

Family Child Care Provider Policies Guideline (9502.0405 subp 3)

The provider shall have the following written information available for discussion with parents or the agency:

1. The ages and numbers of children in care in the residence

- ✓ Include Class of License and maximum numbers of children in each age group

Class of License	# of Adults	Total Capacity	Total Children under school age	Total under 2 yrs	Max Toddlers	Max Infants
A	1	10	6	3	3	2
C1	1	10	8	3	3	2
C2	1	12	10	2	2	1
C3	2	14	10	4	4	3

- ✓ Include the number and ages of your own children in the home.

2. The hours and days of operation

3. Meals and Snacks to be served

- ✓ Food, lunches and bottles brought from home must be labeled with the child's name and refrigerated when necessary.
- ✓ Bottles will be washed after use
- ✓ Food served during the day will include servings from each of the basic food groups as defined by the United States Department of Agriculture.

4. Sleeping and Rest Arrangements

- ✓ Infants – wooden slats must be no further apart than 2 3/8 inches; playpens with mesh siding must not be used for infants unless a variance is granted.
- ✓ Clean, separate bedding must be provided for each child in care.

5. Nondiscrimination – Provider cannot discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

6. Policies for care of ill children, disease notification procedures, immunizations, and medicine permission policies.

- ✓ The provider shall notify the parent immediately when a child in care develops any of the following symptoms:
 - Underarm temperature of 100 degrees or over, or an oral temperature of 101 degrees or over
 - Vomiting
 - Diarrhea
 - Rash, other than mild diaper or heat-related rash
- ✓ The provider shall follow written instructions from an authorized agent or the physician of an ill child placed in the provider's care if the child has any of the following illnesses listed in 4605.7000 (see handout).
- ✓ The provider shall require that a child's parent notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed in 4605.7000 (see handout).
- ✓ The provider shall inform a parent of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations in 4605.7000 (see handout)

- ✓ The provider shall notify the authorized agent or Minnesota Department of Health of any suspected cases of reportable diseases in 4605.7000 (see handout)
- ✓ The provider shall obtain written permission from the child's parent before administering medicine, diapering products, sunscreen lotions, and insect repellants (see handout)
- ✓ The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering prescription medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

7. Emergency, fire and storm plans and the monthly fire drill log.

8. Seat Belt and Transportation plans and field trip and transportation permission requirements

- ✓ Each child will be securely fastened in an appropriate passenger restraint system – seat belts or car seats as age appropriate
- ✓ Vehicle used to transport children must be licensed
- ✓ Written permission to transport children must be obtained
- ✓ No child is permitted to remain unattended in any vehicle

9. Fees

10. Termination and Notice Procedures

- ✓ _____ day/week notice will be given to provider when parents want to terminate care, during which parents will pay for that care.
- ✓ _____ day/week notice will be given to the parent when the provider plans to discontinue care of a child

11. Plans for a helper and substitute for emergencies, vacations, or holidays

12. Presence of pets in the residence

13. Copy of Rule Summary (see handout)

14. Insurance Coverage

- ✓ Specify amounts of insurance or no liability insurance

15. Smoking is not permitted in the residence during day care hours

16. Mandated Reporting –

- ✓ Any person working in a licensed facility is legally required or mandated to report any suspicions of abuse or neglect and cannot shift the responsibility of reporting to anyone else. If these people have a reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they must immediately (within 24 hours) make a report to an outside agency.
- ✓ Local Child Protection: Kanabec County Family Services 320-679-6350
- ✓ Local Licensing: Kanabec County Family Services 320-679-6350
- ✓ State Licensing: Department of Human Services 651-296-3971

17. Grievance Policy – you must state that parents have the right to make a grievance to the highest authority (license holder). Parents may also make reports to Kanabec County Family Services at 679-6350.

My licensed provider has provided me with these policies in their entirety to me. I understand these policies and have agreed to the provisions.

Parent Signature _____ Date _____

Provider Signature _____ Date _____

Reportable Diseases

- Amebiasis
- Anthrax
- Babesiosis
- Blastomycosis
- Botulism
- Brucellosis
- Campylobacteriosis
- Cat Scratch disease
- Chancroid
- Chlamydia trachomatis
- Cholera
- Cryptosporidiosis
- Dengue virus infection
- Diphtheria
- Diphylobothrium latum infection
- Ehrlichiosis
- Encephalitis
- E. Coli
- Giardiasis
- Gonorrhea
- Haemophilus influenzae
- Hantavirus
- Hemolytic uremic syndrome
- Hepatitis (A, B, C, D, and E)
- Histoplasmosis
- HIV
- Influenza
- Kawasaki disease
- Legionellosis
- Leprosy
- Leptospirosis
- Listeriosis
- Lyme Disease
- Malaria
- Measles
- Meningitis
- Meningococemia
- Mumps
- Pertussis
- Plague
- Poliomyelitis
- Psittacosis
- Q fever
- Rabies
- Retrovirus infections
- Reye's Syndrome
- Rheumatic Fever
- Rubella and congenital rubella syndrome
- Rocky Mountain Spotted Fever
- Salmonella
- Shigellosis
- Streptococcal disease
- Syphilis
- Tetanus
- Toxic Shock Syndrome
- Toxoplasmosis
- Trichinosis
- Tuberculosis
- Tularemia
- Typhus
- Yellow Fever
- Yersiniosis