

PROVIDER POLICIES

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

Ages and number of children currently in care:

Categories of Children Allowed	Class A	Class B	Class C1	Class C2	Class C3 *2 Adults Must Be Present
Infant/Toddlers (6 wks to 2 yrs) For Classes A, C1, C2, and C3	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2.	1. 2. 3. 4.
Preschool (2 yrs until the child turns 5 years old.)	4. 5. 6.	None Allowed	4. 5. 6. 7. 8.	3. 4. 5. 6. 7. 8. 9. 10.	5. 6. 7. 8. 9. 10.
School Age (5 years old until 11th birthday)	7. 8. 9. 10.	4. 5.	9. 10.	11. 12.	11. 12. 13. 14.
Total Children Allowed At Each Class	10	5	10	12	14

PROVIDER'S OWN CHILDREN ARE INCLUDED IN THESE NUMBERS

The hours and days of operation:

Hours: _____ to _____

Days: _____ through _____

Provider Policies
9/30/16

MEALS AND SNACKS TO BE SERVED:

- Breakfast AM Snack Lunch PM Snack Dinner

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.

SLEEPING AND REST ARRANGEMENTS:

Infants:

- Full-size Crib Portable Crib

The provider must check for recalls on all cribs and portable cribs used on the Consumer Product Safety Commission website (www.cpsc.gov) prior to using them for sleeping infants. Additionally, providers must visually inspect all cribs and portable cribs monthly and complete the Monthly Crib Safety Inspection Form to ensure that the sleeping unit is still safe to use. Upon discovery of any unsafe condition during the safety inspection, the provider must immediately remove the crib from use and ensure that the crib is not accessible to children in care. Within 2 business days after the inspection, remove the crib from the area where child care services are routinely provided and make necessary repairs or destroy the crib. The provider must document the action(s) taken regarding unsafe cribs on the reverse side of the inspection form.

Wooden slats should be no farther apart than 2 3/8 inches. Playpens with mesh sidings may be used for the care or sleeping of infants or newborns.

SLEEP POSITION FOR INFANTS:

All infants will be put to sleep on their backs on a firm sleep surface with a fitted sheet. The only exception to the back sleep position is if the PHYSICIAN of the child reads, completes, signs and dates the Physician Directive for Alternative Infant Sleep Position. The form must be signed by the PARENT & PROVIDER as well and kept on file at the child care residence. PLEASE REMEMBER: Pillows, blankets, quilts, sheepskins and pillow-like crib bumpers will NOT be used in the sleeping units of infants.

Toddlers/Preschoolers:

- Mat Crib Cot Bed Sofa Sleeping Bag Playpen

NONDISCRIMINATION PRACTICES:

Provider shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

THE CARE OF ILL CHILDREN:

The provider shall notify the parent immediately when a child in care develops any of the following symptoms:

1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over;
2. Vomiting;
3. Diarrhea; or
4. Rash, other than mild diaper or heat-related rash.

Additional provider policies on the care of ill children are:

Provider unwilling to accept a child that is: _____

Provider is willing to accept a sick child under the following circumstances: _____

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 below:

- | | |
|---------------------------------------|------------------------------|
| Amebic Dysentery | Pertussis (whooping cough) |
| Brucellosis | Psittacosis |
| Encephalitis (all types) | Reye's Syndrome |
| Food borne Illness | Rocky Mountain Spotted Fever |
| Hepatitis, Viral (A, B, Non A, Non B) | Rubella |
| Lead Poisoning | Salmonellosis |
| Leprosy | Shigellosis |
| Leptospirosis | Trichinosis |
| Malaria | Tuberculosis |
| Meningitis (all infectious types) | Tularemia |
| Meningococemia | Typhus |
| Mumps | Venereal Disease |
| Occupationally Related Diseases | Yellow Fever |
| Ophthalmia Neonatorum | |

- | | | | | |
|----------|-------------------|---------------|-----------|---------|
| Anthrax | Cholera | Plague | Rabies | Tetanus |
| Botulism | Measles (Rubella) | Poliomyelitis | Small Pox | |

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 infections listed above.

The provider shall notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified above.

Immunization records must be kept for each child in care, using the form provided by the County. Update as follows:

- | | |
|-------------|-----------------|
| Infant: | Every 6 months |
| Toddler: | Annually |
| Preschool: | Every 18 months |
| School Age: | Every 3 years |

The provider shall obtain written permission and instructions from the child's parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellents.

The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.

The provider has made written emergency, fire, and storm plans, and keeps a monthly fire drill log, using forms provided by the county.

When admitting a child to day care, the provider and parents shall discuss child rearing, sleeping, feeding, and discipline practices essential for the care of the child. The provider shall keep parents informed of the child's progress and development. Corporal punishment will not be used.

TRANSPORTATION:

Each child will be securely fastened in an appropriate passenger restraint system as described in the Day Care Rules.

Written permission to transport children must be obtained from parents. There is a box at the bottom of DHS-1715 Admission and Arrangement which the parent must check to authorize transportation of their child/children. The form must be signed and dated by the parent(s) and provider prior to transporting.

Also, prior to transporting any child, licensed providers must complete a 3 hour course on Child Passenger Restraint Safety Training. This training must be kept current with re-training required every 5 (five) years.

No child is permitted to remain unattended in any vehicle.

FEES:

	Weekly Fee	Daily Fee	Hourly Fee
Infant			
Toddler			
Preschool			
School Age			

Overtime: Yes No Amount: _____
 Holiday: Yes No Amount: _____
 Payment if child doesn't come: Yes No

TERMINATION AND NOTICE PROCEDURES:

_____ notice will be given to the parent if the provider plans to discontinue care of a child. The parent will give _____ notice when taking a child out of care.

IMMEDIATE TERMINATION PROCEDURES:

The provider reserves the right to immediately terminate a child(ren) at their discretion.

HELPERS AND SUBSTITUTES:

“Helper” means a person at least 13 years of age and less than 18 years of age who assists the provider with the care of children. An adult caregiver must always be present.

“Substitute” means an adult, at least 18 years of age, who assumes the responsibility of the provider. The use of a substitute caregiver must be limited to a cumulative total of not more than 30 days in any 12 month period.

- Provider will arrange for a substitute during vacations and holidays.
- Parent will arrange for a substitute during vacations and holidays.

Provider will make the following arrangements for emergencies:

SMOKING:

Effective 3-1-94 smoking is prohibited in a family home or group family day care home licensed under Minnesota Rules, Part 9502.0330 to 9502.0445, during its hours of operation.

There will/will not be smoking in the home during non-daycare hours.

PETS IN THE RESIDENCE: Yes No

INSURANCE COVERAGE:

All parents must sign and the provider must keep on file, a statement of Liability Insurance Coverage of less than \$100,000/250,000 or Non-Coverage.

CONDITIONS OF LICENSE:

The following restrictions are attached to this license:

MANDATED REPORTER NOTIFICATION:

This licenseholder, my employees, and helpers are required by MN statute 245A.145 Subd. 1 to report any suspected form of physical, sexual, or emotional abuse or neglect of any child in my care. Reports must be made to:

**Rice County Social Services Child Protection Intake
 507-332-6214
 Or
 Local Law Enforcement office (police or sheriff)**

Parent Signature & Date

Licenseholder Signature & Date