



**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° F or over, or an oral temperature of 101° F or over.
- 2 Vomiting
- 3 Diarrhea
- 4 Rash, other than mild diaper or heat-related rash

Additional provider policies on the care of ill children:

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 in Chapter 4605 (copy is on hand).

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 infestations listed in Chapter 4735.

The provider shall notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified in Chapter 4735.

Immunization records must be kept for each child in care, using the forms provided by Dakota County.

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

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 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.

**TRANSPORTATION PLANS**

Each child will be securely fastened in an appropriate passenger restraint system, as described in Part 9502.0435, Subp. 9

**Transportation of Children.** A child Restraint System Training, approved by the Dept. of Public Safety, must be taken before any transportation can be provided by caregivers. Written permission to transport children must be obtained from parents. No child is permitted to remain unattended in any vehicle.

Describe the circumstances under which the child will be transported: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES**

Basic rate: Overtime: [ ] Yes [ ] No Amount Holiday: [ ] Yes [ ] No Amount

**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.

**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 the 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 12month period unless the substitute is also a licensed provider or the provider has the written consent of the agency and of a parent of each child in care.

All Substitutes and Helpers need criminal history checks before they care for children.

[ ] 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PETS IN THE RESIDENCE**

[ ] Yes [ ] No If yes, what kind of pet? \_\_\_\_\_

Last rabies shots (date). \_\_\_\_\_

**SMOKING**

Smoking is prohibited in licensed family child care homes during its hours of operation.

**CHEMICAL USE POLICY**

MN Statutes 245A.04 subd. 1 (c), effective July 1, 2004, requires that applicants and license holders must have a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for the 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. The license holder must train employees, subcontractors, and volunteers about the program’s drug and alcohol policy.

Provider has the following chemical use policy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The license holder trained employees, subcontractors, and/or volunteers on \_\_\_\_\_ (date/s)

**GRIEVANCE PROCEDURE**

MN Statutes, section 245A.04 subd. 1 (d), effective July 1, 2004, requires that an applicant and license holder must have 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.

Provider has the following grievance procedure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MANDATED REPORTING**

All caregivers including myself, assistants, substitute caregivers, and helpers are legally required to report suspected abuse or neglect. Please read the enclosed policy.

**Part 9502.0355**

**Subp. 4 Day Care Insurance Coverage.** A provider shall have:

- A. a certificate of insurance for the residence for general liability coverage for bodily injury in the amount of at least \$100,000 per person and \$250,000 per occurrence; or
- B. if the provider has liability coverage of lesser limits or no liability coverage, the provider shall give a written notice of the level of liability coverage to parents of all children in care prior to admission or when there is a change in the amount of insurance coverage; and
- C. the provider shall maintain copies of the notice, signed by the parents to indicate they have read and understood it, in the provider’s records on the residence as specified in part 9502.0405

**A COMPLETE COPY OF THE FAMILY DAY CARE RULES IS AVAILABLE FOR PARENTS TO READ**