



The Licensing Link

April— June 2016

Dakota County Social Services

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Put Your Air Mask on First

Being responsible for other people always carries a level of difficulty. And we all know that caring for multiple screaming children can be stressful. Licensing wants to remind you of an important part about taking care of others: make sure to take care of yourself, too! Self-care is very important in your profession. People can only provide quality care to others if they are healthy themselves. Here are some ideas for self-care or stress relief:

Some things to do during the day could be:

- ◆ Color. It's not just for kids anymore! Adult coloring books can be found at many stores.
- ◆ Accomplish a goal. Make small goals and accomplish them. You could even make group goals with the children!
- ◆ Take three deep breaths in, counting to five, and exhale, counting to four.
- ◆ Take three deep breaths while placing your hand on your heart.
- ◆ Have a "dance party." Exercise is great for self-care and it will work dually to help get energy out for children in your care!
- ◆ Laugh. If you take a step back from a situation and can see the humor in it, your stress level can go way down.

Ideas for self-care after daycare hours include:

- ◆ Take a bubble bath or a hot shower.
- ◆ Use a scented oil or candle that calms you.
- ◆ Treat yourself—maybe that means a pedicure or maybe it means a piece of chocolate but recognize the little things that make you happy and do them.
- ◆ Exercise. We know, its sounds cliché, but it really does make a difference. If you don't exercise regularly, you can start slow! Walks are good. Jogging is good. Look up yoga poses online. Take a community education class. The possibilities are endless.
- ◆ Laugh. Does watching stand-up comedy make you laugh? Does your significant other make you laugh? Laughing is one of the best stress relievers there is. Seeing the humor in a rough situation can make things feel a lot better.



The Center for Inclusive Child Care

The Center for Inclusive Child Care (CICC) is a resource for providers that have children with special needs in their care. The children's needs may be developmental, physical, or behavioral. A majority of the referrals they receive are for children who are displaying challenging behaviors yet providers and programs want to make attempts to keep the child enrolled. The Center for Inclusive Child Care offers a free "Inclusive Consultation" to help identify areas that you can learn more about and also can connect you with other local resources. **If you are parent-aware rated, you receive 30 free hours of coaching from CICC!**

Here are some FAQ's from the CICC's website, www.inclusivechildcare.org:

Question: How do I tell a parent I have concerns about their child?

Answer: It can be very difficult for parents to hear concerns about their child's development or behavior. Communicate to the parents that you really do care about their child and try to arrange a time to talk with them when children will not be present.

Use a "positive sandwich" approach by sharing with the child's parents an example of a positive quality you have observed in their child, a positive interaction you have observed or had with their child, or something you really like about their child. Then share with them specific examples of developmental and/or behavioral concerns and how this impacts the child while in your care.

It is important to share specific examples of the strategies that you have tried to help the child be successful in your child care environment. Remember to give them some time to process and respond to the information that you share with them. Follow the sharing of your concerns by again sharing something positive about their child and reiterate that their child's success is important to you.

Question: How do I get consent from a child's parents for consultation services?

Answer: When talking to parents about consultation services, it can be less threatening to parents to communicate to them that you would like to have an objective observer spend some time observing in the child care environment to provide you with suggestions, ideas, and strategies to help their child be successful. Share with them written information about the consultation services and assure them they will have an opportunity to talk with the consultant at any time. The consultant will share with them the same information that is shared with you.

Inclusion consultation flyer:

[http://www.inclusivechildcare.org/pdf/Childcare Consultation and Supports Services Flyer11.pdf](http://www.inclusivechildcare.org/pdf/Childcare%20Consultation%20and%20Supports%20Services%20Flyer11.pdf)



Chemical Use and Grievance Procedures

In the last newsletter, we pointed out that a *Chemical Use Procedure* and a *Grievance Procedure* need to be included in your policies. For audit purposes, we would like to ask that both of these areas have their own individual sections in your policies. Please contact your worker with questions!

Summer Help Information

OOOOH, those warm tropical breezes....

I'm writing this after our winter blast on March 24th, but we do know summer will come and with summer comes kids home from school, youth needing jobs, internships, boredom, etc. Summer help can ease the burden of potentially more children in care, household and craft chores, and help with cooking and cleaning. If you are planning on having someone help out in your program, here is a reminder of their requirements.

A helper is anyone age 13-17 who is assisting the provider. Before they are around the children they must have a current background study on file and SUID and AHT training. They may not be left alone to care for children or delegated supervisory responsibilities. They must complete 6 hours of training within one year after the date of initial employment and there must be documentation of when they were trained on the chemical use policy. Some good ideas as "work" for helpers in your program would be reading to children, setting out napping materials, doing dishes after lunch, playing a game with school agers (indoors or out) and helping the children with art projects.

A substitute caregiver is someone over 18 years of age and works LESS than 30 days in a 12 month period. This person needs a current, cleared background study on file in order to be alone with children and needs SUID and AHT training before they can be around the children. There must also be documentation of when they were trained on the chemical use policy. Substitutes can be left alone with children while the provider/main caregiver is away from the home; CPR and First Aid is recommended, but not required. Please remember this person can only work 30 times in a 12 month period and you may only have one substitute per year.

The other option for extra summer help is an adult caregiver. This person is sort of like an "assistant." They must be 18 years of age, have a cleared background study, have a completed physician's statement on file, and taken SUID and AHT. If an adult caregiver is working more than 30 days in a 12 month period, they need the 6-hour Supervising for Safety course and 4-hour Developmentally Appropriate Behavior Guidance course. CPR and First Aid is recommended, but only necessary if this person will be alone with the children.

While it's always nice to have an extra set of eyes, ears and hands, it's very important to remember the requirements of having others work in your business. Please contact us with ANY questions regarding this topic. You can find background study authorization forms and training resources on our website at www.co.dakota.mn.us/healthfamily/childcare/providing.

What Does that Mean?!

When we provide information about substitutes, helpers, and assistant caregivers, we often use the term "regularly" or "on a regular basis." But what does that really mean?! We can look to the rule for the answer! In the definitions section of MN Rule 9502, "regularly" or "regular basis" is defined as a cumulative total of more than 30 days within any 12 month period.

With this definition in mind, we can figure out how many training hours helpers and other caregivers are required to take. A helper who assists on a regular basis needs 6 hours of training per year.

Curious to know more definitions? [9502.0315](http://www.co.dakota.mn.us/healthfamily/childcare/providing) has 31 definitions of terms commonly used in child care licensing such as "caregiver," "child," "related" and "supervision."

Once upon a time...

Many providers in Dakota County have been licensed for a long time (yay!). You have all been made aware of the continuously changing rules and increasing licensing regulations and we recognize that it is sometimes hard to keep up with so many changes! Here are some reminders from recent newsletters regarding common questions we come across:

“School Age” Definition Change

There has been a change to the “school age” definition and we want to make sure licensed providers are aware of it. The 2014 legislative session resulted in a change to the *definition* of a school age child in family child care. This change went into effect on July 1, 2014, and pertains to Minnesota Statutes, section 245A.02, subd 19. The section was amended as follows:

(f) **“School age” means a child who is at least of sufficient age to have attended the first day of kindergarten, or is eligible to enter kindergarten within the next four months five years of age, but is younger than 11 years of age.**

Originally printed on Page 3 of the July-Sept 2014 The Licensing Link Newsletter

Effective Immediately: Educarer Online SUID/AHT Training No Longer Accepted

The popular and accessible EDUCARER on-line Sudden Unexpected Infant Death/Abusive Head Trauma (SUID/AHT) trainings are no longer approved by the Department of Human Services and, therefore, will no longer be accepted by Dakota County Child Care Licensing as meeting the annual SUID/AHT training requirements.

Original full article printed on Page 5 of the July-Sept 2014 The Licensing Link Newsletter

If you are reading this closely, email your licensing worker with the subject line “I’m eager to learn Develop!” in order to be entered into our newsletter drawing for a Lakeshore toy prize.

Approved Online Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) Training Information

Good news! As of January 2015, certain SUID and AHT **ONLINE** courses have been approved by DHS. These online courses are offered through *Eager-to-Learn* and consist of a one-hour SUID course and a separate one-hour AHT course. You can access these classes at:
www.EagerToLearn.org/CourseSchedule

Original full article printed on page 3 of the Jan-Mar 2015 The Licensing Link Newsletter

Please note that you CAN take the Eager-to-Learn online SUID/AHT course INSTEAD OF an in-person training. This is the only approved online option to replace in-person training at this time. Feel free to contact your licensing worker with questions

Continued on page 5

Nightstands and Clothes Dressers

Any room that is licensed needs to be inspected for toxics and hazards. An example would be your child's room that you use "just for sleeping." If it is a licensed room, we will check to make sure the room is child proofed. Expect that your licensor will open all unlocked drawers five feet and below in all licensed rooms. This may include desk drawers, bedside table drawers, and dresser drawers, in addition to kitchen drawers and cabinets.

To make hazardous or toxic items (for example: ear plugs, plastic bags, diaper creams, Vaseline, sunscreen, medication, paperclips, coins, perfumes, cosmetics, lotions, knives, clippers, or anything that can fit down a toilet paper roll tube) inaccessible, you must lock it up, gate the area off or put it up five feet. If you have items in your bathroom and/or bedroom drawers that are toxic or hazardous to children, even in a "napping room just used for an infant," please make them inaccessible.

Bedrooms and bathrooms are no different than any other rooms regarding toxics and hazards. Very young children have been known to crawl out of cribs and get into hazardous items.

Originally printed on page 2 of the July-Sept 2015 The Licensing Link Newsletter

Knife Blocks are Cut from Licensed Child Care Homes

Please note the following change in practice: Dakota County Child Care Licensing has determined that knife blocks (containing knives) will no longer be allowed on kitchen counters, even if the block is turned to the side. The rationale for this is that knives are hazardous to children and, if located on the kitchen countertop, they are also accessible to children. When assessing the accessibility of toxic and hazardous items to children in care, we use a "5-foot guideline" - we look to see that the items are either **moved up** at least 5 feet or **locked up**. It's as simple as that - **move it or lock it**. As part of our kitchen inspections we check the lower kitchen cabinets, the lowest shelf of the *upper* kitchen cabinets and the countertop. If you have a knife block on your counter please take a few moments to move it (or the knives alone) to a higher location (at least 5 feet up) or place behind a locked cabinet or pantry door. If you have any questions about this update feel free to contact your licensing worker directly.

Originally printed on Page 2 of the April-June 2014 The Licensing Link Newsletter

Please remember, every home is different. What may be considered inaccessible in one daycare, may be considered accessible in a different environment.

In the last issue of The Licensing Link, we printed a correction order which had the physical address of DHS listed as the place to send requests for reconsideration. Please note that instead of the address listed in the previous article, you should send reconsideration requests to:

Minnesota Department of Human Services
Licensing Division – Family Systems Unit
PO Box 64242
Saint Paul, MN 55164-0242

Future correction orders will reflect the correct address listed above. We apologize for any inconvenience.

Daycare DIY

Since we often share reminders of rules, in this article we thought we could point out some creative D-I-Y's to hopefully make staying in compliance easier, and maybe a little fun!



Easily Accessible Water Bottles

You likely have many water bottles and sippy cups for the kids in your care. An easy way to keep them organized but also make them accessible for whenever a child wants water is to keep them in a cloth shoe organizer that attaches to the outside of a closet door. You could label each individual water bottle or each pocket so that every day each child knows where to find his/her water bottle.

**Idea provided courtesy of Jo Dale Franco.*

Image obtained from
www.thejoyfulorganizer.com

Individual Wash Cloths

Do you use individual wash cloths instead of disposable paper towels? Or, do you wish you did? Wash cloths can be hung up or organized using large clothes pins. String the clothes pins together and hang them from one side of the wall to another (being mindful of being safe!) or even glue the clothes pins to a picture frame that is on the wall!

“Hanging Shelf” of Cleaning Products

If you have cleaning products in a closet that does not have a shelf, you can buy a tension rod to put up across the width of the closet. Hang the cleaning products by their handles onto the tension rod. This would also work for the inside of showers or tubs that aren't being used!

**Idea credited to www.apartmenttherapy.com.*

Never Worry about Children Pulling off Outlet Covers Again!

Did you know that there are outlet plates that are built to be child proof? The outlet receptacle slides over to make it childproof when not in use. They are a little more expensive than typical outlet plates but you will no longer need to worry about constantly losing outlet covers.



Image obtained from
www.bedbathandbeyond.com

ANNUAL TRAINING REQUIREMENTS

Now that all of the new training requirements are in effect please remember that the required training topics need to be taken annually. **Statute defines annually as “prior to or within the same month of the subsequent calendar year.”** This means, to be in compliance, you will need to track when you take the trainings to know when they need to be taken again before the annual expiration. See below for examples:

| TRAINING | DATE COMPLETED | ON TIME IF TAKEN BY | LATE IF TAKEN ON OR AFTER: (CORRECTION ORDER WILL BE ISSUED) |
|--|----------------|---------------------|---|
| SUID (annual, video option every other year) | 5/1/15 | 5/31/16 | 6/1/16 |
| AHT (annual, video option every other year) | 5/15/15 | 5/31/16 | 6/1/16 |
| Active Supervision (annual) | 4/12/15 | 4/30/16 | 5/1/16 |
| Child Growth and Development and Behavior Guidance CCIV (annual) | 7/1/15 | 7/31/16 | 8/1/16 |
| CPR (every 2 years) | 2/2/14 | 2/29/16 | 3/1/16 |
| First Aid (every 2 years) | 1/13/14 | 1/31/16 | 2/1/16 |

**This chart adopted from Wright County April 2015*

It is also important to note that training hours should be taken annually from the date of your license. Please do not take all training hours in one year and expect to carry them over for your two-year license period. Feel free to contact your worker with questions. *Please watch for further communication regarding the new training tool, **Develop**, which will take the place of MN Streams and the paper training catalog.*

Licensing Link Quiz April—June 2016

1. T or F Providers can take online SUID/AHT training at www.eagertolearn.org instead of going to in-person training.

2. T or F On off years, providers can take Educarer SUI/AHT training instead of watching the videos.

3. T or F A bedroom that is used only for napping infants still needs to meet licensing standards such as outlet covers and all chokeables locked or put up.

4. How often must wading pool permission forms be signed? _____

5. If I took Active Supervision training on January 5, 2016, by what date do I need to take the next Active Supervision training?

6. Name 3 things you can do for self-care:
 - 1.
 - 2.
 - 3.

7. Based on the rule, what is the definition of “regular” or “regular basis:”

8. When is a child considered school aged?

9. _____ is the newest licensing worker and _____ are her territories.

10. What does CICC stand for?



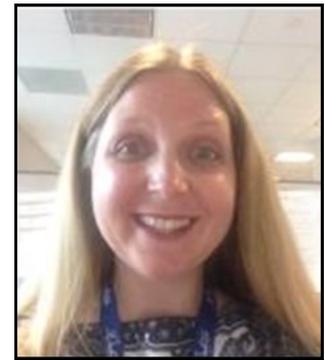
Welcome, Michelle Engquist!

After many staff changes, please help us to welcome the final member of the Dakota County Child Care Licensing team, Michelle Engquist.

Michelle is assigned to the areas of South Saint Paul, Hampton, Randolph, Vermillion, and Northfield. Michelle can be reached directly at 952-891-7481 or michelle.engquist@co.dakota.mn.us. We are excited to have Michelle as part of our team!

Hi,

I am Michelle Engquist, the newest licensing worker at Dakota County. I started in February and work part-time. I am a graduate from Bemidji State University with a Bachelor of Science in Criminal Justice. I have experience working in a center as a preschool teacher and experience with families in Children Services in Beltrami County on the Red Lake Indian Reservation. I am honored to be part of this great Family Child Care team and look forward to serving you and the kids you care for. My husband and I have three boys and whenever we have the chance we love the great outdoors!



Michelle Engquist



Dakota County Child Care Licensing Directory

Dakota County Social Services

<http://www.co.dakota.mn.us/healthfamily/childcare/providing>

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Apple Valley MN 55124

Phone: (952) 891-7400

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