



Providing Effective Efficient Government

Health & Human 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 Family 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 are links to 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 requirements, please contact me. You may also visit the Department of Human Services website at <https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/#24>. A complete application packet can also be found on our website <https://www.co.winona.mn.us/> then Departments, Health & Human Services, Human Services, Daycare, Finding a Provider, Becoming a Licensed Day Care Provider – Application Packet.

FEES (all fees are non refundable)

New Application	\$50.00 (must submit with application)
Renewal of License	\$100.00 (must submit with application)
Fire Marshal Inspection	\$50.00 (only if Fire Marshal Inspection is required)
Adult Background Study	Fees Currently on Hold
Minor Background Study	Fees Currently on Hold

To begin the licensing process, please return the completed application with the New Application Fee, the Workers' Compensation Form, the Background Study Data Collection Forms 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 initiated. You will be contacted by our office via email once the background studies have been initiated to explain your next steps.

Prior to licensure you will need to complete the training listed on the Required Training form enclosed in this packet. Once licensed, you will have ongoing training requirements every year. Additional details of required training will be explained to you.

Once background studies have cleared we will meet to view your home with special emphasis on the areas that will be used for Child Care. 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 Licensuror

County Board of Commissioners

First District
Christine M. Meyer

Second District
Marie H. Kovecsi

Third District
Steven E. Jacob

Fourth District
Gregory D. Olson

Fifth District
Marcia L. Ward

www.co.winona.mn.us