

PARENT PACKET FORMS DIRECTION SHEET

DOCUMENTATION REQUIRED FOR EVERY CHILD IN FAMILY CHILD CARE

1. FAMILY CHILD CARE ADMISSION AND ARRANGEMENTS –DHS-7776-ENG (ONE PER CHILD)

When a child is admitted in a child care program a Family Child Care Admission and Arrangement Form must be signed completed and kept in the child's record. Within this form the license holder needs to complete the liability insurance notification, permission to obtain emergency medical care and authorization to transport a child. Prior to transporting children under the age of nine the caregiver must complete the required training.

2. LIABILITY INSURANCE NOTICE TO PARENTS OR GUARDIANS –DHS-7741 (ONE PER FAMILY)

License holders must notify parents in writing if they have or do not have liability insurance prior to admission. This notification may be included on the Admission and Arrangement form. If the license holder does not have liability insurance coverage they must provide annual notice to parents on this DHS form. If the license holder has coverage and the policy changes or lapses they must provide notice to parents on this DHS form; however, if there are no changes to the continuous coverage no further notices are required.

3. CHILD CARE IMMUNIZATION RECORD – (ONE PER CHILD)

Documentation of immunizations must be in a child's record. An immunization print out from a medical facility is medical record and will meet the documentation requirement. It does not need a signature. If there are medical or non-medical exemptions, section 1 parts A and/or B of the immunization form will need to be completed and a notarized signature required. If child has already had chickenpox and will not be vaccinated, Section 2 needs to be completed and signed.

4. FAMILY CHILD CARE ALLERGY INFORMATION FORM DHS-7736

When a child has an allergy, the parent must complete and sign the DHS approved Family Child Care Allergy Information Form. This must be completed before the child is admitted. The signed form must be in the child's records.

5. MANDATED REPORTER POLICY

As of Sept. 30, 2019 you must give this document to parents of children who enroll in your program. Parents can acknowledge receipt of this document by using the checkbox on the **Admission and Arrangements** form.

WHEN AN INFANT IS PRESENT

When an infant is present in a program, parents or a physician **may need** to complete the following forms if they apply. The signed and completed form **must be** in the child's records. See Minnesota Statue 245A.1435.

6. SWADDLING CONSENT FOR AN INFANT DHS-7218

Placing a swaddled infant down to sleep in a licensed setting is not recommended and is prohibited for any infant who has begun to roll over independently. However, with written consent of the parent and a one-piece sleeper equipped with an attached system that fasten securely only across the upper torso, with no constriction of the hips or legs a license holder may swaddle an infant. The DHS required form must be completed and signed in the child's record

7. INFANT ROLLING OVER PARENT STATEMENT FOR INFANT LESS THAN SIX MONTHS OLD DHS-7219 (PDF)

When an infant is present in the program the caregiver must place the infant to sleep on its back to sleep. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. This documentation must be in a child's record. This form may be used to fulfil this requirement.

8. PHYSICIAN DIRECTIVE FOR ALTERNATIVE INFANT SLEEP POSITION DHS-7216 (PDF)

When an infant is present the license holder must place the infant to sleep on its back unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. This DHS required permission form **must be** completed and signed in the child's record.

ADDITIONAL FAMILY CHILD CARE LICENSE HOLDER FORMS AND INFORMATION

9. RULE AND STATUTE SUMMARY – (ONE PER FAMILY)

A descriptive summary of parts 9502.0315 to 9502.0445 shall be distributed to parents by the provider.

10. PRESCRIPTION AND NON-PRESCRIPTION MEDICATION ADMINISTRATION PERMISSION – (ONE PER CHILD)

Providers are required to obtain written permission to administer prescription and non-prescription medication. This form may be used to meet this requirement.

11. TRAVEL AND ACTIVITY AUTHORIZATION

This form may be used to authorize permission for the provider to transport children in a vehicle, use public transportation or participate in an activity away from childcare setting.

12. WADING POOL RISKS & WADING POOL PERMISSION FORM (TWO SHEETS STAPLED TOGETHER) – (ONE PER CHILD)

When a wading pool is used these forms are required for each child in care. The risk sheet will be given to parents and the permission form **must be** signed in the child's records.

PROVIDER POLICIES – (ONE PER FAMILY)

LICENSEHOLDER MUST:

COMPLETE this form prior to giving to the parent.

REVIEW the entire policy with the parent.

KEEP one copy of the signed and dated policy in the family's file at your residence.

PARENTS MUST:

SIGN & DATE 2 copies of this policy

TAKE a copy that has been signed and dated by both parties for their files.

How do I get these forms if I run out???

Go to the DHS website address below to access all forms related to family child care.

<https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/>