

# Family Child Care Licensing Checklist

Date(s) of Review: \_\_\_\_\_

License #: \_\_\_\_\_

Program Name: \_\_\_\_\_

Report #: \_\_\_\_\_

Program Address: \_\_\_\_\_

Licensors Name(s): \_\_\_\_\_

Review Type: Pre-Licensure Visit

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
Licensing Process					
9502.0335, subpart 1.A	Application The applicant submitted an application on the department form in the county where the applicant resides.				
9502.0335, subpart 2	Licensing Study The applicant gives the agency access to the residence for a licensing study.				
9502.0335, subpart 2.C	<input checked="" type="checkbox"/> Fire Code Inspection A home with one or more of the following conditions requires an inspection by a fire marshal;				
	Solid Fuel - the home has a freestanding solid fuel heating appliance				
	Manufactured Home - the home is a manufactured (mobile) home				
	Licensed Capacity - the applicant is seeking a licensed capacity of more than ten				
	Basement Use - the applicant wishes to use the basement to provide care				
	Multiple Occupancy Building - the residence is in a building with two or more residential dwelling units such as a duplex, apartment building, or townhome				
	Mixed Occupancy Building - the residential structure contains nonresidential occupancies				
9502.0335, subpart 6.E	Disqualification Factors - Child in Foster Care An applicant or provider has had a child placed in foster care within the past 12 months and the agency determined that the reasons for placement reflect on the ability of the provider to give care.				
9502.0335, subpart 6.F	Disqualification Factors - Child in Residential Treatment An applicant or provider has had a child placed in residential treatment within the past 12 months for emotional disturbance or antisocial behavior and the agency determined that the reasons for the placement				

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	reflect on the ability of the provider to give care.				
<b>Admissions, Provider Records, Reporting</b>					
9502.0405, subpart 3	Provider policies are in writing Written policies available for discussion				
9502.0405, subpart 3	<input checked="" type="checkbox"/> Policies are available for discussion The policies include the following:				
	A. Policies identify the ages/numbers of children in care A. the ages and numbers of children in care in the residence				
	B. Policies identify the hours/days of operation B. the hours and days of operation				
	C. Policies identify what meals/snacks will be served C. meals and snacks to be served				
	D. Policies explain requirement to label food brought from home D. labeling requirements for food brought from the child's home				
	E. Policies describe sleep/rest arrangements E. sleeping and rest arrangements				
	F. Policies explain nondiscrimination practices F. nondiscrimination practices to comply with subpart 6				
	G. Care of ill children, notify of disease, immunizations, med admin G. policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies				
	H. Plans for emergencies, fires, and storms including logs of drills H. emergency, fire, and storm plans and the monthly fire drill log				
	I. Seat belt/transport plans including permission I. seat belt and transportation plans and field trip and transportation permission requirements				
	J. Fees J. fees				
	K. Termination and notice procedures K. termination and notice procedures				
	L. Plans for helper/sub for emergencies, etc L. plans for a helper and substitute for emergencies, vacations, or holidays				


Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	M. Pets M. the presence of pets in the residence				
	N. Copy of rule N. a complete copy of the family child care rule				
	O. Insurance O. insurance coverage				
	P. Smoking P. whether or not smoking is permitted in the residence during the hours children are in care				
Activities and Equipment					
9502.0415, subpart 1	<input checked="" type="checkbox"/> General Activities General activities provide for the physical, intellectual, emotional, and social development of the child. These activities must:				
	A. Weather permitting, activities are scheduled indoors/outdoors A. Be scheduled indoors and outdoors, weather permitting				
	B. Developmentally Appropriate B. Be appropriate to the developmental stage and age of the child				
	C. Active and Quiet C. Include active and quiet activity				
	D. Provider-directed and child-initiated D. Include provider-directed and child-initiated activity				
9502.0415, subpart 3	<input checked="" type="checkbox"/> Equipment Equipment is new, used, commercial, or homemade and is age appropriate for the children and activities. The equipment is:				
	Age Appropriate - appropriate for the ages of the children				
	Activity Appropriate - appropriate for the activity				
	Safe and Good Repair - safe and in good repair				
9502.0415, subpart 5	<input checked="" type="checkbox"/> Newborn and Infant Equipment The provider has the following pieces of equipment for each infant/newborn child in care:				

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	A. Infant seat or high chair for each infant/newborn A. An infant seat or high chair				
	B. Crib for each infant/newborn B. A crib, portable crib, or playpen with waterproof mattress or pad that complies with MR 9502.0425, subpart 9				
9502.0415, subpart 7	Toddler Equipment The provider has a mat, crib, cot, bed, sofa, or sleeping bag for each toddler child in care.				
9502.0415, subpart 9	Preschooler equipment The provider has a mat, bed, cot, sofa, or sleeping bag for each preschooler in care				
9502.0415, subpart 3	Amt of Equipment The quantity of equipment is adequate based on the number and ages of children in care.				
Physical Environment					
9502.0425, subpart 1.B	Basement Use The basement was inspected by a Fire Marshal prior to use				
9502.0425, subpart 1.B	Basement Is Safe The basement is free of hazard				
9502.0425, subpart 2	Outdoor Play Space Size There is adequate outdoor play space including at least 50 square feet per child in attendance.				
9502.0425, subpart 2	Outdoor Play Space Proximity The outdoor play space is adjacent to the residence for regular use or is a park, playground, or play space that is within 1500 feet of the residence.				
9502.0425, subpart 2	Outdoor Play Space - Enclosure When required, outdoor play space is enclosed to provide protection from rail, traffic, water, or machinery hazard.				
9502.0425, subpart 2	Outdoor Play Space is Safe Outdoor play space is free of litter, rubbish, toxic materials, water hazards, machinery, unlocked vehicles, human or animal wastes, and sewage contaminants.				
9502.0425, subpart 3	Water Hazards Swimming and wading pools, beaches, or other bodies of water on or adjacent to the site of the residence are inaccessible to children except				

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	during periods of supervised use.				
9502.0425, subpart 3	Wading Pools Wading pools are kept clean.				
245A.52, subdivision 1(a) (1)	Means of escape At least one emergency escape route separate from the main exit from the space is available in each room used for sleeping a child in care.				
245A.52, subdivision 1(a)(2)	Basement exit The basement used for childcare has at least two exits.				
245A.52, subdivision 1(a)(2)	Escape to floor with exits At least one of the means of escape from each room is a stairway or door leading to a floor that exits outside.				
245A.52, subdivision 1(a)(2)	Escape to outside At least one means of escape from each room is a door or window leading directly outside.				
245A.52, subdivision 1(a)(2)	Special knowledge Windows used as exits open without special knowledge.				
245A.52, subdivision 1(b)	<input checked="" type="checkbox"/> Window Exit/Constr. Before March 31, 2020 Windows used as exits meet the following requirements				
	Clear opening - exit windows have a clear opening of at least 4.5 square feet or 648 square inches (with a minimum 20 inches wide, a minimum 20 inches high)				
	Distance from the floor - exit windows are within 48 inches of the floor				
245A.52, subdivision 1(c)	<input checked="" type="checkbox"/> Window Exit/Constr. On or After March 31, 2020 Windows used as exits meet the following requirements				
	Clear Opening - exit windows have a clear minimum opening of 20 inches wide and a minimum 24 inches high				
	Distance from the floor - exit windows are within 44 inches of the floor				

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245A.52, subdivision 1(d)	Exterior ground level escape window Escape windows within 44 inches above or below ground level have a minimum opening of 5 square feet.				
245A.52, subdivision 1(d)	Exterior non-grade level escape window Non-grade level emergency escape windows must have a minimum opening of 5.7 square feet.				
9502.0425, subpart 5;245A.52 subdivision 2	Occupancy Separation -Door Material When there is an attached garage, the door to the residence has a fire protection rating of 20 minutes or greater or is made of solid wood or insulated steel and is at least 1 3/8 inches thick.				
9502.0425, subpart 5	Occupancy Separation - Door Material The door is a tight fitting solid wood bonded core door at least 1 3/8 inch thick, or a door with a fire protection rating of 20 minutes or greater.				
9502.0425, subpart 5	Occupancy Separation - Wall Material There is a separation wall consisting of 5/8 inch thick gypsum wallboard or its equivalent on the garage side between the residence and the garage.				
9502.0425, subpart 6	Vertical Separation - Door Material In a group family day care home that is licensed for more than ten children, a 1 3/4 inch solid wood core door or a door and frame with at least a 20-minute fire protection rating, is provided whenever more than two floors of the residence are connected.				
9502.0425, subpart 6	Vertical Separation - Multiple Floors In a group family day care home that is licensed for more than ten children and that has more than two floors of the residence that are connected, the doors separating the floors are equipped with self-closing devices.				
9502.0425, subpart 7.A	Stove and Heater Locations Fire escape paths are free from stoves and heaters.				
9502.0425, subpart 7.B	Venting Systems Gas, coal, wood, kerosene, or oil heaters are vented to the outside in accordance with the state building code.				
245A.52, subdivision 3	Combustible items from heating source. Items that can be ignited and support combustion are kept at least 18 inches from a gas or fuel-oil heater or furnace or 36 inches from a solid-fuel-burning appliance. If a license holder produces manufacturer instructions listing a smaller distance, then the manufacturer instructions control the distance combustible items must be from gas, fuel-oil, or solid-fuel burning heaters or furnaces.				

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9502.0425, subpart 7.D	No Access to Hot Surfaces When in use, fireplaces, wood-burning stoves, solid fuel appliances, space heaters, steam radiators, and other potentially hot surfaces, such as steam pipes, are protected by guards to prevent burns.				
9502.0425, subpart 7.E	Separate Utility Areas The furnace, water heater and workshop are inaccessible to children.				
9502.0425, subpart 7.E	Furnace Ventilation There is allowance for air circulation to the furnace				
9502.0425, subpart 7.F	Proper Ventilation of Heat/Gas Sources Ventilation of usable space must meet the requirements of State Building Code				
9502.0425, subpart 7.F	Screens on Exterior Doors/Windows Exterior doors and windows used for ventilation in summer months are screened when biting insects are prevalent.				
9502.0425, subpart 8	Indoor Air Temp Indoor air temperature is a minimum of 62 degrees Fahrenheit				
9502.0425, subpart 10	<input checked="" type="checkbox"/> Stairway Safety Stairway safety				
	A. Three or More Steps - Handrails A. All stairways, both indoors and outdoors, with three or more steps are equipped with handrails				
	B. Handrail/Stair Tread Area Enclosed Properly B. The area between the handrail and the stair tread are enclosed properly				
	B. Back of the Stair Riser Enclosed B. The back of the stair riser is enclosed				
	C. Gate on Stairway - 6 to 18 Mo C. A gate, barrier, or door on your stairways is in use when children between 6 and 18 months of age are in care				
	D. Stairs Are Well Lit and Safe D. Stairways are well-lit, in good repair, and free of clutter and obstruction				
9502.0425, subpart 11	<input checked="" type="checkbox"/> Deck Safety Deck Safety				
	Deck Guard Rail Height				

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	- decks that are more than 30 inches above the ground also have a guard rail (not less than 36 inches in height) to comply with State Building Code				
	Free of Splinters - wooden decks are free of splinters				
	Wooden Deck Treatment - wooden decks are coated with wood preservative, paint, or constructed with treated wood				
9502.0425, subpart 12	 Door Lock and Latch Safety Door locks and latches meet the following guidelines:				
	A. Closet Doors - Open from Inside A. Children can open a closet door from the inside of the closet				
	B. Bathroom Door Unlocks from Outside B. The bathroom door can be unlocked from the outside				
	B. Bathroom Doors Locks - Accessible Key B. The opening device is readily accessible to all caregivers				
	C. Free of Double Cylinder Locks C. Double cylinder (key required both side) locks in exit doors are prohibited				
9502.0425, subpart 13	Sewage Disposal The toilet facilities and sewage disposal systems conform to the State Building Code or local septic system ordinances.				
9502.0425, subpart 13	Operable Toilets Toilets flush thoroughly.				
9502.0425, subpart 14	Remodeling/Construction Areas Children do not have access to dangerous remodeling and/or construction areas.				
9502.0425, subpart 15	Interior Walls and Ceilings Interior walls and ceilings within the residence, as well as corridors, stairways, and lobbies have a flame spread rating of 200 or less.				
245A.52, subdivision 4	Fire Extinguisher Near Kitchen There is a fire extinguisher with a minimum rating of 2A10BC located near the kitchen.				
245A.52, subdivision 4	Know How to Use Fire Extinguisher All caregivers know how to use the Fire Extinguisher				

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245A.52, subdivision 4	Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
245A.52, subdivision 5 (a)	Carbon monoxide alarm An approved and operational carbon monoxide alarm is within 10 feet of each room used for sleeping a child in care.				
245A.52, subdivision 5(b)	Smoke alarms Smoke alarms are listed by the Underwriter Laboratory and are properly installed and maintained on all levels including basements and in hallways outside rooms used for sleeping a child in care.				
245A.52, subdivision 5(c)	Smoke alarms/Constr. on or after May 2, 2016 Smoke alarms are properly installed and maintained in each room used for sleeping children.				
9502.0425, subpart 18	<input checked="" type="checkbox"/> Electrical Services The following electrical guidelines are met:				
	A. Outlets are Shielded A. All electrical receptacles accessible to children under first grade are tamper-proof or shielded when not in use				
	B. Electrical Appliances are Properly Installed B. All major electrical appliances are properly installed, grounded in accordance with the state electric code, and in good working order				
	C. Extension Cords are Only Temporary C. Extension cords are only used on a temporary basis				
	D. Electrical Wiring is in Good Repair D. Electrical wiring is sized to provide for the load and is in good repair				
9502.0425, subpart 19	Smoking The family child care home is free of smoking during hours of operation.				
<b>Sanitation and Health</b>					
9502.0435, subpart 1	No Dirt Rubbish or Peeling Paint The residence is free from accumulations of dirt, rubbish, or peeling paint.				
9502.0435, subpart 2	Pest Control Effective measures have been taken to protect the home against vermin and insects.				
9502.0435,	Pest Control via Use of Chemicals				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subpart 2	Areas that are accessible to children are free from application of chemicals for the purpose of insect and rodent control.				
9502.0435, subpart 3	Indoor Garbage or Rubbish Containers Indoor and outdoor garbage and rubbish containers are made inaccessible to infants and toddlers.				
9502.0435, subpart 4	<input checked="" type="checkbox"/> Toxic Substances are Inaccessible Toxic substances are inaccessible.				
	Toxic Substances are Inaccessible Other toxic substances are inaccessible to children				
	Toys are Free of Lead Equipment or toys which are mouthed or may be chewed must be free of lead-based paint				
	Chemicals/Detergents are Inaccessible All chemicals and detergents are inaccessible to children in care				
	Poisonous Plants are Inaccessible Poisonous plants are inaccessible to children in care				
	Alcoholic Beverages are Inaccessible Alcoholic beverages are inaccessible to children in care				
	Toxic Substances Not Stored by Food All toxic substances are stored away from food products				
	Medicines and/or Vitamins are Inaccessible Medicines and/or Vitamins are inaccessible to children in care				
	Toys/Equipment with Chipped, Cracked, or Peeling Paint Test Lead-Free Toys and equipment with chipped, cracked, or peeling paint must be tested to verify the absence of lead or be replaced				
9502.0435, subpart 5	<input checked="" type="checkbox"/> Firearms All firearms were:				
	Unloaded - unloaded				
	Inaccessible to Children - inaccessible to children				
	Firearms are Stored Separately from Ammunition - stored separately from ammunition				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	Stored in Locked Area - stored in a locked area				
9502.0435, subpart 5	Ammunition storage Ammunition was stored in a locked area				
9502.0435, subpart 6	<input checked="" type="checkbox"/> Hazardous Activity Materials are Out of Reach Hazardous activity materials were used and stored as required.  -> Hazardous activity materials were kept out of reach of infants, toddlers, and preschoolers, including:				
	Sharp Knives are Inaccessible - sharp knives				
	Matches and Lighters are Inaccessible - matches and lighters				
	Plastic Bags/Wrap are Inaccessible - plastic bags/wraps				
	Scissors are Inaccessible - scissors				
	Tools are Inaccessible - tools				
9502.0435, subpart 6	Use of Hazardous Activity Materials The use of potentially hazardous materials and tools is supervised.				
9502.0435, subpart 7	First- Aid Kit The provider has a first-aid kit				
9502.0435, subpart 7	<input checked="" type="checkbox"/> First-Aid Kit Contains Required Items The first-aid kit contains all required items.				
	Bandages (first-aid) - bandages				
	Sterile Compresses (first-aid) - sterile compresses				
	Scissors (first-aid) - scissors				
	Ice Pack/Cold Pack (first-aid) - ice pack and/or cold pack				
	Thermometer (first-aid)				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	- oral or surface thermometer				
	Mild Liquid Soap (first-aid) - mild liquid soap				
	Tape (first-aid) - tape				
	Manual (first-aid) - first-aid manual				
9502.0435, subpart 7	First- Aid Kit accessible The first-aid kit and manual are accessible				
9502.0435, subpart 8	<input checked="" type="checkbox"/> Emergency Preparedness License holder is prepared for emergencies				
	A. Working Telephone in Home A. an operable telephone must be located within the residence				
	C. Emergency Numbers are Taken on Field-Trips C. the emergency phone numbers of the parents and child's physician and dentist are readily available and are taken on field trips				
	D. Arrangements for Sub During Emergencies D. prior arrangements must be made for a substitute to provide care during emergencies				
9502.0435, subpart 8.E	<input checked="" type="checkbox"/> Designated Severe Weather Cover Area For severe storms and tornadoes, the provider has:				
	Designated Area - a designated area within the residence for children to take cover				
	Operable Flashlight - an operable battery flashlight				
	Portable TV or Radio - a portable radio or TV				
9502.0435, subpart 8.F	Fire Escape Plan The provider has a written fire escape plan approved by the agency				
9502.0435, subpart 8.F	<input checked="" type="checkbox"/> Fire Escape Plan Includes The license holder's written fire escape plan:				

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	Emergency Phone Numbers - includes emergency phone numbers				
	Outdoor Meeting Space - includes a place to meet outdoors for roll call				
	Smoke Detector and Fire Extinguisher Location - identifies where smoke detectors and fire extinguishers are located				
	Monthly Fire/Tornado Drills - includes a plan for monthly fire and tornado drills				
	Escape Routes to Outside - includes escape routes to the outside from all levels used by children				
9502.0435, subpart 10	Separate Hygiene Items Each child uses a separate towel, wash cloth, drinking cup, comb, and other personal articles.				
9502.0435, subpart 11	Bedding Each child is provided with clean and separate bedding				
9502.0435, subpart 12	<input type="checkbox"/> Pets Pets that are housed within the residence are in good health and maintained as required.				
	Pet Type Pets are limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds				
	Chlamydia-Psittaci Free Birds are clear of chlamydia-psittaci				
	Pet Health All pets housed within the residence are maintained in good health				
9502.0435, subpart 12	<input type="checkbox"/> Pet Responsibilities A provider with pets ensured				
	A. Pet Notification A. parents are notified prior to admission of the presence of pets in the residence				
	B. Pet Handling B. children handle animals only with supervision				
	C. Pet Vaccinations and Registration				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	C. rabies shots and tags are current for all dogs and cats				
	D. Pet Cages D. pet cages are located and cleaned away from any food preparation, storage, or serving areas				
	E. Pets and Play Areas E. play areas are free of animal excrement not confined to pet cages				
	F. Parent Notification of Animal Bites F. when a child's skin is broken due to a bite or scratch of a pet/animal, the parent(s) of the child are notified on the same day the injury occurred				
	G. Health Board Notification of Animal Bites G. prior to destroying an animal, the agent of a board of health is immediately notified after a child in care is bitten by an animal				
	G. Confinement of Biting Animal G. reasonable steps were taken to confine an animal that has bitten a child in care				
245A.148	<input checked="" type="checkbox"/> Alternative Diapering Disinfectant The established criteria are followed.				
	Disinfectant - EPA Requirement (1) If a disinfectant other than chlorine bleach and water is used, the product's label states that it is registered with the US Environmental Protection Agency				
	Effectiveness (2) the manufacturer's label or instructions state that the disinfectant is effective against Staphylococcus aureus, Salmonella enterica, and Pseudomonas aeruginosa				
	10 Minutes (3) the manufacturer's label or instructions state that the disinfectant is effective within a ten minute or less contact time				
	Clear Mixing and Use Directions (4) the disinfectant is clearly labeled by the manufacturer with directions for mixing and use				
	Follow Directions (5) the disinfectant is used only in accordance with the manufacturer's directions				

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	No Triclosan (6) The product does NOT include triclosan or derivatives of triclosan				
9502.0435, subpart 15.A	Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower				
<b>Water, Food, and Nutrition</b>					
9502.0445, subpart 1	Safe Water Supply There is a safe water supply in the residence				
9502.0445, subpart 1.A	Safe Well-Water Water from privately owned wells is tested annually by a MN Health Department certified laboratory for coliform bacteria and nitrate nitrogens to verify safety.				
9502.0445, subpart 1.B	Accessible Drinking Water Drinking water is available to children and offered at frequent intervals.				
9502.0445, subpart 1.B	Separate/Single-Serve Cups Children are each provided with separate or single-service drinking cups or bottles.				
9502.0445, subpart 3.A	Basic Food Groups Food served during the day includes servings from each of the basic food groups.				
9502.0445, subpart 4.A	Food and Cooking Storage All food and cooking utensils are stored to protect them from dust, vermin, pipe leakage, or other contamination.				
9502.0445, subpart 4.B	Proper Refrigeration Food requiring refrigeration is maintained at no more than 40 degrees Fahrenheit.				
9502.0445, subpart 4.B	Proper Freezing Frozen food is maintained in a solid state until used.				
9502.0445, subpart 4.C	Food Storage Appliances Appliances used in food storage and preparation are safe and clean				
9502.0445, subpart 4.D	Canned nonacid/low-acid food Canned nonacid/low-acid food that is served to children was commercially produced				
<b>Application for Licensure</b>					
245A.04, subdivision 1.c	Drug and Alcohol Policy Development The license holder has a policy that prohibits license holders,				

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	employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care.				
245A.04, subdivision 1.c	Drug and Alcohol Policy Training The license holder has trained employees, subcontractors, and volunteers about the program's drug and alcohol policy.				
245A.04, subdivision 1.d	Grievance Procedure Development The license holder has a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.				
245A.04, subdivision 5	<input checked="" type="checkbox"/> Commissioner's Right of Access When the commissioner is exercising the powers conferred by this chapter and sections 245.69, Chapter 260E, and 626.557, the commissioner is given access:				
	Physical Plant and Grounds - to the physical plant and grounds where the program is provided				
	Documents and Records - to documents and records, including records maintained in electronic format				
	Persons Served - to the persons served by the program				
	Staff and Personnel Records - to staff and personnel records of current and former staff whenever the program is in operation and the information is relevant to inspections or investigations conducted by the commissioner. Upon request, the license holder provides the commissioner verification of documentation of staff work experience, training, or educational requirements				
	Access Without Notice - without prior notice and as often as the commissioner considers necessary if the commissioner is investigating alleged maltreatment, conducting a licensing inspection, or investigating an alleged violation of applicable laws or rules				
	Access to Photograph, Copy, Record - to photocopy, photograph, and make audio and video tape recordings during the inspection of the program, at the commissioner's expense				

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	Failure to Comply - and the applicant or license holder fully complied with this subdivision				
245A.04, subdivision 14.c	Accessible and Organized The license holder has kept program policies and procedures readily accessible to staff and has indexed the policies and procedures with a table of contents or another method approved by the commissioner.				
<b>Special Conditions for Nonresidential Programs</b>					
245A.14, subdivision 11.a.1	Swimming Pools - Use Before initial use and annually thereafter, the license holder notifies the county agency prior to using the swimming pool.				
245A.14, subdivision 11.a.4	Swimming Pools - Pool Operator The LH has attended and successfully completed a swimming pool operator training course within the past five years.				
<b>Insurance</b>					
245A.152, (a)	Insurance - Notification Prior to enrollment, the LH has provided to all parents or guardians of children in care a written notice that states whether the LH has liability insurance.				
245A.152, (d)	Insurance - Change The LH has notified all parents and guardians in writing immediately of any change in insurance status.				
<b>Additional Health and Safety</b>					
245A.51, subdivision 2(4)	<input type="checkbox"/> Handling and disposal of bodily fluids License holder had bodily fluid disposal supplies, including:				
	Disposable gloves - disposable gloves				
	Disposable bags - disposable bags				
	Eye protection - eye protection				
245A.51, subdivision 3(a)	Emergency Preparedness Written Plan License holder has a written emergency plan.				
	<input type="checkbox"/>				

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245A.51, subdivision 3(a)	<input checked="" type="checkbox"/> Emergency Preparedness Plan License holder has a written emergency preparedness plan that is:				
	Commissioner form - on a form developed by the commissioner				
	Updated annually - updated at least annually				
245A.51, subdivision 3(a)	<input checked="" type="checkbox"/> Emergency Preparedness Plan Contents The license holder's emergency preparedness plan includes:				
	Procedures for evacuation - procedures for an evacuation, relocation, shelter-in-place, or lockdown				
	Designated evacuation/ relocation site - a designated relocation site and evacuation route				
	Procedure for notifying and reunifying with parents - procedures for notifying a child's parent or legal guardian of the evacuation, shelter-in-place, or lockdown, including how they would reunify with families				
	Accommodations for a child with a medical condition - accommodations for a child with a disability or a chronic medical condition				
	Procedures for storing medicine - procedures for storing a child's medicine in a way that is easy to remove during an evacuation or relocation.				
	Procedures for continuing operations - procedures for continuing to operate during and after a crisis.				
	Procedures for communication with local emergency management officials - procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities				
245A.51 subdivision 3 (b)	Emergency Preparedness Training - Pre-service Prior to caring for children, the license holder trained caregivers on the emergency preparedness plan.				
245A.51,	Emergency Preparedness Plan Available				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subdivision 3(d)	The emergency preparedness plan is available for review.				
Background Study					
245C.03, subdivision 1	<input checked="" type="checkbox"/> BGS - Individuals to be Studied Individual background studies are completed as required:				
	BGS - Applicant (1) the commissioner has conducted a BGS on the person or persons applying for a license				
	BGS - Household member (2) the commissioner has conducted a BGS on each individual aged 13 and over living in the household where the licensed program will be provided who is not receiving licensed services from the program				
	BGS - Employee (3) the commissioner has conducted a BGS on current or prospective employees or contractors of the applicant who will have direct contact with persons served by the facility, agency, or program				
	BGS - Volunteer (4) the commissioner has conducted a BGS on volunteers or student volunteers who will have direct contact with persons served by the program to provide program services if the contact is not under the continuous, direct supervision by an individual listed in clause (1) or (3)				
	BGS - 10 - 12 reasonable cause (5) the commissioner has conducted a BGS on an individual aged 10 to 12 living in the household where the licensed services will be provided when the commissioner has reasonable cause				
	BGS - Reasonable cause (6) the commissioner has conducted a BGS on an individual who, without providing direct contact services at a licensed program, may have unsupervised access to children or vulnerable adults receiving services from a program, when the commissioner has reasonable cause				
	Managerial officials (7) the commissioner has conducted a BGS on all managerial officials as defined under section 245A.02, subdivision 5a				
245C.04, subdivision 1.a	BGS - Application Prior to licensure, the applicant submitted a background study for each person who was required to be studied.				
Caregiver Qualifications and Training					

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0355, subpart 1	Adult Applicant An applicant for family day care or group family day care is an adult at the time of application				
9502.0355, subpart 2.A	Physical Exam on File - Applicant The applicant is physically able to care for children, and has provided documentation of a physical examination from a licensed physician in the 12 months prior to licensure.				
9502.0355, subpart 2.B	Physical Exam on File - Adult Caregivers Each adult caregiver, who assists with care on a regular basis, is physically able to care for children, and has provided documentation of a physical examination from a licensed physician in the 12 months prior to employment.				
245A.50, subdivision 1.b	Initial Training - Helpers Helpers, who assist with care on a regular basis, have completed six hours of training within one year of their initial date of employment.				
245A.50, subdivision 2.a	Child Development and Learning and Behavior Guidance Training - Initial Prior to caring for children, each license holder and second adult caregiver has completed at least four hours of child development and learning and behavior guidance training.				
245A.50, subdivision 3.a	First Aid- Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric first aid.				
245A.50, subdivision 3.a	Pediatric First Aid - Qualified Trainer Pediatric first aid training is received from an individual approved to provide first aid instruction.				
245A.50, subdivision 4.a	CPR - Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric cardiopulmonary resuscitation (CPR), including CPR techniques for infants and children and in the treatment of obstructed airways.				
245A.50, subdivision 4.a	CPR - Qualified Trainer CPR training is received from an individual approved to provide CPR instruction.				
245A.50, subdivision 4.b	CPR - Training Source The training received was either developed by the American Heart Association or the American Red Cross; or used nationally recognized, evidence-based guidelines for CPR training and incorporates psychomotor skills to support the instruction.				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.50, subdivision 4.b	CPR - Hands-On The training incorporated psychomotor skills to support the instruction.				
245A.50, subdivision 5.a	SUID Prior to assisting in the care of infants, all caregivers are instructed on the standards in section 245A.1435 and have received training on reducing the risk of sudden unexpected infant death (SUID).				
245A.50, subdivision 5.a	AHT Prior to assisting in the care of infants and children under school-age, all caregivers received training on reducing the risk of abusive head trauma (AHT) from shaking infants and young children.				
245A.50, subdivision 5.d	SUID and AHT - Training Source The training received was developed by the commissioner in conjunction with the Minnesota Sudden Infant Death Center and approved by the Minnesota Center for Professional Development.				
245A.50, subdivision 5.e	SUID and AHT - Method of Training SUID and/or AHT training was completed either in-person or through an online course approved by the Minnesota Center for Professional Development.				
245A.50, subdivision 6.b	Child Passenger Restraint System Training Documentation The program maintains documentation of training that fulfills the requirements in this subdivision				
245A.50, subdivision 6.b.1	Child Passenger Restraint System Training Prior to transporting a child or children under age eight in a motor vehicle, the person placing the child or children in a passenger restraint has completed training on the proper use and installation of child restraint systems in motor vehicles. Training completed under this subdivision may be used to meet initial training under subdivision 1 or ongoing training under subdivision 8.				
245A.50, subdivision 6.b.3	Child Passenger Restraint System Training - Training Source The training received was provided by an individual who is certified and approved by the Department of Public Safety, Office of Traffic Safety				
245A.50, subdivision 9.b	Supervising for Safety - Initial Prior to caring for children, each license holder and second adult caregiver has completed at least six hours of approved training on supervising for safety.				
245A.50, subdivision 9.c	Basics of Licensed FCC Substitutes- Initial Prior to caring for children, all substitutes and adult caregivers have completed the four-hour Basics of Licensed Family Child Care for Substitutes course.				
<b>Cribs - All</b>					

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.1435, b	SUID - Firm Mattress/Fitted Sheet Each infant is placed in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size. The sheet fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort.				
245A.1435, b	SUID - Safe Sleep Space The only item placed in the crib with an infant is the infant's pacifier.				
245A.146, subdivision 2.a	Crib Safety - Make and Model The provider has, for each crib that is used by or that is accessible to any child in care, documentation of the crib's brand name and model number.				
245A.146, subdivision 2.c	Crib Safety - Federal Requirements The provider has documentation that each full-size and non-full-size crib that is used by or is accessible to any child is compliant with federal crib standards.				
245A.146, subdivision 3.b	Crib Safety - Documentation The license holder has maintained written documentation that the review of the U.S. Consumer Product Safety Commission (USCPSC) website has been completed and of which of the 3 following conditions applies to each crib: (1) the crib was not identified as unsafe; (2) the crib was identified as unsafe, but the LH has taken the action directed by the USCPSC to make the crib safe; or (3) the crib was identified as unsafe and has been removed so that it is no longer used by or accessible to children in care.				
245A.146, subdivision 3.c	Crib Safety - Documentation is Available The license holder keeps this documentation on site and makes it available to parents or guardians of children in care and the commissioner.				
<b>Crib Safety - Mesh</b>					
245A.146, subdivision 3.d	Mesh Cribs If using a mesh-sided or fabric-sided play yard, pack and play, or playpen or crib, the provider has complied with this section of the statute.				
245A.146, subdivision 3.e	Monthly Checks On at least a monthly basis, the LH has performed and documented a safety inspection of every mesh-sided or fabric-sided play yard, pack and play, or playpen used by or that is accessible to any child in care.				
245A.146, subdivision	No Holes The mesh or fabric sides of the crib are free of tears, holes, or loose or				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
3.e.1	unraveling threads.				
245A.146, subdivision 3.e.2	Mesh Size The weave of the mesh on the crib is one-fourth of an inch or less.				
245A.146, subdivision 3.e.3	Mesh is Secure The mesh fabric is secure and attached to the top rail and the floor plate of the crib.				
245A.146, subdivision 3.e.4	Top Rail The top rail of the crib is free of tears or holes.				
245A.146, subdivision 3.e.5	Mattress The mattress floor board is hard and one inch thick or less.				
245A.146, subdivision 3.e.6	Floor Board The mattress floor board is free of rips or tears in covering.				
245A.146, subdivision 3.e.7	Manufacturer Mattress The mattress floor board is waterproof and is the original mattress or a replacement mattress provided by the manufacturer of the crib.				
245A.146, subdivision 3.e.8	Rivets, Nuts, and Bolts The crib is free of protruding or loose rivets, metal nuts, or bolts.				
245A.146, subdivision 3.e.9	Knobs and Wing Nuts The outside of the crib legs are free of knobs or wing nuts.				
245A.146, subdivision 3.e.10	Staples The crib is free of loose or exposed staples and the crib has all of the original staples.				
245A.146, subdivision 3.e.11	Latches The latches on top and side rails that are used to collapse the crib are secure, lock properly, and are not loose.				
<b>Crib Safety - Rigid</b>					
245A.146, subdivision 4.a	Monthly Checks/Rigid On at least a monthly basis, the LH has performed and documented a safety inspection of every crib or portable crib of rigid construction used by or that is accessible to any child in care.				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.146, subdivision 4.a.1	Mattress Supports The mattress supports are free from being easily dislodged from any point of the crib.				
245A.146, subdivision 4.a.2	Hardware The screws, bolts and hardware are secure and the crib is free of wood screws in the components that are assembled/disassembled by the owner.				
245A.146, subdivision 4.a.3	Sharp Edges The crib is free of sharp edges, points, and rough surfaces.				
245A.146, subdivision 4.a.4	Wood Surfaces Wood surfaces are smooth and solid and are free from splinters, splits, and cracks.				
245A.146, subdivision 4.a.5.i	Gaps - Non-full-size Rigid When the non-compressed mattress is centered, the gap between the perimeter of the mattress and the perimeter of the crib is one-half inch or less at any point.				
245A.146, subdivision 4.a.5.ii	Gaps - Full-size Rigid When the non-compressed mattress is centered, the gap between the perimeter of the mattress and the perimeter of the crib is 11/16 of an inch or less at any point.				

