

# The Licensing Link

## From Your Licensors

### RULES! RULES! RULES!



When you first thought to be licensed, I bet you thought ok, there is this whole book of rules and I know I understand everything. Then “lo and behold” It seems like things are changed, there are new rules, what seemed to be ok before is not ok now and you are saying to yourself “What is going on now?” You are not alone in this. Providers and licensors face this same question all the time. As you are aware there is the childcare rule that you are responsible for and then there is the licensing act that actually has changed what childcare providers and licensors need to understand regarding childcare. This change occurs almost annually and we all face this change. Now as we also understand, the rule is not just black and white and there are gray areas that have no definite “to do or not to do” explanations. This is one of the toughest parts of understanding the requirements of childcare.

What occurs in these gray areas is based on historical data. When I first relicensed a home about 33 years ago, I was told to just ask six questions of the provider, look to see that an admission form and immunization form was on record, and take a general look around the home. It seems odd that I did not really address things like supervision, crib record checks, permission forms etc. Through history we heard of accidents, incidents that occurred because children may have been on different levels or in rooms away from the provider, etc. The Department of Human Services informed all licensors throughout the state that there were more things that needed checking. Checklists were created, fire marshals standards were addressing child care homes, and committees were looking into what was a safe way to supervise children. The environment was looked at in a different way as more and more children were now in the child care system needing a safe place to be looked after.

There was more history of what may occur in child care homes in Minnesota as records regarding injuries, abuse, and learning standards were kept and being shared with the State Department. Due to all the information available to the Dept. of Human services changes in interpretations were made to meet the safety needs of children. As well as these changes in interpretations, the laws associated with childcare were addressed annually in the legislative process. It should be mentioned that not all of these changes were made only from legislators or department heads but parents who had experienced problems with either interpretations or those areas of concern that were not addressed in the childcare rule. This same thing occurred with child care providers who wanted to address issues surrounding their profession. All of these issues add to the ever changing nature of rules and laws regarding childcare.

Now since issues surrounding young children are not static, not only safety has been looked at regarding young children, but also “school readiness.” Everyone is recognizing that a child’s brain develops greatly during the first 5 years of life and that many of these young minds are being cared for in child care. It was seen that childcare would be an important place to address the issues surrounding this development and great strides were taking place to see that these little minds received quality development and thus establishing a need to again address changes in the childcare laws.

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Some of you may be in the same position I am over the many years that I have had the rule interpreted because of these needed changes. We are all in the position of wanting the safest possible place as well as seeing that children get quality care but sometimes we don't remember exactly what the current expectations of child care providers are.

Another part of the ever changing (so it would seem) aspect of childcare is that licensors, in general, only go through your home one time every two years and that we are there only for an average of 1 ½ hours during that time. We are trying to address the paperwork you must have complete on all children, paperwork needed for the licensing of the home, any questions you may have, any issues we may see regarding your care of the children, and the home's set up. We may miss one particular aspect of the rule the one time we are there. A sharp knife may be in the dishwasher or you're out of a particular cleaner when your licensor visits. You later replace items and we don't see the placement of them. Then at your next relicensing visit, an item may have been placed in an accessible area that is not ok and your thought is that nothing was said at the last visit. We understand these types of things and usually will have you move the item. At times correction orders may be issued due to the fact that a reminder was left the last time we were in your home or the fact that mailings or the newsletter addresses these changes on a continuous basis. Remember while this is your home, it is still your business and you are responsible for following and understanding the rules and laws.

In this newsletter, we will address some of the items that licensors see providers struggle with regarding the rules and what is supposed to be occurring. We also want to remind providers of the following:

- If you have a question, it is best to contact your licensing worker and ask for the answer as sometimes other providers may not have the latest information or have forgotten it.
- Always read the newsletter in total to get the latest information.
- Be careful to read all licensing mailings and emails to find any changes in the laws governing childcare or in changes of interpretations.
- REMEMBER IT IS ALWAYS OK TO CALL YOUR LICENSING WORKER OR ANOTHER WORKER TO GET ANY OF YOUR QUESTIONS ANSWERED.



**Thank you for everything that you do. The families in  
Dakota County truly appreciate all of your  
hard work and dedication!**

## Reporting

1. Report any suspected child maltreatment to the police department or Dakota County Intake **(952) 891-7459**.
2. Maltreatment can include physical abuse, sexual abuse, threatened physical or sexual abuse, neglect, or emotional abuse.
3. Report immediately to child's parents and your licensor any injury that receives treatment from medical staff.
4. Report any changes to household membership within 30 days.
5. Report any new employees prior to them being allowed to care for children.
6. Report within 48 hours after the occurrence of a fire in the home that requires the service of a fire department.
7. Report immediately to parents and an agent of the board of health (police) any instance where a child sustains an animal bite that breaks the skin.

# Quality Child Care Matters

As many of you know the quality of early childhood programs has been researched over the years. It is no secret that child care quality matters. Research tells us that:

- More than two-thirds of children under the age of six are in some form of child care.
- Child care quality is related to children's readiness to enter and succeed in kindergarten; and that
- The quality of many child care programs cannot be defined as "high" or unfortunately, even "good."

The quality of child care has been measured primarily by observing what actually appears in child care settings such as:

- space and furnishings
- schedules
- children's interactions with caregivers and other children
- activities that promote learning
- health and safety measures



Quality is determined by using research-based, widely accepted tools including the **Environment Rating Scales (ERS)**, the most widely accepted measure of child care process quality. This scale has been used since 1980 and has been widely studied. Programs with higher levels of quality, as measured using these scales, have been found to be more likely to achieve positive school readiness outcomes for children.

Child Development Services, a subdivision of the Minnesota Department of Human Services (DHS) launched an initiative in 2001 to improve child care quality through consultation delivered locally by Child Care Resource & Referral using the Environmental Rating Scale to help practitioners make quality improvement changes in their settings.

In looking at space and furnishings from the ERS scales, it is recommended that space should contain "**Learning Centers**" to promote a child's independence. What are **Learning Centers** and do you have them in your program?

*A learning center is an area where materials, which have similar uses, are stored. These materials are sorted by type. Each set of toys is stored in a separate container, but is close to related materials. Children can easily get these materials out independently.*

A **book center** is usually a shelf with a wide variety of reading materials for different age groups or reading levels, like board books for infants and toddlers and paperback books for preschoolers.

A **fine motor center** could include small building toys (Legos®, Duplos®, Lincoln Logs®, etc.), puzzles (knobbed, framed or floor), 3D objects (clay, play dough or wood), collage materials (cotton balls, feathers, glue, yarn/string, etc.), and tools (scissors, stencils, tape, etc.).

A **music center** could include anything that children can use to create or listen to rhythm, tones or other types of music, including instruments, noise-making toys or players for recorded music. It may also include props for dancing, like scarves.

A **block center** includes blocks for building (not interlocking) and accessories (people or animal figurines, and vehicles).

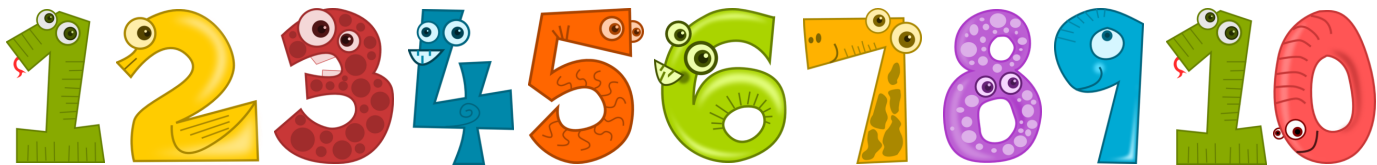
A **dramatic play center** has materials for children to use while pretending. Dress-up clothes, dolls, soft animals, pots and pans, pretend food, small play furnishings and child-size house furniture appropriate for a dramatic play center.

A **math/numbers center** includes items related to numbers, shapes and quantity. It can include items from such categories as counting, measuring, and comparing quantities. Also those items used in recognizing shapes and used in becoming familiar with written numbers are found in this center.

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A **nature/science center** includes materials from the following categories: collections of natural objects (e.g. rocks, insects, seed pods), living things to care for and observe (house plants, gardens, pets), nature/science books, games or toys and nature/science activities for cooking and experiments (like magnets, magnifying glasses, etc.).

Having these learning centers present in your program creates an environment where children can move freely and make choices that fit their interests. Learning centers promote learning and help to prepare them for the future.



## Supervision

As we all know, supervision of children is one of the primary responsibilities of licensed child care providers. Here are some examples of the level of supervision expected of you, per the MN Child Care Rule, and some of the most common scenarios we encounter when addressing supervision concerns:

- When you care for children under school-age, you must be within sight or hearing of them **and** be *capable of intervening* to protect their health and safety.
- *Intervention* is the key!
- When making lunch, make sure you meet the supervision definition – can you still *intervene* to protect the children? If they are in a totally separate room from you, probably not. Simply hearing the children isn't enough – you need to be able to *intervene* to protect them as well. Get creative – while you're making lunch, set the kids up at the kitchen table with a special pre-lunch activity (i.e. puzzles, drawing, mazes, silly putty, play dough...).
- Also, while we're talking about kitchen spaces, please resist putting a child in a high chair as a means of containing him/her if you need to leave the vicinity. If you truly aren't able to bring the infant or toddler with you, consider placing the child in a crib or pack-n-play when your attention is diverted (i.e. you need to answer the door, use the bathroom, talk to a parent). A high chair should be used when feeding a child and when you are right there with the child. There have been numerous incidents of young children getting hurt while trying to climb out of a high chair or continuing to eat food when the caregiver is not present. Please adopt solid practices to keep children safe.
- What about being on a different level of the home from the kids in care – when is this an option? Rarely. The only exception is during naptime – you may nap children on a separate level from you however, we strongly encourage the use of baby monitors and expect that you check on these napping children every 15-20 minutes by *actually looking in on them*. During your day, children under school-age should never be on a separate level of the home from you. You are responsible for supervising these kids and you cannot adequately supervise from a different floor of the home. Keep the children with you. For example, when you go upstairs to get something you forgot, you *all* go upstairs together to get something you forgot; when you go to the door because the Schwan's man came early, you all go greet the Schwan's man together. It's not easy but it's necessary – as a licensed child care professional, you are held to a higher standard.
- When your group is outside, assess for your ability to *intervene* in relation to where the children are playing – can you really be up on the deck while the three-year-olds are down in the yard? Probably not. When in doubt, move closer – your nerves (and the children's parents) will thank you.
- If you have pets, take a moment and think about the supervision of the kids' interactions with Rover and Mittens...all interactions need to be directly supervised by you. The most common mishap involves letting Snoopy outside when the backyard is already occupied by school-aged kids. Even the school-agers' interactions with your dogs, cats, hamsters and alpacas (ha) need to be directly supervised. Another common oversight is allowing Garfield into the napping room during naptime because this is also his favorite cozy room for his daily siestas. Give that puss the boot, and preserve that space for kids only.

If you have any questions about the supervision of children in your program, feel free to talk directly to your licensing worker. We don't expect perfection but we do expect consistent attempts at solid supervision. We want you to understand the importance of providing the level of supervision that gives you a fighting chance at keeping children safe in your care!

# Training Requirements

What's the word, hummingbird? Training! Sometimes there's confusion over child care provider training requirements so here's a little info box that will help you determine what's due when:

- If you are in the process of becoming licensed, the primary training requirements are CPR and First Aid. These classes must be completed before a license can be issued. CPR certification must be repeated every 3 years. At this time there is no additional First Aid requirement beyond the initial course.
- In general, if you plan to care for children under the age of 5 years, all caregivers must complete the one-hour SIDS/SBS (Sudden Infant Death/Shaken Baby Syndrome) courses. This course can be completed online or in a classroom setting. This is a one-hour (minimum) training that needs to be completed every 5 years.
- Anyone assisting with the care of children under school-age must complete the one-hour (minimum) SIDS/SBS course.
- Every year, licensed child care providers who care for children under school-age must view a video presentation of the dangers associated with shaking infants and young children (this video, "A Portrait of Promise" can be accessed online or at your local library).
- During the first year of licensure, all new providers must obtain at least 2 hours of training in the area of Child Development.
- If you plan to transport day care children in your own vehicle, providers must complete the "Child Passenger Restraint System" 3-hour training. This training must be repeated every 5 years.
- Each year all licensed providers are required to complete 8 hours of ongoing training.

As you are aware, sometimes it will be two years between visits from your licensing worker. However, it is still your responsibility to keep your training hours up-to-date. We are seeing an increase in the number of expired CPR, Passenger Restraint and SIDS/SBS trainings. Please double check the training deadlines for all of your classes so missed training hours won't negatively impact your child care program (i.e. not being allowed to transport children until the Passenger Restraint System training is brought up-to-date).

If you have any questions about these training requirements please don't hesitate to contact your licensing worker directly. S/he can help you locate training opportunities.

## Toxics and Hazards

- √ **Toxics are household substances that are harmful. All toxic substances must be inaccessible to children.**

Where are my detergents, personal care products, poisonous plants, alcoholic beverages, medicines, chemicals and all other toxics kept? They must be stored at least 5 feet above a floor or other surface that a child might stand on, Or they can be locked with some type of a lock. If a child can open a kinderlock, the toxics need to be moved to the 5 foot mark, out of reach. Best practice in child care would be to have toxics in a locked area/room away from the entire child care area.

- √ **All hazardous activity materials must be kept out of reach of all infants, toddlers, and preschoolers.**

Where are my sharp knives, scissors, matches/lighters, plastic bags and other potentially hazardous materials stored? What about the stuff in my junk drawer—the thumb tacks, staples, corn skewers, nails, screws and small tools? Again, these may be locked, but if a child can open a kinderlock, they need to be stored a minimum of 5 feet above a standing surface.

REMEMBER LOCKS ARE GREAT BUT SUPERVISION IS THE KEY

## Helpers, Subs, and Assistants

- **Helpers are 13 -18 years of age**, and need a juvenile court background check sent to the county before they assist the caregiver. They must also have SIDS training if there are infants in care and Shaken Baby Syndrome training if children under five years of age are in care. This training must be completed before they can start to assist the caregiver. They must obtain 6 hours of training in the first year that they help the provider and the SIDS and Shaken Baby Syndrome training counts towards this 6 hours. They may assist children for the provider in that they may be outside with them while the provider is inside, and vice versa. However, helpers may not take children off the Premises. (e.g. Take them to the park without the provider, take them for a walk down the block, etc. They also cannot be left at the residence while the provider runs to the store, library, bank, etc. The provider must be in the residence with helpers.)
- **Substitutes and assistants** are adults (over 18) who also must have background checks sent in to the county before starting. All persons working with children must also have the SIDS training if infants are in care and Shaken Baby Syndrome training if children under 5 are in care. This training must take place before the substitute or assistant cares for children.
  - ⇒ Substitutes take the place of the licensed child care provider and cannot be used more than 30 times in a calendar year. If a substitute is used more than 30 hours in a year they must have CPR/First Aid Training
  - ⇒ Assistants will need to obtain 8 hours of training each year. They will also need a physician's form on file with Dakota County Social Services.
- There is nothing that is required of people that drop in briefly, but remember that they are not to be responsible for the care of children. Keep in mind also that your attention is unavoidably diverted when they are present, in terms of your supervision of the children
- If someone comes in on a regular basis and works with your children, check with your licensor to make sure you are compliant with the Rule, as situations can differ in this regard: For example, if you leave the premises while they are there.
- Finally, remember that all substitutes should have background checks on file, and proof of meeting other training requirements, as needed, with the agency. This is the case, whether these documents are in your file or that of another provider. You are responsible for making sure of this.

## For Your Information

As many of you are aware, Dakota County Licensing is no longer supplying parent evaluation feedback to child care providers. Unfortunately, this was eliminated as a result of the budget/staff reductions in the county. We suggest that you come up with your own surveys and give these to parents at least annually to help you in your child program. Here are some questions that were asked of parents in a 2009 State Survey of users of childcare that you may want to work into your own survey in some manner.

- ✓ My child feels safe and secure
- ✓ The caregiver or provider creates a warm and caring environment between the provider and children
- ✓ If I had it to do over, I would choose this care again
- ✓ The caregiver and I share information about my child
- ✓ The caregiver provides activities that are just right for my child
- ✓ The caregiver or provider helps my child get along with other children
- ✓ The caregiver or provider needs more help with the children
- ✓ The caregiver or provider has a lot of books and learning materials
- ✓ The caregiver or provider has enough education and training to work with young children
- ✓ The caregiver or provider helps my child do well in school or be prepared when he/she starts school
- ✓ I rely on my caregiver to be flexible about my hours
- ✓ The caregiver or provider uses a curriculum or planning tool for teaching
- ✓ The caregiver or provider tracks my child's learning and developing



# Infant Sleeping

There are a number of rules and laws that govern infant sleeping and it is critical that you follow all of them.

1. Infants can only sleep in approved cribs, port-a cribs, or playpens. (See crib rules in this newsletter regarding what is approved!)
2. You must follow SIDS protocol when sleeping infants:
  - a. Infants must be placed on their back to sleep
  - b. There must be no soft toys, quilts, bunnings, etc. in the crib with the child
  - c. The crib mattress must be tight fitting and have a tight fitting sheet
  - d. If a blanket is used, it must be a thin receiving blanket and tucked under the mattress at the infant's feet so it is secure and cannot be pulled up around the child's face.
3. You must supervise the child while they are sleeping. (A monitor does not take the place of you checking on a sleeping infant every 15 minutes or so.)



\*If a doctor directs you in writing to sleep an infant in a different sleep Position (*note this is sleep position, not in anything other than approved crib, port-a crib, or playpen!!!*) then you must have a written approval of this from the parent and they must have been given the written information about dangers of sleeping a child in any position other than back. The Parent Directive for Sleep Position form <http://www.childrensmn.org/web/sids/190381.pdf> signed by the parent is required for permission to sleep an infant in a position other than on his back.\*

**\*This written statement does not give you permission to have anything in the crib supporting the child so that they can sleep on their side.**

**Remember: DO NOT LET AN INFANT SLEEP IN A SWING, CAR SEAT, ON THE FLOOR, OR INFANT SEAT EVEN IF THEY HAVE FALLEN ASLEEP WHILE THEY WERE IN THE ABOVE APPARATUS. YOU MUST GET THE INFANT OUT OF THE APPARATUS AND PUT THEM IN AN APPROVED CRIB IMMEDIATELY UPON THEIR STARTING TO FALL ASLEEP.**

## Cribs

- Beginning DECEMBER 28, 2012, any crib used by or accessible to children in licensed family child care homes must meet new and improved federal safety standards. These standards state that cribs cannot be used in childcare unless they have been manufactured after June 28, 2011 or meet the requirements as of this date and can be certified from the manufacturer.
- The new standards apply to all full-size and non-full-size cribs including wood, metal and stackable cribs.
- The new standards DO NOT apply to mesh-sided cribs.
- All cribs (including mesh-sided) used by or accessible to children in care must be checked for recalls by the Consumer Product Safety Commission PRIOR to being used in care. The date and results of the Consumer Product Safety Commission check must be documented on the Monthly Crib Safety Inspection Form. This check must then be done on a yearly basis or until the crib is no longer being used in the child care home.
- All cribs (including mesh-sided) used by or accessible to children in care must be inspected on a monthly basis and results documented on the Monthly Crib Safety Inspection Form.
- Each crib (including mesh-sided) used by or accessible to children in care must have a separate Monthly Crib Safety Inspection Form.
- The Monthly Crib Safety Inspection Forms must be made available upon request from parents and licensing personnel.

# Fire Extinguishers

- ⇒ Need to be a minimum of 2A10BC
- ⇒ Needs to be in the kitchen area (Unless fire marshal had you install it somewhere specific)
- ⇒ **Needs to be serviced every year**

## Places that service Fire Extinguishers:

Alert Fire & Safety (866) 974-8026 <http://alertfireandsafetydex.com/>  
J N Johnson Sales & Service <http://www.jnjohnson.com> - (952) 835-4700  
Extinguisher service company- 8951 205th Street West, Lakeville, MN - (952) 469-4004  
Twin Cities Fire and Safety Services – <http://www.twincitiesfireandsafetyservices.com> - 1151 Virginia Street St Paul, MN - (651) 261-2314  
Weber & Troseth Inc. - 1902 University Avenue West, St Paul, MN - (651) 645-1034  
Minnesota Conway Fire & Safety 575 Minnehaha Ave W, St Paul, MN (952) 288-0776  
Hastings Fire and Safety 651-428-6785



The key to quality care is solid supervision. The key to solid supervision is being capable of intervening to protect children

# Guns

If you have guns in the home, you as a child care provider need to actually see where they are kept and that these rules are followed:

- The gun is in a locked area, case, or safe and that it is locked with a key lock or a padlock
  - The key must not be kept in the lock
  - That ammunition is in a locked area, box, or safe separate from the gun and again locked with a key or padlock.
- ⇒ Be sure that during hunting season, any vests that hold ammunition are also stored in a locked area.  
⇒ Bows and Arrows are not discussed in the rule specifically but would be seen as hazards and need to not be accessible to children.



Place key or combination lock on hasp

# Paperwork, Paperwork, Paperwork!

Yes, this is a drag, but it is part of being a licensed child care provider so we will all just have to grin and bear it. What you need to remember is that paperwork for children is a requirement before you start any child. This means those drop in, part-time, only coming while their provider is on vacation, and full time kids must have all of the paperwork completed before they start. Also, we have seen so many providers rely on the parent completing the paperwork and therefore they have not checked it. This causes problems at relicensing as the licenser checks everything and sometimes those parents have just filled out the parts they think they must, not realizing everything needs to be completed. Check the paperwork before you take the children to be sure it is finished. It might even be a good idea to have the parents come on a day before they bring the children to sit down with you and finalize everything to be sure you have the necessary paperwork.

Now what you need is:

- **Admission and Arrangement forms-** Use only the county supplied admission form totally completed, yes this means the dentist section even for those infants who don't have teeth yet. <http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14247/Admissionform3.pdf> If they have no dentist ask them if they can put in yours or maybe their family's dentist. Be sure everything on the form is completed and that the parents have signed it.
- **Immunization Forms-** The state requirement is that you must have a doctor's signature on the state immunization form <http://www.health.state.mn.us/divs/idepc/immunize/laws/childcareimzrec.pdf> if the child has not already received 4 doses of DTP, 3 doses of Polio, 1MMR, 3 doses HIB, 1 varicella, and 2 doses of PCV. If the child has had the above then the parent may sign the form instead of the doctor. All dates and year must be put on the form; it must be month, date, and year. If you don't want to have to worry about whether the parent or doctor signed the form then you can make it a practice to have the parent get a completed immunization form from the doctor-we accept the doctor's form so long as it has the name of the clinic and child's name. We do not accept the little cards that the parents carry.
- **Permission to Administer:** There are certain things such as lotions, diapering products, sun screens, bug sprays, medicines (over the counter) that you must get written permission for before you can administer the item. We have supplied you with a permission form that covers a lot of things that we recommend including the required items so you can use that form or come up with your own being sure that all required items are listed. [http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14260/permission\\_to\\_administer3.pdf](http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14260/permission_to_administer3.pdf)
- **Permission to administer medications-**If a doctor has ordered a medicine for a child you need to have a written permission to administer this product from parent as well as a copy of the prescription from the doctor. [http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14258/permission\\_to\\_admin\\_medication3.pdf](http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14258/permission_to_admin_medication3.pdf) You may use our form or your own. This form is required before you administer a product so you may not have it at the start of care.
- **General Travel/Activity Authorization:** Permission to go for walks, field trips, etc. must be given in writing from parents before you can take a child off the property. [http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14274/travel\\_authorization3.pdf](http://www.co.dakota.mn.us/NR/rdonlyres/A2F73988-CCDD-483D-9BF3-326C82F93931/14274/travel_authorization3.pdf) It is easiest to get this form right at the beginning if you make regular trips around the block, to parks, library's etc. You may use our form or your own.
- **Report of Notification:** You also should have given the parent the childcare report of notification form and we recommend that you have a copy for your files signed by the parent so give them two and get one back with parent signature. <http://www.co.dakota.mn.us/NR/rdonlyres/00003583/yoyulqxpcessbllpiftawhuznyrfmo/CCreportingnotificationform.pdf>



# October Rules Test

After reading the newsletter regarding rules, take the following test and keep the answers for your worker's visit and it will be worth one hour of training.



1. What three things must you follow for sleeping an infant?
2. How often must a fire extinguisher be serviced?
3. What is the minimum fire extinguisher that you may use?
4. Can pets be outside with school age children with the caregiver in the house?
5. If pets are allowed to be in the outside area children play in, what must you do?
6. If you have questions about the rules, who should you contact to give you advice?
7. What six things must you report?
8. Can a helper take children off your property or care for them in the home when the caregiver has left the home?
9. How old must a person be before they may assist with the care of any child?
10. What must all subs, assistants, and helpers do before they may care for children?
11. How many times can you use a substitute without having them on your license?
12. Are only trigger locks acceptable for restricting access to guns?
13. Where must ammunition be kept?
14. How often must any caregiver or helper have the SIDS/Shaken Baby syndrome training?
15. How often must any caregiver or helper view the Shaken Baby Syndrome video?
16. How often must you take the Child Restraint System Training if you transport children?
17. How many hours of training must a caregiver have every year?
18. How many hours of child development training must a new caregiver take in the first year of being licensed or assisting with children?
19. Must you keep certificates for all training for caregiver, assistants, helpers, and subs?
20. In looking at quality care, it is recommended that learning centers should be in your child care space. What centers are recommended?
21. Is it ok to leave a toddler in a highchair in the kitchen while you go to talk to a parent at the door?
22. What must you do if you have preschool children awake on the main level and you hear an infant wake up on the second level?
23. Is it ok to send a four year old into the home to go to the bathroom while you stay outside with the other preschool children?
24. What must you do with all cleaning supplies?
25. Locks are great but what is the key?
26. What must you do before having a crib, port-a-crib, or playpen accessible to children?
27. How often must you inspect your cribs, playpens, or port-a-cribs when children have access to them?
28. If you have a crib in the play area and it is only used for holding bedding but never used for children, do you have to check with the Consumer Product Safety Commission or perform monthly safety checks?
29. As of Dec. 2012, what date must all cribs or port-a-cribs that are accessible to children be manufactured after?
30. What forms must you have completed when taking a child on the first day?
31. When giving the report of notification to the parents at interview, we recommend that you give out two copies so you can get a signed one back and keep it in the children's forms.
  - a. True
  - b. False

# Supervision U Program Through Dakota County Child Care Licensing

The **Supervision U** program is a series of trainings that are intended to help providers improve on their quality of care and to decrease the number of supervision citations. Graduates of this program will get a certificate, a gift (until gifts run out), and be put in our database so that when record checks are provided to parents Dakota County will inform the inquirer that the provider has completed this program. To “graduate” from **Supervision U**, providers will complete a total of 6 courses; 3 CORE courses and 3 Elective courses which are listed below.

## CORE CLASSES

The core classes are not being offered by Dakota County Child Care Licensing at this time however we are accepting alternative sources that meet the requirements. Following are the acceptable courses for the CORE classes. You must complete all 3 core classes.

1. **Super Care Starts with Supervision** (Provided by Dakota County or a designee of Dakota County or the following:

Completion of the two correspondence booklets and newsletter with tests being submitted to licensing worker:

- A. The April 2011 newsletter and test on supervision (1 hour of credit)
- B. The Child Care Provider's Almanac Handbook, and test (2 1/2 hours credit)
- C. The Infant and Toddler Safety Handbook, addendum, and test (2 1/2 hours credit)

2. **Supervision Through the Stages** (Provided by Dakota County or a designee)

**OR** Any Child Development class that covers infant through school age given by an educational institution, Resources for child caring, [www.carecourses.com](http://www.carecourses.com) or childcare [www.lounge.com](http://www.lounge.com) and then submitting the Supervision U test to your licensing worker.

3. **Managing the Child Care Environment** (class presented by Cory Woolsley) this class is offered by DCFCCA on an occasional basis

**OR** One of the following two correspondence courses

- A. [www.childcarelounge.com](http://www.childcarelounge.com) Managing mixed age groups in a child care setting
- B. [www.carecourses.com](http://www.carecourses.com) Friendly environments-Safe Environments

Besides the core classes, 3 elective classes must be taken with training certificates submitted to licensing worker.

## ELECTIVE CLASSES

Elective classes can be obtained from Resources For Child Caring, DCFCCA, Dakota County Social Services, or local colleges.

- ⇒ Rule Review/Provider Handbook (Provided by Dakota County)
- ⇒ Group Dynamics
- ⇒ Temperament
- ⇒ Stress, Burnout, or Adult Self-esteem
- ⇒ Behavior Guidance

Upon completion of requirements for **Supervision U**, submit copies of all training certificates to your licensing worker.

**Dakota County Social Services**

14955 Galaxie Avenue  
Apple Valley, MN 55124  
Phone: (952) 891-7400  
Fax: (952) 891-7473



**Pass It On**

Brooke McCarty says, "We feel kids are often mistaken for misbehaving when bored." Make sure you are challenging and have plenty of learning and physical activities that are age appropriate.



**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 licensers

**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**

Warren Chaffee 952-891-7462  
Warren.Chaffee@co.dakota.mn.us

**Website:**

[www.dakotacounty.us/HealthFamily/ChildCareProviders](http://www.dakotacounty.us/HealthFamily/ChildCareProviders)