

The Licensing Link

OCT — DEC 2010



From Your Licensors

IMPORTANT PLEASE READ

We often use the newsletter to remind providers of items from the child care rule that we have noted during visits to homes. Many times providers state they have not seen this information in the newsletter and we admit that we do put it in the middle to back pages so we are using the front page to remind providers of issues that are being cited as rule violations.

SUPERVISION-Lack of supervision is one of the most documented reasons for negative actions and injury reports. Supervision is the key to having a safe, engaging, childcare. It is important that everyone understands that the key to supervision for children under school age is that the provider must be able to *intervene* to protect the health and safety of children. You cannot protect the safety of a child if you are in a different room than the child. It takes no time at all for a child to get into danger and if you are not right there, you cannot protect them. It is important that all providers stress supervision in their homes and reevaluate what they are doing to ensure children's safety. For school age children the childcare rule states that you must be available for assistance and care so that the child's health and safety is protected. This means that a school age child could be further away from you and in a room that you are not in. They can be outside while you're inside. It is important here, though, to keep an eye on them as school age children think of very creative ways to use those swing sets, railings, chairs, etc. and are also very curious about their bodies and their environments, and can easily wander off. Providers need to know where school-agers are and what they are doing at all times.

CRIB RECORD FORMS-You must have a separate completed crib record form on each crib, port-a-crib, and playpen that the children have access to whether it is used or not. You must also visually inspect each sleeping apparatus on a monthly basis and check off that you have inspected each line item on the form. There is a consumer product safety commission section on the back of the crib record. This section must be completed each year. Indicate whether the crib was not found unsafe or if it was recalled, what you did (whether fixing or removing) and that you have complied with any recall information they have.



TOXICS including plants, cleaning products, medications, personal care products must be a minimum of 5 feet high or locked so children cannot get to them. If you have cabinets above the toilet, the five feet starts from the toilet seat height. The lowest shelf on the upper kitchen cabinet is usually less than 5 feet so items would have to be on the upper shelves. This includes all rooms children have access to.

UNLICENSED PARTS OF HOME-If you are not using part of your home, that area must be either childproofed or inaccessible to children at all times. If you are not using a room, you may have the door shut with a door knob lock, or other lock, on it and the door shut at all times. If you have a stairway with a door, you must have it shut at **ALL TIMES** with a door knob lock. If you have no door to a stairway that leads to an area not licensed, a gate is allowable if it is in good working order and the children cannot open it. The gate must be up at **ALL TIMES**.

STAIRWAYS-If you have children between 6 and 18 months of age-gates, doors, or barriers must be on all stairways accessible to children.

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If a gate is used and it is on the top of the stairs, the gate must be permanently attached.

We cannot accept tension gates at the tops of the stairs. The tension gate may be used at the bottom of stairways. Gates must be on the stairway whenever a child is on the level where the stairway is no matter what they are doing or what equipment they may be in.

FIRE EXTINGUISHERS-Fire extinguishers must be serviced annually. See the resource guide online to find where to have this done. The fire stations Do Not service individual fire extinguishers. **GUNS**- Guns must be locked in an area with a key or combination lock. The ammunition must be locked separately from the gun.

OUTDOORS-You should get all children (including infants) outdoors daily, "weather permitting." In general if it is between 20 degrees with 0 to 5 mile an hour winds and 90 degrees with low humidity the children need to get outside. You may take children out if the weather is outside the above range but necessary cautions must be taken with all children. There is a weather chart in your child care handbook and on the internet at <http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14276/weatherwatch1.pdf>

ADMISSION AND ARRANGEMENT FORMS-Each child must have their own admission form totally completed by a parent or guardian. You need this form before the child is in your care. You must have full doctor and dentist information for every child no matter what age and the form must be signed by a parent or guardian.

IMMUNIZATION FORMS-You must have an immunization form completed for each child in care and if the child does not have all of the shots they should have completed by 18 months old, the doctor must sign the form the first time. We actually recommend having the parent get a copy of the clinic's record form and keep this on hand.

PERMISSION TO ADMINISTER FORMS-You must have written permission to use lotions, bug sprays, sunscreens, and diapering

products on children. Be sure that this form or your own is completed on all children. If you have to administer a prescription [including a nebulizer] you must have written permission plus the prescription from the doctor

WADING POOLS-Wading pools cannot be over 24 inches high and must be able to be manually emptied and moved. The wading pool must be emptied when not in use. (Water cannot sit in the pool when the pool is unattended.) You must have given the parents the wading pool information that is online at: www.dakotacounty.us/HealthFamily/ChildCareProviders. Click on forms alphabetical and go to wading pool form and they must have signed the bottom portion of the letter giving you permission to allow their child to use the pool. The permission form must be completed annually.

TRAINING-All adult caregivers (provider, helper, assistant) must have 8 hours of training completed each year. We are only reviewing the training certificates at the actual relicensing visit but you need to remember that you must get 8 hours each year, we do not carry over from one year to the next.

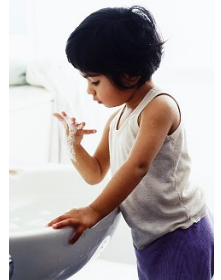
CONSULTATION VISITS-Many homes will have a two year license and will not have to do paperwork in the year that their license does not expire. During this off year, we will, time allowing, make a drop-in consultation visit to your home. This visit will be a short visit and we may be observing you with the children or discuss any issues or questions you have. We will not, in general, be looking at any paperwork or go through your home as that will be done at your actual relicensing visit. The consultation visit is planned to take place during the same month (but alternate year) that you would have seen your worker for the relicensing visit. If you have plans to be gone, please contact your licenser to let them know when you won't be available. These visits will be made only if time allows us so do not be concerned if we don't make it out to your home.



Keeping Kids Healthy

Here are five habits your kids need to stay healthy and happy:

- ♥ Eat breakfast – Kids who have a morning meal tend to take in more vitamins and minerals, learn better and resist the urge to nibble or overeat at lunch. Try a fruit smoothie; yogurt with fruit or nuts; or a banana dog (peanut butter, a banana, and raisins on a whole-grain bun) with milk.
- ♥ Get enough sleep – Getting enough sleep helps reduce inattention, hyperactivity and obesity. Children's sleep requirements are based on their age. A general range is a minimum of eight hours to up to 13 hours depending on their distinct sleep needs.
- ♥ Exercise – Make sure your child gets at least 60 minutes of enjoyable, moderate-intensity activity every day. Physical activity builds healthy bones, muscles and joints. Increase physical activity by reducing time watching television, playing computer video games or talking on the phone.
- ♥ Practice good hygiene – Stop the spread of germs by practicing simple hygiene like washing hands after going to the bathroom, before eating or after playing with Spot; coughing or sneezing into the inside of their elbow; and throwing away tissues after wiping their nose.
- ♥ Drink healthy fluids – Encourage your child to drink six to eight, eight-ounce glasses of water and milk instead of fruit drinks, soft drinks, sports or energy drinks. Water helps cleanse the body and three eight-ounce glasses of milk each day provides enough calcium and other nutrients to help build strong bones and teeth.



LET'S MOVE !

Physical Activity helps children with not only their physical development, but also helps them learn and grow socially, cognitively, and emotionally. Children need to be able to run, dance, jump, climb, and move on a daily basis. There are some great web sites that can help you look at physical activities for children. Check out some of the following sites:

<http://www.movingandlearning.com/>

<http://www.songsforteaching.com/movement.htm>

<http://www.gameskidsplay.net/>

<http://www.abchomepreschool.com/Fitness/ChildrensFitness.htm>

<http://fun.familyeducation.com/music/dance/37373.html?detoured=1>

Balancing Act (Played like Duck, Duck Gray Duck)

You need two chalkboard erasers or two other soft flat items that can be balanced on head.

Have children sitting on the floor spaced out safely. Select one person to be it. The person who is it takes the two erasers and puts one eraser on their head and walks around the room. When the person who is "it" gives the second eraser to another child, that child puts the eraser on their head and follows the one who is it. As both players walk, they must balance the erasers on their heads without using hands. Dropping an eraser means stopping to pick it up and replace it, thus losing time. The second player tries to tag the person who is it before the person who is "it" (the first player), returns to the second player's vacant spot. If the person who is "it" reaches the space and sits down, the second player receives the other eraser and becomes the new it.

SUPERVISION U

Upcoming Training

WSC denotes the Western Service Center in Apple Valley at 14955 Galaxie Avenue
NSC denotes the Northern Service Center in West St. Paul at #1 Mendota Road

CORE courses (required)

Dates Times Locations

1. **Super Care Starts with SuperVision** (10/14/2010 Room 1920 WSC)
2. **Supervision Through the Stages is a two-part class.** (Watch for announcement in fall newsletter)
 - You must attend both sessions:**
 - **Supervision Thru the Infant/Toddler Stages** (These classes meet the child development training requirement) (Feb. 24, 2011, Room L139 WSC)
 - **Supervision Thru the Preschool Stages** Both preschool and toddler courses need to be completed for Supervision U (Nov. 4, 2010 Room 1920 WSC)
3. **Managing The Child Care Environment**
 - ◆ 10/12/2010 6:30-8:30 Rosemount Middle School, 3135 143 St. W. Rosemount. To register contact Elaine Benfonte at 651-423-6992 or rosemountarea@dcfcca.org
 - ◆ 2/10/2011 Eagan, place to be announced in January's web site for DCFCCA.org. To register contact Linda Rietz at 651-454-5405 or eaganarea@dcfcca.org The training is free to DCFCCA members.

The following correspondence courses will also meet the Managing the Child Care Environment requirement:

1. www.childcarelounge.com - *Managing mixed age groups in a child care setting*
2. www.carecourses.com *Friendly environments, Safe environments*

ELECTIVES (choose three)

1. **Rule Review/Handbook** Pick up a handbook from your licenser and take the post test for 2 hours of training credit
2. **Group Dynamics** —(Check out RCC's training brochure for classes on this subject)
3. **Temperament** (Check out RCC's training brochure for classes on this subject)
4. **Stress, Burnout & Adult Self-esteem** (Check out RCC's training brochure for classes on this subject)
5. **Behavior Guidance** (Check out RCC's training brochure for classes on this subject)

To register for classes offered through RCC*, call 651-641-3549 *after you have made your class selection from their training brochure or register on-line at www.mnstreams.org or mail in the class registration form from the RCC catalog. Check out DCFCCA.org for area trainings.*

**There is a class fee for RCC training.*

Pass It On

Kellie Kimmes' has the following favorite websites she would like to share with us.



www.123-learn-online.com

www.kidssoup.com

www.letteroftheweek.com/preschool

www.littlefingersplay.blogspot.com

www.parentfurther.com

♥ Parent Further — A search resource for families

www.macmh.org/infant-early-childhood-division/early-childhood-fact-sheets

♥ Preschool Fact Sheets from the Minnesota Association of Children's Mental Health

www.healthychildcare.org/index.html

♥ Healthy Child Care Information Sponsored by Academy of Pediatrics



Christine Schmitz says:
Post your emergency numbers on the back of your phone with address label stickers-then they are always at reach when needed and the kids can always find them.



The licensing worker heard a great White Noise machine at Christine Schmitz' home that she had on during nap time. She had the ocean sound going and it was a nice soothing sound and loud enough to hear before going into the room. This is a much safer way of having white noise than a fan. If fans are used they would have to be installed high so children could not get fingers through the slats in the fan so we suggest providers invest in this type of machine for nap times if white noise is needed. Christine also states that she uses the machine when the children start to get carried away and she needs a calming mood for them.



Did You Know...

Now that school and preschool have begun, providers may be releasing children to rides that parents have arranged to take their children to these destinations. This is a good time to clarify the guidelines regarding transporting children from your program to other locations.

If a parent arranges the ride, you only need to have this person listed on the admission and arrangement form as a person to whom the child can be released. It is advisable to have the person come into the home and show you Identification the first time so you know who they are.

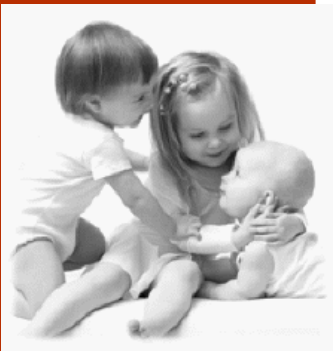
If you arrange a ride for a child, the person transporting the child needs to meet licensing requirements which include: Child Restraint System training, Shaken Baby Syndrome training if child is under 5, a completed background study, and permission to release the child to this person added to the admission and arrangement form.

CHILD RESTRAINT SYSTEM TRAINING

The following trainings are free to Dakota County Licensed Family Child Care Providers. To register contact Sharon Parker at (952) 891-7529.



DATE	TIME	PLACE
9/27/10	6-9 PM	Western Service Center 14955 Galaxie Ave. Apple Valley, MN Room L139
11/1/10	6-9 PM	Western Service Center 14955 Galaxie Ave. Apple Valley, MN Room L139



SIDS/SHAKEN BABY SYNDROME TRAINING

The following training is free to Dakota County Licensed Child Care Providers. Call (952) 891-7400 to register for this training.

Date	Time	Place
October 27, 2010	6:30-8:30 PM	Dakota County Technical College 1300 145th Street E. (Co. Rd. 42) Rosemount, MN 55068 Room 1-520 A and B

**Park in West End parking lot and enter through West Doors*

DCFCCA

Free Training! **Provider Directory!** **Toy Co-op!** **Mentor Program!** **Networking!** All of these exciting services are available in the **Dakota County Family Child Care Association!** As a member, you can list your business and your openings on our Provider Directory. For a nominal fee, you can join the local Toy Co-op and exchange toys on a monthly basis. Our monthly training classes are held throughout Dakota County. You may join at any training class or on-line through our website. For more information about what **Dakota County Family Child Care Association** has to offer you, including our fall training topics and locations near you, visit our new website at www.dcfcca.org. Training is also available to non-members for \$20 per class. Please call Hannah Huberty at 651-688-7409 for more information. We look forward to meeting you!



Tips for Safe Housecleaning

As we are getting ready for the holiday season and getting winter clothes out of storage we may be conducting holiday cleaning. Believe it or not, this routine is not without dangers. According to American Association of Poison Control Center data, about 90% of poison exposures occur at home, and more than 50% of those exposures affect children under the age of five.

Household cleaning products are consistently among the top five products that spur calls to poison centers regarding children five or under. In 2008, only analgesics, or painkillers, and cosmetic products spurred more calls to poison centers regarding children five or under. Household products accounted for nearly 10% of all poison exposures in this age group. Adults need to be careful as well. In 2008, household cleaning products accounted for 8% of the calls to poison centers regarding people 20 or older. The American Association of Poison Control Centers offers the following tips for cleaning safely:

- ◆ Do not leave children unattended near a cleaning product.
- ◆ Keep all cleaning products locked away and out of reach of young children.
- ◆ Never mix cleaning products. Doing so may create toxic fumes. Use only one cleaning product at a time.
- ◆ Store cleaning products in their original containers and not in empty food containers or bottles.
- ◆ Always read the label instructions to determine how to safely use the product.
- ◆ Keep the toll-free national poison emergency phone number 1-800-222-1222 near your phone in case of an accidental exposure.
- ◆ Call the poison center immediately if you suspect a child has touched, breathed or swallowed a cleaning product. Calls to 1-800-222-1222 are automatically connected to a specialist in poison information who is a nurse, pharmacist or doctor offering free, expert, confidential advice. The specialist in poison information will tell you exactly what to do and will follow-up with you by phone, if necessary, to provide further assurance.
- ◆ If you believe you've been exposed to a poison or have questions about whether a substance is poisonous, call your local poison center at 1-(800) 222-1222.

Much like an arts and crafts project, making a snack can become an after-school activity. The bonus: Kids get to eat their artwork, and you get to sneak nutritious foods into their diet.

SNACK ART

Create a work of art using the following elements:

- The Foundation** Celery, carrots, zucchini or cucumbers cut into sticks or rounds; banana, apple or pineapple slices; melon balls; lettuce leaves; egg slices, cracker rounds, or orange sections
- The Cement** Peanut butter, cream cheese, cheese spread, yogurt, jam, pizza sauce or ranch dressing
- The Decorations** Seeds, nuts, grapes, raisins, olives, frozen peas or beans, olive, chives.

Lay out the materials and give each child plastic utensils and a plate "canvas." Suggest that they build sharks, monsters, cars, flowers, or have them write their names.





Dakota County Social Services

14955 Galaxie Avenue
Apple Valley, MN 55124

Phone: (952) 891-7400
Fax: (952) 891-7473



AS THIS ISSUE COVERS THE MONTHS OF OCTOBER, NOVEMBER, AND DECEMBER, WE WANT TO WISH ALL OF YOU A GREAT HOLIDAY SEASON. WE HOPE THIS SEASON BRINGS YOU LOTS OF LOVING, SAFE AND FUN FILLED MOMENTS

Dakota County Child Care Licensor Directory

Hastings, Inver Grove Heights

Becky Elrasheedy (952) 891-7361
Becky.Elrasheedy@co.dakota.mn.us

Apple Valley and Burnsville L-Z

Cases distributed among other licensors

Farmington and West St. Paul

Bill Hess (952) 891-7381
Bill.Hess@co.dakota.mn.us

South St. Paul and Rosemount S-Z

Maura Johnson (952) 891-7362
Maura.Johnson@co.dakota.mn.us

Lakeville & surrounding areas, Burnsville A-K, and Mendota Heights

Jan Kochendorfer (952) 891-7363
Jan.Kochendorfer@co.dakota.mn.us

Rosemount A-R

Amy Novak (952) 891-7841
Amy.Novak@co.dakota.mn.us

Eagan

Joan Visnovec (952) 891-7380
Joan.Visnovec@co.dakota.mn.us

Supervisor

Marian Eisner (952) 891-7460
Marian.Eisner@co.dakota.mn.us

Website:

www.dakotacounty.us/HealthFamily/ChildCareProviders

