg.state.mn.us). You also may contact your county child care licensing department or the Minnesota Department of Human Services (DHS), Licensing Division, at the numbers listed on the back of the brochure.

### The family child care provider

Your family child care provider should enjoy being with children. Your provider should know how to talk to children and respect them. Your provider should discuss behavior guidance with you and follow your instructions. Your provider should be willing to listen to your concerns and work to resolve them.

Your licensed family child care provider must:

- Be an **adult** and physically able to care for children.
- Pass a **physical exam** at the time when first being licensed.

- Pass a **background study** that reviews the criminal records of all caregivers and household members (except children under 13) and also checks for any record of abuse or neglect.
- Complete 16 hours of training each year including each primary caregiver. The license holder and each primary adult caregiver must complete child growth & development/behavior guidance training and supervising for safety training prior to being licensed and annually thereafter. At least one staff person must be present in the home who has been trained in first aid and CPR and they must repeat that training every two years. The license holder, each caregiver, and each helper caring for infants and children under school age must be trained on reducing the risk of sudden unexpected infant death (SUID) and abusive head trauma (AHT) prior to caring for children and annually thereafter. License holders that transport children must complete child passenger restraint training. All helpers must complete six hours of training within one year after the date of initial employment.
- Meet **additional experience or educational requirements** if they are licensed to care for more than 10 children.
- Undergo a physical, mental health or chemical dependency or abuse **evaluation** if required by the county, based on reasonable cause. This applies to any caregiver or person who lives in the residence or who is present during the hours of care.

Your family child care provider **should**:

- ✓ **Communicate** with you regularly about your child and the child care program.
- ✓ Show you a copy of his or her **policies**.
- ✓ Post his or her child care **license**.

- ✓ Post all **correction orders** in a conspicuous for two years.
- ✓ Welcome your **visits** at any time.

## The family child care home

Children's health and safety is the basic reason for child care licensing. Licensed family child care is provided in the license holder's residence or someone else's residence where the provider is the primary caregiver. The child care home should be comfortable, safe and inviting.

### Safety

Providers must meet minimum requirements for:

- Amount of indoor and outdoor **space**
- Fire code **inspections** under certain circumstances
- Two means of **escape** from every room
- **Heating, venting and temperature**
- **Electrical service**
- **Safety equipment**, including smoke detectors and fire extinguishers.

### Hazards

Providers must:

- Make **toxic substances** and **hazardous materials** inaccessible to children.
- Use a crib, portable crib or playpen with a waterproof mattress or pad for each infant and newborn in care. Equipment must meet **crib safety** requirements and have monthly safety inspections.
- Make swimming and wading pools, beaches and other **bodies of water** inaccessible, except during supervised use.
- Use **gates** or **barriers** on stairways when children between the ages of 6 and 18 months are in care. Stairways, decks, balconies and loft areas must meet specific standards.

### Health and sanitation

Providers must:

- Keep the child care home **clean**.
- Meet requirements for **sewage disposal**.
- Keep children in **diapers** clean and dry.
- Follow **sanitary procedures** to reduce the spread of communicable disease, including storage and disposal of diapers and cleaning of diapering areas.
- **Notify parents** immediately when a child has an oral temperature of 101F or higher, is vomiting, has diarrhea or a sudden rash.

- Have **written permission** from the parent to administer medicines, diapering products, sunscreen and insect repellent.

### Emergencies

Providers must have:

- **Poison control, 911** and other emergency numbers posted by the telephone
- **Phone numbers** of parents and physicians
- A **first aid kit**
- Arrangements for **substitute care**
- Fire and storm **escape plans**
- Monthly fire and storm **drills**.

### Transportation

The provider must have:

- Completed **child passenger restraint training** before transporting children
- **Seat belts, safety seats** and weight-appropriate child passenger restraints in accordance with vehicle safety standards
- A valid **driver's license**
- **Written permission** from parents to transport their child.

## The family child care program

A good child care program helps children grow in healthy ways and helps their minds develop.

- **Supervision:** A 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 each child's health and safety. The provider must be available for assistance and care for school-age children.
- **Capacity/ratios/age distribution:** Providers are licensed for a total number of children, age 10 and younger, who are present in the child care home at any one time, including the children of any caregiver. The class of licensure determines the total number of children allowed, number of caregivers required, and restrictions on the total number of children under school age as well as total numbers of infants and toddlers.
- **Behavior guidance:** The provider is required to give each child guidance that helps them develop a positive self-image, self-control and teaches acceptable behavior. Corporal punishment is prohibited. Children must not be punished for toileting accidents.

- **Activities and equipment:** Child care activities must provide for each child’s physical, intellectual, emotional and social development. Activities must be scheduled both indoors and outdoors, be appropriate to each child’s developmental stage and age, include active and quiet time, and contain provider-directed and child-initiated activities.
- **Policies:** Providers must make a copy of the licensing rule (Rule 2) and their policies available, including:
  - ✓ Ages and numbers of children in care
  - ✓ 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
  - ✓ Care of ill children, disease notification, immunizations, medication permission
  - ✓ Fees
  - ✓ Termination and notice procedures
  - ✓ Helper and substitute plans
  - ✓ Pets
  - ✓ Insurance coverage
  - ✓ Grievance policy
  - ✓ Alcohol and drug use policy for caregivers
  - ✓ Disclosure to parents if smoking is permitted in the home outside child care hours.
- **Records:** Parents must supply providers with:
  - ✓ Admission and arrangements form
  - ✓ Special instructions in writing about toilet training, eating, sleeping, napping, allergies and any health problems
  - ✓ Immunization records
  - ✓ Signed written consent to obtain emergency medical care

- ✓ Written permission to transport children
- ✓ Signed authorization to release the child from care to person(s) authorized by the parent.

## As a parent, what is your role as an informed consumer?

- ✓ Watch for safe practices every time you are at the child care home.
- ✓ Ask your provider about your child’s day.
- ✓ Listen to what your child tells you about his/her day.
- ✓ Discuss **any** concerns with your provider immediately.
- ✓ Contact your county licensing agency about unresolved concerns or any questions.

## Your questions and concerns

A county licenser visits family child care providers at license renewal time — every one to two years — to determine whether providers are meeting the licensing requirements. Licensors also visit to investigate complaints.

Contact your county to report a suspected licensing violation or with questions or concerns about your family child care provider.

When someone contacts the county and requests information about complaints on a provider’s record, the substance and investigative findings of a complaint and any action taken as a result of the investigation are public.

You also may contact DHS at 651-431-6500 for general licensing information, or check DHS’ Web site: [www.dhs.state.mn.us](http://www.dhs.state.mn.us). Information about licensed child care providers is available on the DHS Licensing Information Lookup: <http://licensinglookup.dhs.state.mn.us/>

### Family child care license

Children	Adults	Under school age	Infants, toddlers
10	1	6	No more than 3 infants and toddlers of which no more than 2 are infants
<b>Group family child care license</b>			
10	1	8	No more than 3 infants and toddlers, of which no more than 2 are infants
12	1	10	No more than 2 infants and toddlers, of which no more than 1 is an infant
14	2	10	No more than 4 infants and toddlers, of which no more than 3 are infants
<b>Specialized infant and toddler family child care</b>			
5	1	3	No more than 3 infants
6	1	4	No more than 2 infants
<b>Specialized infant and toddler group family child care</b>			
9	2	7	No more than 4 infants

Attention. If you need free help interpreting this document, ask your worker or call the number below for your language.

ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377.

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿង របស់អ្នក ឬហៅទូរស័ព្ទមកលេខ 1-888-468-3787 ។

Pažnja. Ako vam treba besplatna pomoć za tumačenje ovog dokumenta, pitajte vašeg radnika ili nazovite 1-888-234-3785.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces nug koj tus neeg lis dej num los sis hu rau 1-888-486-8377.

ໂປຣດຊາບ. ຖ້າທ່ານ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ຟຣີ, ຈົ່ງຖາມພະນັກງານກຳກັບການຊ່ວຍເຫຼືອຂອງທ່ານ ຫຼື ໂທໂທ 1-888-487-8251.

Hubachiisa. Dokumentiin kun bilisa akka siif hiikamu gargaarsa hoo feete, hojjettoota kee gaafadhu ykn afaan ati dubbattuuf bilbilli 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, обратитесь к своему социальному работнику или позвоните по телефону 1-888-562-5877.

Digniin. Haddii aad u baahantahay caawimaad lacag-la' aan ah ee tarjumaadda qoraalkan, hawlwadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

LB1-0001 (3-13)

ADA2 (12-12)

**This information is available in accessible formats for individuals with disabilities by calling 651-431-6500 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.**