



Common Questions Asked by Providers (12/4/18)

My neighbor is going to be my substitute. What does she need to do?

Substitutes can be used up to 30 times per year. There are different training requirements for substitutes depending on how many hours they will be providing care in a 12-month period. They need to complete the following list of items before they can have contact with persons served by the program. Please send all of these items to your licensor.

- Background Studies for Substitutes and Helpers
- Complete the Sudden Unexpected Infant Death and Abusive Head Trauma training in person, face-to-face, in a classroom, OR online.
- Trained in the program's drug and alcohol policy
- If a substitute is used more than 30 **hours** in a twelve-month period, they are required to have Child/Infant CPR and First Aid.

What if someone new moves into my home?

A background check must be done on anyone 13 years of age and older who will be living in the home or working in the child care. Contact your licensor to start this process.

What do I have to do to change my license class?

You need to be licensed for one year before switching to a larger license class. You can operate as a smaller license class without actually changing your license class. For example, if you currently have a C2 license, you can operate as a C1, but you need to follow all of the capacity and age restrictions for the C1 license.

If you want to switch to a larger license class, contact your licensor. You will need to complete a new application form. You will also need to re-measure your usable space to ensure you can accommodate more children (35 square feet of usable indoor space is required per child, 50 square feet of outdoor space is required per child).



I am planning to move. What do I need to do?

The child care license is for you and the current home you live in and is no longer effective when you move. You need to call your licensor and let them know the date you plan to move into your new house. You will need to complete some paperwork, such as the Family Systems Application, Floor and Escape Plan, and Family Child Care Monitoring Questionnaire. A fire marshal inspection may be necessary if your home meets any triggers (examples include using a basement, attached garage without sheetrock on the wall that separates the garage and the house, wood-burning stove, multi-dwelling unit, etc). It is important to know that a new license cannot be issued until all licensing requirements have been met. Try to complete all safety items before your licensor comes for the change of premise visit. If your licensor leaves you a list of things to do and it takes you two weeks to complete them, you cannot operate until your licensor has verified that all items have been completed. You will also need to tell your food program that you are moving.

I have decided to close my day care. What do I need to do?

Call or email your licensor and let them know what your plans are and the last day you will be providing care. Mail your license to your licensor. Your license and your file will be closed.

Does a child turn school age on their 5th birthday?

Yes. A child is classified as school age on the day they turn five.

A parent wants her baby to sleep on his stomach. Can I do that?

Placing a baby on his or her back is the required sleep position for all infants. We recommend that you tell all parents that this is the policy you are using in your child care, as you must follow this. However, if you decide to use a different sleep position (side sleeping or tummy), the parent must have their **physician** sign the "Physician Directive for Alternative Infant Sleep Position" before you can do this. Please note that sleeping an infant in a position other than their back is not recommended. The physician directive does not give permission for alternative sleep space such as a swing, car seat, etc. It is only for position of sleep in an approved sleep space.



What are the rules about cribs and port-a-cribs?

You are required to use a crib, port-a-crib, or pack-and-play for napping. You are also required to use a fitted crib sheet, fitted port-a-crib sheet, or fitted pack-and-play sheet. (Infants that come on opposite days or times can use the same crib, port-a-crib, or pack-and-play, but must use clean separate sheets). If you have two infants in care at the same time, you need to have two cribs, two port-a-cribs, or two pack-and-plays. You must also 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>. You are also required to complete the "Monthly Crib Safety Inspection Form". Due to the risk of Sudden Unexpected Infant Death (SUID), you are not allowed to put extra things in the crib, port-a-crib, or pack-and-play, such as bumper pads, pillows, positioning products, stuffed animals, blankets, or bottles. The only things allowed in the approved sleep space are a fitted crib sheet, the infant, and a pacifier if needed. When a child turns one year old, you are no longer required to use a crib, port-a-crib, or pack-and-play for napping, but often the child needs the confinement of a crib for a few more months. Car seats, swings, couches, beds, or a blanket on the floor are **not** approved sleep spaces for infants to nap. If an infant falls asleep, you must move them as soon as practicable to an approved sleeping unit.

What pets are allowed in day care homes?

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 and 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.

Can I let the day care children play in another area of the house, while I make lunch or do other tasks?

Minnesota Statute 9502.0315 Subpart 29A defines supervision. "Supervision" means a caregiver being within sight or hearing of an infant, toddler, or preschooler at all times **so that the caregiver is capable of intervening to protect the health and safety of the child**. For the school age child, it means a caregiver being available for assistance and care so that the child's health and safety is protected. The majority of complaints we receive involve lack of adequate supervision.



I have well water. How often does it need to be tested?

Your well needs to be tested annually unless another source of safe water, such as bottled, is used for drinking, cooking, and food preparation. A well test can be purchased at Olmsted County Public Health, 2100 Campus Drive SE. The phone number is 507-328-7500. Office hours are Monday-Friday 8:00 a.m.-5:00 p.m. If any of the results come back at unsafe levels, you will need to use bottled water for cooking and drinking, resolve the well issues, and retest the well.

Can I use a wading pool?

If you are going to use a wading pool, parents of the child need to provide written consent to the provider that specifies that the provider agrees to comply with all the requirements in Minnesota Statutes 245A.14 subdivision 10; and that the written consent include a statement that the parent has received and read the document written by the Department of Human Services and the Department of Health titled: "Fact Sheet: Risks of Wading Pools at Family Child Care Homes." If you choose to use a wading pool, parents must sign the permission form, which can be downloaded from the list of forms under Child Care Provider Information.

Wading pools are classified as less than 24 inches deep and capable of being manually emptied and moved. Wading pools must:

- Be inaccessible to children, except during periods of supervised use
- Be emptied and cleaned daily, with a solution of 1 cup of bleach to 1 gallon of water and cleaned immediately following a fecal accident

I have a swimming pool. Can I use it for day care?

A swimming pool is classified as any pool deeper than 24 inches. Before using a swimming pool, the provider must:

- Notify the county agency before initial use and annually, thereafter
- Obtain written consent from the child's parent annually (the required permission forms are available under Child Care Provider Information on the website). The forms must be maintained in the child's files
- Attend and successfully complete a swimming pool operator training course once every five years
- Have a disinfectant feeder or feeders
- Have a recirculation system that will clarify and disinfect the swimming pool volume of water in ten hours or less
- Follow all other requirements as listed in Minnesota Statutes 245A