



Child Care and Education: Help for you at every stage

As a child care and education professional, you know the experiences children have with you are foundational to everything else they will be learning throughout their lives. We share your desire to help prepare them for all life has in store. The Minnesota Department of Human Services does this by partnering with organizations that specialize in helping you at all stages of starting and building a strong child care and education business.

Getting started: Learn the rules and regulations

Your first step will be to learn the rules for offering child care. Below are steps you'll want to take, and the groups or organizations available to help:

What:	Who:
Decide if you wish to be licensed	Minnesota Department of Human Services Licensing, or county licensing
Apply to become licensed	Minnesota Department of Human Services Licensing, or county licensing
Obtain a background study	Minnesota Department of Human Services Licensing
Improve health and safety practices	Center for Inclusive Child Care
Join the food program	Minnesota Department of Education Child and Adult Care Food Program

Building your program: Plan for ongoing improvement

After getting started, you'll want to create plans that will help you set goals and make targeted improvements. Below are additional steps, and the groups or organizations available to help:

What:	Who:
Obtain training	Child Care Aware; register on Develop
Work toward a Parent Aware Rating	Child Care Aware; apply on Develop
Plan for ongoing improvement	Child Care Aware; connect with a Parent Aware coach
Plan for professional development	Child Care Aware; talk to a professional development advisor
Apply for a grant	Child Care Aware; connect with a grant administrator
Apply for higher education scholarships	Child Care Aware; get help from the TEACH program
Track your training and education	Achieve - Minnesota Center for Professional Development
Plan for your career	Achieve; use their Virtual Career Guide
Obtain business skills	First Children's Finance
Develop a business plan	First Children's Finance
Apply for a loan	First Children's Finance
Improve quality in infant toddler care	Center for Inclusive Child Care

Help serving children with high needs	Center for Inclusive Child Care
Create safe and healthy environments	Center for Inclusive Child Care
Become accredited	Minnesota Association for the Education of Young Children and Minnesota School Age Care Alliance

Mastering: Use what you’ve learned to help others

Once you have gained skills in early care and education, you may wish to share your knowledge to help others.

Below are steps you can take, and the groups or organizations available to help:

What:	Who:
Apply to become an approved trainer	Achieve, Minnesota Center for Professional Development
Apply to become an approved coach	Achieve, Minnesota Center for Professional Development
Apply for a retention bonus	Child Care Aware of Minnesota’s R.E.E.T.A.I.N. program
Receive trainer and coach training	Child Care Aware of Minnesota

Supporting families: Refer families and help them access your program

All along the way you’ll want to help families access your program and refer them to community supports.

Below are steps you can take, and the groups or organizations available to help:

What:	Who:
Accept early childhood scholarships	Early Learning Scholarships Program
Apply to accept child care assistance	Child Care Assistance Program
Refer families to community supports	Community resource information on ParentAware.org

See next two pages for more information about the services provided by our partners.

More information about our partners and their programs

Achieve, Minnesota Center for Professional Development | mncpd.org

Helps child care and early education professionals track their training and professional development by providing support and resources to:

- Apply for an Individual Membership, create and update a Learning Record, and receive a Career Lattice Step using Develop
- Apply to become an approved trainer, coach, consultant or mentor, and get training courses and events approved
- Use the virtual career guide to assess skills and identify career options.

Center for Inclusive Child Care | inclusivechildcare.org

Offers free relationship-based support, training, modeling, and resources. There are three types of coaching offered:

- Inclusion: Receive support for children with high needs through strategies and modeling
- Health and safety: Learn about best practices and new illness and accident prevention policies
- Infant and toddler: Find new activities, routines and materials for serving infants and toddlers.

Center for Early Education and Development, University of Minnesota | ceed.umn.edu

Provides:

- Observations and scoring with the Classroom Assessment Scoring System (CLASSTM)
- Supports for Parent Aware CLASSTM Coaches
- Training on child assessment and CLASSTM observation (Infant, Toddler, Pre-kindergarten and Kindergarten-3 versions).

Child Care Assistance Program, Minnesota Department of Human Services | mn.gov

Provides, as a state government program administered by local county or tribal governments:

- Financial assistance to help families pay for child care
- A higher rate for care provided through programs that are accredited, hold certain credentials, or have a 3- or 4-star rating from Parent Aware.

If you are interested in learning more about the Child Care Assistance Program, contact your county office, tribal office or contracted agency nearest you visit: mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/contact-us/contact-us-a-to-z.jsp.

Child and Adult Care Food Program, Minnesota Department of Education | education.state.mn.us

Provides, as a federal program administered locally by the Minnesota Department of Education:

- Payments for meals and snacks served to children in child care programs; most child care programs qualify for this
- Training and visits from nutrition consultants to participating programs.

Child Care Aware of Minnesota | childcareawaremn.org

Provides, as a statewide network of regional and district agencies that support the professional growth of child care in Minnesota:

- Coaching, technical assistance, grants, training and professional development advice
- Support for programs participating in Parent Aware, the Quality Rating and Improvement System
- Scholarships for higher education and retention bonuses
- Support and training to trainers, coaches, consultants and mentors.

Develop | developtoolmn.org

Enables, as an online toolbox with two main components: Parent Aware and Professional Development, users to:

- Search for, register for and track professional development activities
- Apply for an Individual Learning Record and establish a Career Lattice Step
- Submit documentation to earn a Parent Aware Rating
- Apply to become an approved trainer, coach, consultant or mentor
- Submit a training course for approval that you wish to offer.

Early Learning Scholarships Program, Minnesota Department of Education | education.state.mn.us

Provides scholarships for young, high-need children to improve school readiness. Scholarships must be used to attend Parent Aware-rated programs only.

First Children's Finance | firstchildrensfinance.org

Provides business development services, including:

- Business training, coaching, consultation and technical assistance
- Business leadership cohorts
- Low-interest financing to child care businesses.

Licensing, Minnesota Department of Human Services | mn.gov

Assists individuals interested in becoming licensed to provide child care with:

- Background studies
- Child care licenses
- Complaint investigations.

If you are interested in providing child care in your home, contact your county's licensing department to apply for a license. County websites: mn.gov/portal/government/local/counties/

Minnesota Association for the Education of Young Children | mnaeyc-mnsaca.org

Supports early childhood and school-age care programs with training, coaching and consultation, including accreditation supports.

For accessible formats of this publication or additional equal access to human services, write to dhs.child.care@state.mn.us, call 651-431-3809, or use your preferred relay service. (ADA1 [9-15])