



Common Questions Asked by Applicants to County Child Care Licensing:

Do I need to be licensed?

Minnesota Statutes 245A.03, Subd.2 clearly define who must be licensed: Anyone who is providing care to children needs to be licensed, unless:

- The children are related* to the child care provider; AND/OR
- The children are from one family; OR
- The care is for less than 30 days in any twelve-month period

*Related is defined as a natural or adopted child, stepchild, grandchildren, niece or nephew, or a sibling

What do I have to do to get licensed?

The first step is to attend the required orientation meeting which is held on the first Tuesday of the month at 6:00 p.m. to 9:00 p.m. The dates and times are listed on the website.

How long does it take to get licensed?

This depends on a number of factors. One factor is how long it takes to complete required trainings. Another is how quickly you return the completed forms and any information requested by your licenser. If you need a fire marshal inspection, it will take longer to finish the process. Also, if you have lived out-of-state, the background check process may take more time to complete.

To expedite the process, make sure your application is complete when you send it to the Licensing Unit. Incomplete reference or residence history information slows down the process. The licensing process CAN take up to 2-4 months from the time we receive the application.

Do I need to sign up for the orientation meetings?

No, just come and bring a pen in case you want to take notes.

How much does it cost to get licensed?

The license fee is \$50.00 and covers the licensing process. Your first license will be effective for one year. After that, you may be given a two-year license, if all requirements have been met and there have not been any negative actions regarding your child care program. The background study fee for a two-year license will be \$100.



Background Study Fees:

- Background studies will be completed by the Minnesota Department of Human Services. All household members and anyone who is working in your child care program will be required to have a background study
- Adults (ages 18 and up) and helpers (ages 13-17) will have a fingerprint-based background study completed. The fee is \$49.10 per person (\$40 for the study plus a fingerprinting fee of \$9.10).
- Most children (ages 13-17) will have a name only background study. The fee is \$20 per person. The background studies are completed before you can be licensed and then are completed every five years thereafter.
- Your licensor will notify you of what you need to do to complete the background study process after your application is received.

Other Fees:

There are also fees associated with pre-licensing training requirements that you will need to pay for that are separate from your licensing fee.

Can I do my own background check and save money?

Unfortunately, this is not possible. The Minnesota Department of Human Services (DHS) has specific requirements for the background check process. Contact your licensor to begin the process.

We are required to request a background check in all counties and states where.

Can I pay the fee by credit card?

No. Olmsted County does not accept credit card payments.

I sent in my fee and application but have changed my mind. Can I get my money back?

No. The licensing fee is non-refundable.

I rent an apartment. Can I still be licensed?

It is possible to get licensed in an apartment. Your landlord will need to sign a "Owner's Permission for Fire Marshal Inspection" form, which will be available at the orientation



meeting. You can also contact Olmsted County Child Care Licensing to request a copy of the form. After we have received your application, the Fire Marshall will need to complete an inspection. Your licensor will complete the required form and mail it to you. You will need to enclose a money order (they do not accept personal checks) for the fee (\$50.00) and mail the form. The Fire Marshal will contact you to schedule the visit.

Do I have to complete training before I get licensed?

Yes. There are several courses that need to be taken before you can get licensed. You will learn more about these courses at the first orientation meeting.

- You need to complete CPR (class needs to include techniques for infants and children) and First Aid. If you currently have a card that has not expired, you can give a copy to your licensor for documentation that you have completed this course.
- Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) Training. This is a two-hour course if it is taken in person or it can be taken online as two separate classes that are one hour each. You can register for classes through www.developoolmn.org. You must request a user ID and password to register for classes on this website.
- Supervising for Safety. This is a 6-hour class if it is taken in person or an 8- hour class if it is completed online. You can register for it through www.developoolmn.org.
- Child Development and Learning & Behavior Guidance Training (Total of four hours). You can complete this training requirement by completing:
 - One four-hour class that includes both Knowledge and Competency Framework (KCF) Content Area I and KCF Content Area II.C (Example – Developmentally Appropriate Behavior Guidance);
 - A two-hour KCF Content Area I class and a two-hour KCF Content Area II.C class; or
 - Two 2-hour KCF Content Area II.C classes.

You can register for classes through www.developoolmn.org.

During your first year of licensure, you will need to complete 16 hours of additional training. If you want to transport child care children under the age of 9, you must complete the approved Child Passenger Restraint Training, prior to transporting children. This class, as well as the ones listed above, and other trainings can be found on www.developoolmn.org.



How many children can I care for?

The most common license that people start out with is the Class A License. There are a few other license classes, which will be explained at the orientation meeting. Your own children count in the maximum number of children for whom you are allowed to provide care. Children count in your numbers until their 11th birthday. A form explaining the different license classes can be downloaded from the list of forms under Child Care Provider Information called "Child/Adult Ratios and Age Restrictions."

Briefly, with the Class A license, you can have a total of ten children, with no more than six under school age, and no more than three in the infant/toddler group (of this total, no more than two can be infants). A child is classified as school age on the day he or she turns five years old.

You can have more than ten children enrolled in your child care, due to part time schedules, but must be within your licensed capacity at any given time.

My friend and I want to do child care together. Can we do that?

Yes, two people can do child care together, but you can only have one child care license per address. So, you can't each have a license at the same house and care for twenty children, instead of ten. The largest possible license is the C3 license, which has two adult caregivers and a maximum of fourteen children. However, you need to be licensed for one year before changing to the C3 license or meet additional criteria listed in Rule 2, such as having a teaching degree.

How do I write a policy or a contract?

At the orientation meeting, you will be given the Policy Guidelines and a Sample Policy. The Policy Guidelines can be downloaded from the list of forms under the Child Care Provider Information section on the website. You will need to give your licenser a copy of your policy before you can be licensed.

Do I need to have a fence?

A fence may be required if you live near a busy street, body of water, or railroad track. Your licenser will make this determination when he/she visits your home.



Do I need to have a physical exam?

Yes. You need to have a physical exam to show that there are not any issues that would hinder your ability to provide care for up to ten children. The "Physician's Report" form will be available at the first orientation meeting or can be downloaded from the list of child care forms. If you have had a physical exam within the last year, your doctor may agree to complete the form without another appointment. This form must be returned to your licensor prior to getting licensed.

I have pets. Can I still get licensed?

Approved pets are limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds. Rabies shots must be current for cats and dogs. Birds must have a test for Chlamydia Psittacosis. Play areas must be free of animal feces.

Do I need to have a landline phone?

No. A cell phone with a charger is acceptable.

I have paneling in my house. Is that OK?

All paneling, even in an area not used for child care, must have a flame spread rating of 200 or less. To determine the flame spread rating, take off a piece of the paneling and look for a capital A, B, or C; a Roman numeral I, II, or III; or a Flame Spread Number. If you can't find the flame spread documentation, you will need to cover the paneling with a flame-retardant paint or varnish, which you can purchase at a paint store. You could also replace, or cover, the paneling with sheetrock or new paneling with the proper flame spread rating.

What are some of the things that I will need to purchase?

- A 2A10BC fire extinguisher or larger. If you already have one, it will need to be checked and tagged by a fire extinguisher company such as Clarey's, Rochester Fire Extinguisher, or another company that is certified to complete fire extinguisher inspections.
- First Aid Kit
- Battery operated radio
- Battery operated flashlight
- Outlet covers



- Working smoke detector on each level of the home. They need to be replaced every ten years.
- A gate, if you have stairs and are caring for children between 6 and 18 months of age. Pressure gates are not allowed at the top of the stairs but may be used at the bottom of the stairs. Gates must be installed per the manufacturer's instructions.
- A crib, port-a-crib or pack-n-play and fitted sheet for each infant in care. (Infants that come on opposite days or times can use the same crib, port-a-crib, or pack- n-play, but must use separate sheets). You must be able to find the brand name and model number and look it up on the consumer product safety commission website for recalls. <http://www.cpsc.gov>
- A high chair or infant seat for each infant
- Toys and books for various age groups
- Medicines, chemicals, cleaning supplies, and other toxic substances need to be kept out of the reach of children. A high cupboard is acceptable. If you choose to store these items in a lower cupboard, a child safety lock that prevents items from being accessed by a child must be used.
- Firearms and ammunition must be stored separately and locked.
- Items for the handling and disposal of potentially infectious bodily fluids (blood and vomit): disposable gloves, eye protection such as safety glasses or goggles, plastic bags that tie securely.
- If you have an attached garage, the door that leads into your house must be a fire door and have a self-closing hinge. The wall between the house and garage must have sheetrock on the garage side.