



Providing Effective Efficient Government

Health & Human Services

202 West Third Street, Winona, MN 55987

Phone: (507) 457-6500 or Toll Free (844) 317-8960

Fax: (507) 454-9381

We appreciate your interest in becoming a Licensed Professional Child Care Provider. It is our goal and expectation to make available to families child care homes offering a safe and nurturing environment for their children.

Enclosed is the Child Care License Application Packet. Included in the application packet is a copy of the State of Minnesota Child Care Licensing Rules & Statutes. You are asked to read the Rules and Statutes carefully as you will be responsible to understand and be in compliance with the requirements at all times. The Rules and Statutes apply to your home, your own children, and any caregivers. Licensed Child Care Providers are held to these higher health and safety standards even during non-operating hours. If you have any questions concerning these rules please contact me. You may also visit the Department of Human Services website at www.dhs.state.mn.us/licensing for more information or <https://www.revisor.mn.gov/> for an electronic version of the Rules and Statutes. A complete application packet can also be found on our website <https://www.co.winona.mn.us/> then Departments, Health & Human Services, Human Services, Daycare Information.

(Additional Info will be provided after you submit your application)

FEES (all fees are non refundable)

NOTE: Background Study fees are administered by the State of Minnesota and Fingerprint Fees are administered by the Private Fingerprint Vendor and may change. The amounts below are the most current information that has been provided to the County.

New Application	\$50.00 (must submit with application) (one year license)
Renewal of License	\$100.00 (must submit with re-application) (two year license)
Fire Marshal Inspection	\$50.00 (only if Fire Marshal Inspection is required)
Adult Background Study	Approximately \$50.00 - \$55.00 per study with an additional approximate \$10 fee for each fingerprinting. Exact amounts will be provided once background studies are initiated.
Minor Background Study	
Minor Background Study if they are a Helper	

To begin the licensing process, please return the completed and notarized application with the New Application Fee, the Background Study Data Collection Forms for **all** required individuals, and one copy of the **signed** privacy rights statement. Upon receipt of these documents, references will be sent to the three people listed on the application and the background study process will be initiated.

Prior to licensure you will need to complete the training listed on the Required Training form enclosed in this packet. In addition to this you will also need to complete 16 hours of training within the first year of licensure and 16 hours of training each year thereafter. Additional details of ongoing required training will be explained to you.

After we have completed the necessary background studies, you will be contacted and arrangements will be made to meet with you at your home. Please feel free to contact me with any questions in the meantime at 507-457-6247 or jlosinski@co.winona.mn.us

Sincerely,

Jenny Losinski
Child Care Licensor

County Board of Commissioners

First District
Christine M. Meyer

Second District
Marie H. Kovcesi

Third District
Steven E. Jacob

Fourth District
Gregory D. Olson

Fifth District
Marcia L. Ward

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