



Providing Effective Efficient Government

Community 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.

Winona County's child care license application fee is \$150.00 for new child care homes. This payment must accompany your application or it will not be processed. There is also a \$100 renewal fee due at the time of renewal. **All fees are non-refundable.** A Fire Marshal Inspection may also be required with a cost of \$50. This fee is not required to accompany your application but the inspection does need to be completed prior to being licensed if applicable.

To begin the licensing process, please return the completed and notarized application with your payment, the notifications of release of information 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 background studies will be processed.

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 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 Licenser

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