

INSTRUCTIONS CONCERNING YOUR LICENSING PACKET

LICENSING PROCEDURE FOR CHILD CARE HOMES:

1. This form will help to guide you through the process of becoming a licensed child care provider.

FAMILY SYSTEMS CHILD CARE APPLICATION:

1. Write very carefully in black ink and complete entire form.
2. If your spouse or another individual will serve as an equal second caregiver list them as a co-applicant. If you will be the only primary caregiver, then you do not need to list anyone as a co-applicant.
3. If you intend to have a co-applicant you must provide all your information and all their information when it asks for the applicant's information (i.e., email, address, phone, social security number, etc.).
4. Both the applicant and co-applicant must have a notarized signature on the application.
5. List all persons living and/or working in your home including yourself. This would include your own children, spouses/significant others, substitutes, and helpers.
6. Spell the names of your references correctly. Be sure to provide their correct, current, and complete address (including zip codes) and telephone number.
7. Return to Licensor with the new application fee (\$50.00).
8. The application must be complete and notarized or it will be returned.

CERTIFICATE OF COMPLIANCE ~ MINNESOTA WORKERS' COMPENSATION LAW:

1. Complete the top section.
2. Choose whether sections 1 or 2 apply to you and complete the appropriate section.
3. You can obtain more information on whether you are required to carry this insurance from the Minnesota Department of Labor <http://www.doli.state.mn.us/>.
4. Complete the applicable section.
5. Print name, sign, date, and return with the application.

SUPPLEMENT TO CHILD CARE APPLICATION:

1. Complete entire form.
2. Return with application.
3. If you do not own your home additional paperwork may be required. Please let your licensor know if you do not own your own.

MINNESOTA LICENSED CHILD CARE PROVIDERS RULES AND STATUTES:

1. An electronic copy of the Minnesota Licensed Child Care Rules (9502), Minnesota Disease and Reporting Rules (4605.7040), Minnesota Licensed Child Care Statutes (245A), and Minnesota Licensed Facility Background Study Requirements (245C) can be found on our website by going to: <https://www.co.winona.mn.us/> then Departments, Health & Human Services, Human Services, Daycare, Finding a Provider/Application Packet, and then Rules and Statutes.
2. Read through this information carefully to develop an understanding of what will be required of you as a licensed provider.
3. Once licensed, you will be responsible to understand the rules and statutes that govern your license and you will be required to abide by them.

**MN DEPARTMENT OF PUBLIC SAFETY – CHILD CARE INFORMATION SHEET and CARBON MONOXIDE ALARMS
(FIRE MARSHAL REQUIREMENTS):**

1. These two packets contain the requirements of licensed child care provider homes by the Minnesota State Fire Marshal.
2. Read through this packet carefully to develop an understanding of what will be required of your home as a licensed provider.
3. Once licensed, you will be responsible to maintain all safety requirements.

BACKGROUND STUDIES:

1. All adults living in your home and/or those who will be providing direct care to or who may have unsupervised access to daycare children must complete a fingerprint and photograph background study.
2. All minors, between the ages of 13 and 17, must complete an enhanced background study but are not required to be fingerprinted or photographed.
3. Any minors, between the ages of 13 and 17, who will be considered “Helpers” with the daycare children WILL be required to complete fingerprinting and photographing.
4. The fingerprinting and photographing are completed at a designated location (hub), and you will be notified by the Fingerprint Vendor via email with instructions for how to schedule an appointment at the location nearest you based on your zip code.

A. FINGERPRINT AND PHOTO INFORMATION FOR DHS BACKGROUND STUDY SUBJECTS:

- a. Please review this form to answer any questions you may have regarding why a background study is required, why the information is being asked of you, and what is done with that information.

B. BACKGROUND STUDY NOTICE OF PRIVACY PRACTICES:

- a. Please review this form to understand your privacy rights related to the background study.

C. ACCEPTABLE FORMS OF IDENTIFICATION FOR DHS BACKGROUND STUDIES:

- a. Please review this form to ensure you have an acceptable form of ID for any person requiring a background study.

D. BACKGROUND STUDY DATA COLLECTION FORM:

1. All adults and minors, age 13 and over, living in your home and/or those who will be providing direct care to or who may have unsupervised access to daycare children must fill out and sign this form.
2. Complete the front and back page of the form.
3. The form must be signed correctly, or it will be returned.
4. Be sure to keep a copy for your records as you will be required to enter this information into the State Background Study System (NetStudy 2.0) after the agency receives your application.
5. Return all forms with your application.
6. If any person is not comfortable providing the information to the applicant but is still required to complete a background study, they can complete the form and return it to the agency on their own. They can also enter their own background study information into Netstudy2 and attach the study results to the applicant or license holder without having to provide private information to the applicant/license holder. The study subject can also contact the licenser to discuss the process for completing the study without sharing private data with the applicant/license holder. Information on the process will be provided to the background study subject if this situation arises.

PHYSICIAN'S REPORT:

1. Complete parts I and II before taking to your physician.
2. Have this form completed and signed by your physician prior to the first licensing visit. Licensors will collect from you at first licensing visit and further discuss your physician report and requirements to report changes.
3. This report must be completed by each adult caregiver in the home. (If your spouse or another individual was listed as a co-applicant, they must complete one as well).

LICENSING REQUIREMENTS ~ FAMILY CHILD CARE:

1. This packet lists all areas that will be required to become licensed and to maintain your license.
2. Complete this packet and it will be reviewed with you during your licensing visit. You do not need to turn it in prior to your final home visit.
3. Some areas will not currently be applicable as you are not operating yet. You must still complete the section, understand the requirements, and agree to follow the requirement.
4. Please make notes on this if you have any questions to ensure we discuss them.
5. This will be collected from you prior to licensure.
6. It is recommended you keep a copy of this completed packet for yourself.

EQUIPMENT LIST:

1. Read the information provided on pages 1, 2, 7, 8, 9.
2. Complete pages 3, 4, 5, & 6 with the number of items you have in your home.
3. You are not required to have all things, but you must have adequate equipment for the ages and number of children in your care.
4. Complete this form and the Licensors will collect this form at your first visit.

FLOOR AND ESCAPE PLAN:

1. Complete this form prior to the first licensing visit. Be sure to follow the instructions carefully and complete all areas.
2. It is required to calculate and note the square footage of each room you intend on using as this will directly relate to your approved capacity.
3. Make a copy of this form for you to keep on file.
4. The licensors will collect this from you at the first licensing visit.

NOTICE OF PRIVACY PRACTICES:

1. Review carefully this explanation of your rights.
2. Both the applicant and co-applicant must sign (please make a copy if two forms are needed).
3. After signing, make a copy to keep for yourself and return the original with your application.

CHILD/ADULT RATIOS AND AGE RESTRICTIONS:

1. This form explains the child/adult ratios permitted by license class.
2. All providers are started out as a **Class A** for a minimum of one year unless they meet the qualifications listed in Minnesota Rule 9502.0355 CAREGIVER QUALIFICATIONS.

TRAINING REQUIREMENTS (REQUIRED PRE-SERVICE TRAINING FOR FAMILY CHILD CARE APPLICANTS):

1. This form explains the training that is required prior to licensure and where you can obtain the training. It also includes any special notes regarding the training.

2. Some of these trainings are booked months out. It is recommended you sign up for classes as soon as you have made the decision to become licensed.
3. No substitutions are accepted – you must take the exact training that is listed, and it must be for Family Child Care and through Develop. If you have questions, please contact the Licensors.
4. All trainings must be complete, and you must be able to show documentation of the completed training via your Develop Transcript. There are no exceptions. Once your training shows “verified” on your Develop Transcript it can be shown for documentation of completed training. It may take approximately one week to show verified AFTER you have completed the training. If it takes longer than that please contact Develop or the Trainer. The Licensing Agency cannot accept training until it shows verified.

CHILD CARE CONTRACT AND POLICIES REQUIREMENTS:

1. This form lists the topics that are required to be in your contract/provider policies.
2. The form also lists the rule or statute number where you can look for additional information/explanation of the requirement. You can find the additional information/explanation on the Winona County website under the Daycare Page and under Rules and Statutes.
3. You must provide a copy of your contract/provider policies to the Licensors before a license can be recommended to the State of Minnesota and anytime a change is made to the contract/provider policies.

ORIENTATION (Child Care Orientation Checklist & Family and Group Family Child Care Orientation Folder):

1. Once background studies have been completed and references have been received the Licensors will arrange a time to meet with you to view your home and complete an orientation. During this process we will:
 - a. View your home with emphasis on where children will eat, sleep, and play indoors and outdoors.
 - b. View the equipment and activities you have including cribs and/or pack n plays.
 - c. Go through the Licensing Requirements ~ Family Child Care packet together.
 - d. Make a list of anything that is still needed or needs to be fixed/changed.
 - e. Go through the Orientation Folder together
 - i. See Orientation Folder Contents Form to see what forms and informational items will be provided to you.
 - f. See the Child Care Orientation Checklist for a complete list of things that will be discussed
 - i. Feel free to make notes for yourself on this form if you have specific questions to ensure they are discussed.
 - g. You can anticipate the orientation being completed in a minimum of two sessions with each session taking two to three hours.
 - h. These meetings will take place during business days and hours, Monday through Friday, between 8:00 a.m. and with the meeting ending no later than 4:30 p.m.

EMERGENCY PREPAREDNESS PLAN:

1. You are required to have an Emergency Preparedness Plan.
2. Complete the included Plan and have available for review and discussion for your Licensors.
3. You do not need to return this plan with your Application Packet.
4. All caregivers must be trained on the Emergency Preparedness Plan and document their training.