

PARENT PACKET FORMS DIRECTION SHEET
EACH FILE MUST INCLUDE THE FOLLOWING FORMS:

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 & dated policy in the family's file at your residence.

PARENT MUST:

SIGN & DATE 3 copies of this policy (only 2 if they are not on the child care assistance program.)

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

GIVE a copy signed and dated by both parties to the county where they are receiving child care assistance.

FAMILY CHILD CARE ADMISSION AND ARRANGEMENTS – (ONE PER CHILD)

LICENSEHOLDER MUST:

OBTAIN a completed form for EACH CHILD IN CARE and keep on file.

PARENTS MUST:

COMPLETE all sections of the form, sign and date the form and complete one for each of their children in care.

RETURN fully completed form(s) to the license holder by the first day their children attend care, NO EXCEPTIONS!

CHILD CARE IMMUNIZATION RECORD – (ONE PER CHILD)

LICENSEHOLDER MUST: GIVE THIS FORM TO PARENTS TO COMPLETE ONLY IF THEY DON'T HAVE A CLINIC PRINT OUT OF THEIR CHILD'S SHOTS OR THERE IS A MEDICAL OR NON-MEDICAL EXEMPTION.

IF PARENT GIVES YOU A CLINIC PRINT OUT, THAT IS ALL THEY NEED TO SUPPLY AND THE FORM DOES NOT NEED TO BE COMPLETED.

LIABILITY INSURANCE NOTICE TO PARENTS OR GUARDIANS – ONE PER FAMILY

LICENSEHOLDER MUST:

COMPLETE this form whenever your policy is changed, lapses or annually if you do not carry liability insurance.

KEEP all signed and dated copies in the file for the family. Licensor will need to see at least 2 of these at renewal time.

PARENTS MUST:

READ, SIGN AND DATE form whenever you present it to them as described above.

RULE AND STATUTE SUMMARY – ONE PER FAMILY

LICENSEHOLDER MUST:

GIVE a copy of this handout to each parent with children in care.

PERScription AND NON-PERScription MEDICATION ADMINISTRATION PERMISSION (ONE PER CHILD)

LICENSEHOLDER MUST:

GIVE parents this form to complete, sign and date. This includes all short-term and long-term prescription medications.

KEEP this completed form in the child's file at the child care residence.

PARENTS MUST:

COMPLETE, sign and date this form and return it to their provider.

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

LICENSEHOLDER MUST:

GIVE this form to the parent to read, sign and date and complete.

KEEP this form on file at the child care residence

PARENTS MUST:

COMPLETE, sign and date this form and return it to their provider.

SWIMMING POOL RISKS & SWIMMING POOL PERMISSION FORM (TWO SHEETS STAPLED TOGETHER) – ONE PER CHILD

LICENSEHOLDER MUST:

GIVE this form to the parent to read, sign and date and complete.

KEEP this form on file at the child care residence

PARENTS MUST:

COMPLETE, sign and date this form and return it to their provider.

PHYSICIAN DIRECTIVE FOR ALTERNATIVE INFANT SLEEP POSITION

LICENSEHOLDER MUST:

PROVIDE this form to parents AT THE TIME they REQUEST that their infant (12 months or younger) be slept in a position other than their back.

KEEP completed form on file at the child care residence, in the child's file.

DO NOT sleep an infant in a position other than on its back until this form is completed by the Physician and returned to you.

PARENTS MUST:

TAKE this form to their physician to complete and return to the licenseholder.

PARENTS CAN NOT GIVE CONSENT FOR THEIR INFANT TO SLEEP IN A POSITION OTHER THAN THEIR BACK.

INFANT ROLLING OVER PARENT STATEMENT FOR INFANT LESS THAN SIX MONTHS OLD

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.

LICENSEHOLDER MUST: Give to parent, have them complete, return to you. You must sign and keep in file.

SWADDLING CONSENT FOR AN INFANT

LICENSEHOLDER MUST:

PROVIDE this form to parents AT THE TIME they REQUEST that their infant BE SWADDLED.

KEEP completed form on file at the child care residence, in the child's file.

DO NOT swaddle an infant UNLESS this form is completed by the parent and on file at your child care residence.

PARENTS MUST:

COMPLETE this form completely and return it to the licenseholder.

MANDATED REPORTER POLICY

LICENSEHOLDER MUST: Fill in the sections on page one of the form, Sign and date 2 copies of the form at the time a family is enrolled. Give to parents to read, sign and date and **RETAIN ONE COPY IN YOUR FILE THAT HAS BEEN SIGNED & DATED BY YOU AND THE PARENT(S)**

PARENTS MUST: Read, sign and date 2 copies given to them by the licenseholder AND RETURN ONE SIGNED AND DATED COPY TO THE LICENSEHOLDER.

FAMILY CHILD CARE ALLERGY INFORMATION FORM

LICENSEHOLDER MUST: Ask parent if any of their children have allergies and if the answer is yes, the license holder must have the parent fill out separate one of these for each child that has an allergy. License holder must keep this form on fill in the child care residence.

PARENTS MUST: Complete the form and return it to the license holder prior to beginning care.

TRAVEL AND ACTIVITY AUTHORIZATION

LICENSE HOLDER MAY: Have parents complete, sign and date this form if child will be leaving the family child care for activities or travel with the family child care provider.

PARENTS MUST: complete the form and return it to the license holder prior to activity/travel starting.

CHILD CARE EMERGENCY PLAN

LICENSEHOLDER MUST: Fill out the form, provide an electronic or hard copy to each parent. & POST A COPY WHERE PARENT CAN SEE IT IN YOUR CHILD CARE.

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

Go to: <http://www.co.rice.mn.us/352/Childcare> scroll to DHS License Family Child Care title and the hit the "Click Here" words in that section. That will take you to the DHS website where forms can be accessed.

The forms are listed with the same title as shown this list.

Update 5-15-19 CHANGE TO IMMUNIZATION DOCUMENTATION REQUIREMENT