

HENNEPIN COUNTY
HUMAN SERVICES AND PUBLIC HEALTH DEPARTMENT
CHILD CARE LICENSING PROGRAM
PROVIDER POLICIES

(9502.0405, Subp. 3)

The provider shall have the following written information available for discussion with parents or the agency:

AGES AND NUMBERS OF CHILDREN (including provider's own children) (9502.0405, Subp. 3 A)

Infants (under 12 months) _____ Toddlers (12 to 24 months) _____
Preschooler (24 months to kindergarten) _____ School-age (kindergarten to 11 years) _____
Provider's own children are included.

THE HOURS AND DAYS OF OPERATION (9502.0405, Subp. 3 B)

Hours _____ to _____
Days _____ through _____

MEALS AND SNACKS TO BE SERVED (9502.0405, Subp. 3 C)

Breakfast _____ A.M. Snack _____ Lunch _____ P.M. Snack _____ Dinner _____

Food, lunches, and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after use. (9502.0405, Subp. 3 D, and 9502.0445, Subp. 3 D)

Food served during the day will include servings from each of the basic food groups as defined by the United States Department of Agriculture. (9502.0445, Subp. 3 A)

SLEEPING AND REST ARRANGEMENTS (9502.0405, Subp. 3 E)

Infants - Crib _____ Portable Crib _____

Wooden slats should be no further apart than 2-3/8 inches.

Toddlers/Preschoolers -

Mat _____ Crib _____ Cot _____ Bed _____ Sofa _____ Sleeping Bag _____ Playpen _____

BEDDING: Clean separate bedding must be provided for each child in care.

NONDISCRIMINATION PRACTICES (9502.0405, Subp. 3 F)

Provider shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

THE CARE OF ILL CHILDREN (9502.0435, Subp. 16 A and B, and 9502.0405, Subp. 3 G)

The provider shall notify the parent immediately when a child in care develops any of the following symptoms:

1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over
2. Vomiting
3. Diarrhea
4. Rash, other than mild diaper or heat-related rash

Additional provider policies on the care of ill children

Provider unwilling to accept a child that is:

Provider is willing to accept a sick child under the following circumstances:

The provider shall require that a child's parent notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed below:

Amebiasis	Listeriosis
Anthrax	Lyme disease
Babesiosis	Malaria
Blastomycosis	Measles
Botulism	Meningitis (infectious)
Brucellosis	Meningococcemia
Campylobacteriosis	Mumps
Cat scratch disease	Pertussis
Chancroid	Plague
Chlamydia trachomatis	Poliomyelitis
Cholera	Psittacosis
Cryptosporidiosis	Q fever
Dengue virus infection	Rabies
Diphtheria	Retrovirus infections
Diphyllobothrium latum	Reye syndrome
Ehrlichiosis	Rheumatic fever
Encephalitis	Rubella and congenital rubella syndrome
Escherichia coli (enteric, pathogenic only)	Rocky Mountain spotted fever
Giardiasis	Salmonellosis (including typhoid)
Gonorrhea	Shigellosis
Haemophilus influenzae disease (invasive disease)	Streptococcal disease (invasive disease)
Hantavirus infection	Syphilis
Hemolytic uremic syndrome	Tetanus
Hepatitis (all viral types)	Toxic shock syndrome
Histoplasmosis	Toxoplasmosis
Human Immunodeficiency Virus infections (any HIV infection, including AIDS)	Trichinosis
Influenza	Tuberculosis
Kawasaki disease	Tularemia
Legionellosis	Typhus
Leprosy	Yellow fever
Leptospirosis	Yersiniosis

The provider shall inform a parent of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations listed above. (9502.0435, Subp. 16 C)

The provider shall notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified above. (9502.0435, Subp. 16 E)

Immunization records must be kept for each child in care, using the forms provided by the County. (9502.0405, Subp. 4 C)

The provider shall obtain written permission from the child's parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellents. (9502.0435, Subp. 16 F 1)

The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions. (9502.0435, Subp. 16 F 2)

The provider has made emergency, fire, and storm plans, and keeps a monthly fire drill log, using forms provided by the County. (9502.0435, Subp. 8 F)

When admitting a child to day care, the provider and parents shall discuss child rearing, sleeping, feeding, and behavior guidance practices essential for the care of the child. (9502.0405, Subp. 1)

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, Subp. 4 B)

TRANSPORTATION PLANS (9502.0435, Subp. 9)

Each child will be securely fastened in an appropriate passenger restraint system as described in the Day Care Rules.

Written permission to transport children must be obtained from parents.

No child is permitted to remain unattended in any vehicle.

Describe the circumstances under which the child will be transported.

INSURANCE COVERAGE (9502.0405, Subp. 3 O, and 9502.0355, Subp. 4). Check one:

- The provider has day care liability insurance in the amount of at least \$100,000 per person and \$250,000 per occurrence.
- The provider has liability insurance in a lesser amount than \$100,000/250,000. (Specify amount _____)
- The provider carries no day care liability insurance.

The provider with liability insurance of lesser limits or no liability coverage must give written notice of liability coverage to parents of children in care prior to admission or when there is a change in the amount of insurance coverage.

FEES (9502.0405, Subp. 3 J)

Basic Rate _____
Overtime _____ Yes _____ No Amount _____
Holiday _____ Yes _____ No Amount _____
Payment if child doesn't come _____ Yes _____ No

TERMINATION AND NOTICE PROCEDURES (9502.0405, Subp. 3 K)

_____ notice will be given to the parent if the provider plans to discontinue care of a child. The parent will give _____ notice when taking a child out of care.

HELPERS AND SUBSTITUTES (9502.0315, Subp 14 and Subp. 29; 9502.0365, Subp. 5; and 9502.0405, Subp. 3 L)

"Helper" means a person at least 13 years of age and less than 18 years of age who assists the provider with the care of children. An adult caregiver must always be present.

"Substitute" means an adult at least 18 years of age who assumes the responsibility of the provider. A licensed provider must be the primary provider of care in this residence. The use of substitute care must be limited to a cumulative total of not more than 30 days in a 12-month period.

_____ Provider will arrange for a substitute during vacations and holidays.

_____ Parent will arrange for a substitute during vacations and holidays.

Provider will make the following arrangements for emergencies:

SMOKING (9502.0405, Subp. 3 P, and MN Stat. 144.414, Subd. 2)

Smoking is not permitted during child care hours.

PETS IN THE RESIDENCE (9502.0435, Subp. 12 C)

_____ Yes _____ No

If yes, what kind of pet? _____

Last rabies shots (date) _____

**A complete copy of Family Day Care Rules is available for parents to read.
(9502.0405, Subp. 2)**

The provider must maintain updated copies of the Provider Policies signed by parents to indicate they have read and understood it.

Parent Signature Date

Provider Signature Date