

## **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 blue or black ink and complete entire form.
2. If your spouse will serve as a caregiver list them as a co-applicant. If they will not be a caregiver do not list them as an applicant.
3. Both the applicant and co-applicant must sign the application.
4. List all of your children's names and date of births.
5. List all persons living in your home including yourself.
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.
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.
3. Complete the applicable section.
4. 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 contact the licensor to obtain this paperwork.

### **MINNESOTA LICENSED CHILD CARE PROVIDERS RULES AND STATUTES:**

1. This packet contains Minnesota Licensed Child Care Rules (9502), Minnesota Disease and Reports Rules (4605.7040), Minnesota Licensed Child Care Statutes (245A), and Minnesota Licensed Facility Background Study Requirements (245C).
2. Read through this packet 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. Once licensed you will be responsible to maintain all safety requirements.

**NOTIFICATION FOR RELEASE OF INFORMATION (BACKGROUND STUDY FOR ADULTS):**

1. All adults living in your home and/or those who will be providing direct care to daycare children must fill out and sign this form.
2. Fill out the back of the form with the information of the person requesting licensure (applicant) and the identifying information of the individual who the information is being requested on (data subject).
3. The data subject must report any city, county, state, and country they have lived in for the previous five years.
4. Data subject must sign and date the front of the form where it says "signature of data subject."
5. Return with application.

**NOTIFICATION OF RELEASE OF INFORMATION BY A MINOR (BACKGROUND STUDY FOR MINORS):**

1. This form must be filled out for all children ages 13 to 17 living in your home, providing direct care, and/or assisting with children.
2. Fill out the front of the form with the information on the person requesting licensure (applicant).
3. Fill out the back of the form with the information of the individual who the information is being requested on.
4. The data subject must report any city, county, state, and country they have lived in for the previous five years.
5. Data subject must sign and date the back of the form where it says "signature of minor."
6. Return with application.

**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. Licensor will collect from you at first licensing visit.
3. This report must be completed by each adult caregiver in the home. (If your spouse was listed as a co-applicant they must complete one as well).

**FAMILY CHILD CARE MONITORING QUESTIONNAIRE:**

1. This questionnaire lists all areas that will be required.
2. Complete this questionnaire and it will be reviewed with you during your licensing 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.

**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 must have adequate equipment for the ages and number of children in your care.
4. Complete this form and the Licensor 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. Make a copy of this form for you to keep on file.
3. The licensor 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.

**CHILD CARE CONTRACT AND POLICIES REQUIREMENTS:**

1. This form lists the topics that are required to be in your contract/provider policies. 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 in your Rules and Statutes Booklet.
2. You must provide a copy of your contract/provider policies to the licensor prior to completing the license and also anytime a change is made to the contract/provider policies.