

Minnesota Attorney General: Administrative Rules Proceedings

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MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to the Department of Public Welfare
(Agency or Board)

Regulation No. DPW 1 thru 9 (amended)

Subject: Day Care Homes

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Publication, Central Services Division
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FILED
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BY Eda Staudenmaier
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Rev. 9-72

ADOPTED 1,5,8,9

Changes and additions indicated by *italics*

Department of Public Welfare Rule #1

DPW 1 amended to read:

(a) Definition

(3) "Children" means one or more persons under the age of *18 years*.

(c) Evaluation of family and home

(1)

(gg) The child's religious heritage and *racial and cultural identity* must be respected and protected. The foster family's own religious convictions and *ethical* standards must be such as to inspire the child to develop a capacity for spiritual well-being, respect for himself, and respect for others.

(hh) The holder of a foster-boarding-home license to whom a subsidy or a fee for services is paid over and above the reimbursement for the cost of care must be able and available to provide his or her services to any child regardless of the child's race, religion, national origin, or cultural heritage. Likewise, a specialized home, such as an emergency-shelter-care facility and a foster boarding home, used to provide short-term care pending an adoptive placement should be able and available to provide its services to any child regardless of the child's race, religion, national origin, or cultural heritage, whether or not such license holder is paid a fee for services above the reimbursement for costs.

(i) There shall be no discrimination because of race, religion, or national origin in the licensing of foster boarding homes.

Changes and additions indicated by *italics*

Department of Public Welfare Rule #5

DPW 5 amended to read:

(a) Definition

(4) A child is defined as meaning a person under the age of *18* years.

(b) Procedures for licensing

(1) An applicant desiring a license or a renewal of license shall make application--in the case of a new application, prior to caring for children--to the Commissioner of Public Welfare, who shall make a determination according to DPW Rule 5 of the suitability of such applicant to be licensed for the purpose of giving care to children. In making this determination, the Commissioner shall be guided by the rules in this and subsequent sections. *When an initial license is being issued to any facility, it shall remain in force for one year. When a license is being renewed, it may be issued for a period of up to two years, in the discretion of the Commissioner of Public Welfare. Every license shall prescribe the number and age groupings of children who may receive care at any one time.*

Changes and additions indicated by *italics*

Department of Public Welfare Rule #8

DPW 8 amended to read:

(b) Definition

(2) Children--Persons under the age of *18* years.

(h) Procedure for licensing

(6) *When an initial license is being issued to any facility, it shall remain in force for one year. When a license is being renewed, it may be issued for a period of up to two years, in the discretion of the Commissioner of Public Welfare. Every license shall prescribe the number and age groupings of children who may receive care at any one time.*

(i) Provisional license

(1) A provisional license may be issued by the Department of Public Welfare for a period not to exceed *one year* to allow an agency reasonable time to become eligible for a regular license. A written statement describing the need for a provisional license and the length of the provisional license shall be on file in the agency record and with the Department of Public Welfare.

DPW 9 Funding of Child-Care Services

(a) Minnesota Statutes, Sections 245.83 through 245.87, establishes the authority of the Commissioner of Public Welfare, with the advice of an advisory committee on child care, to make grants to child-care facilities, supervise the operation thereof, and establish such rules and regulations as are necessary to carry out the purpose of this statute. This rule, therefore, carries the force and effect of law.

(b) The terms used in this rule shall mean:

(1) Commissioner - The Commissioner of Public Welfare.

(2) Child-care service - A facility for child care, including family day-care homes, group family day-care homes, group day-care centers, nursery schools, day nurseries, play groups, and child-care centers, holding a current and valid license issued by the Commissioner of Public Welfare and meeting the requirements of DPW Rule 2 or DPW Rule 3. For the purposes of this rule, a child-care facility other than a family day-care home must have an advisory committee whose composition represents the groups named in (c)(1)(aa), (bb), (cc), and (dd).

(3) Applicant for grant-in-aid - Any municipality, county, corporation, or combination thereof may apply to the Commissioner of Public Welfare for assistance in establishing, operating, planning, or coordinating licensed child-care facilities.

(4) Child - Any person 14 years of age or younger.

(5) Interim financing - Funds to carry out such activities as are necessary for family day-care homes, group family day-care homes, and cooperative child-care centers to receive state licensing, and operating funds for a period of six consecutive months following receipt of state licensing by a family day-care home, group family day-care home, or cooperative child-care center. Interim financing may not exceed a period of 18 months. Exceptions to this 18-months limit will be made only with the approval of the advisory committee and the Commissioner.

(6) Matching funds - Funds used as matching funds for grants-in-aid. They may come from any source, including fees for service, federal funds, local tax levies, or foundation monies. An in-kind match may be used.

(7) Planning and coordination projects - Programs that are established to carry out the functions of planning, evaluation, staff development, resource development, program development, community organization, information and referral, and similar projects for the development of child care in a defined geographic area. Planning and coordination projects do not include the direct operation of child-care facilities.

(8) Advisory Committee on Child Care - The Minnesota Child Care and Development Advisory Council.

(9) Governor's economic regions - The twelve regions of Minnesota designated pursuant to Minnesota Statutes, Sections 462.381 through 462.396.

(c) State Advisory Committee on Child Care

(1) Composition - The State Advisory Committee on Child Care shall consist of not more than 25 nor fewer than nine persons who shall represent the following groups on a state-wide basis:

(aa) Parent-user - defined as a person who currently has a child enrolled in a licensed child-care facility or who has applied for such enrollment or who has had a child enrolled in a licensed child-care facility within the past twelve months but who is not involved as paid staff in providing, planning, or coordinating child-care services. Parent-users shall constitute one-third of the Advisory Committee.

(bb) Public agencies - defined as state or local welfare, education, health, or other agencies interested in or with responsibility for child-care services.

(cc) Private and voluntary agencies - defined as state or local, profit or non-profit, agencies and associations interested in or with responsibility for child-care services.

(dd) Private individuals - defined as professional and lay citizens interested in child-care services.

(2) Function - The State Advisory Committee shall be appointed by the Commissioner to review and make recommendations to the Commissioner on applications for grants-in-aid made pursuant to Laws of 1971, Chapter 848, as amended by Laws of 1973. The Advisory Committee shall consider for determining its recommendations the following priorities but not necessarily in the following order of importance:

--Priority shall be given to the funding of new programs or projects, or the expansion or enrichment of existing programs or projects.

--Priorities shall be given to the funding of programs or projects for which a demonstrated need for child-care facilities has been shown. The written evaluation of need and of the value of individual proposed programs or projects shall be prepared by appropriate personnel of the Department of Public Welfare and local or regional child-care coordinating groups, where such groups exist.

--Priorities shall be given to the funding of programs or projects that include supplementary service components, such as health, social services, bi-cultural programming, or staff development.

--Priority shall be given to the funding of programs or projects that include ten per cent or less of their total budget designated for new construction or major renovations of existing premises.

--Priority shall be given to the funding of programs or projects using a combination of funding sources such as state and local tax monies, parent fees, and public and private donations or match.

--Funds shall be allocated, in so far as is possible, to include the use of state child-care facility funds as all or part of the local matching for federal child-care funds.

--Priorities for direct-service funding for facilities shall be, in order:

(aa) Full-day group day care (including full-day Head Start)

(bb) Full-day family day care and group family day care

(cc) Head-Start programs (part-day)

(dd) Migrant day-care programs

(ee) Other part-day programs

(3) Authority

(aa) The State Advisory Committee shall request information on all applications from regional or sub-regional child-care planning and coordinating bodies, where such bodies exist.

(bb) The State Advisory Committee shall report to the Commissioner its recommendations on all applications received by the Committee within 30 days after the closing dates for receiving such applications.

(4) Limitations - Members of the State Advisory Committee who may also be associated with an applicant submitting an application for grant-in-aid pursuant to Laws of 1971, Chapter 848, as amended by Laws of 1973 and this rule, may review such application but shall be prohibited from providing a recommendation about that applicant to the Commissioner as provided for in this rule.

(d) Disposition of Grants-In-Aid

(1) The monies appropriated by the Minnesota Legislature for child-care services shall be equally distributed between:

(aa) Governor's Economic Region 11 and

(bb) Governor's Economic Regions 1, 2, 3, 4, 5, 6E, 6W, 7E, 7W, 8, 9, and 10, in order that no more than 55 per cent of the total monies goes to either (aa) or (bb).

(2) Need and population formula

(aa) For the purpose of dividing monies among the counties of Governor's Economic Region 11, the following formula shall be used:

Fifty per cent of the monies on a ratio of the number of working-parent families with a child under six years of age in each county against the total number of working-parent families with a child under six years of age in all counties of Region 11.

Fifty per cent of the monies on a ratio of economically disadvantaged children in each county (number of children receiving AFDC grants) against the total number of economically disadvantaged children in all counties of Region II.

(bb) For the purpose of dividing monies among Governor's Economic Regions 1, 2, 3, 4, 5, 6E, 6W, 7E, 7W, 8, 9, and 10, the following formula shall be used:

Fifty per cent of the monies on a ratio of the number of working-parent families with a child under six years of age in each region against the total number of working-parent families with a child under six years of age in all regions (1 through 10).

Fifty per cent of the monies on a ratio of the number of economically disadvantaged children in each region (number of children receiving AFDC grants) against the total number of economically disadvantaged children in all regions (1 through 10).

(3) No grant shall exceed 50 per cent of the costs of establishing and operating a program, or up to 25 per cent of the costs of establishing and operating a program when the grant-in-aid is used as local matching for federal funds under Title IV-A of the Social Security Act of 1967. Interim financing grants shall not exceed 75 per cent of costs.

(4) Funds may be allocated by the Commissioner up to and including the last day of any biennium.

(5) A minimum of ten per cent of the total monies shall be designated for interim financing.

(6) Funds unallocated by January 1 of the second year of the biennium may be allocated without reference to the requirements stated in (d)(1) and (2).

(7) All applications for grants-in-aid that have been denied by the Commissioner shall be reviewed and reconsidered between January 1 and April 1 of the second year of the biennium.

(8) All applications for grants-in-aid shall specify the time period for which funds are being requested. Grants-in-aid shall be made for the specified time period, and no grant-in-aid may be renewed or extended unless there has been an evaluation of the previous project and a new application for grant-in-aid has been made by the grantee and approved by the Commissioner.

(9) Where Title IV-A or WIN funds will be utilized or child-care services purchased by county welfare departments, or where the proposal is for services for family day-care programs and personnel, the application must indicate county social-service staff involvement in planning and county welfare board agreement with the proposal being submitted.

(e) Coordination and Planning Projects

Coordination and planning organizations may be funded for the performance of functions necessary to the development of child-care programs. Such functions shall include projects for staff development and training, resource development, community organization, program development, information and referral, planning, evaluation, and similar projects.

No more than 15 per cent of the monies appropriated may be used for projects that are primarily for coordination and planning.

(f) Application Process

(1) Applications shall be acted upon quarterly by the Committee on January 1, April 1, July 1, and October 1.

(2) Applications shall be made only on the form supplied by the Commissioner for such applications. To facilitate the process, it is recommended that applications be submitted to that local group for its recommendation prior to submittal to the State Advisory Committee on Child Care. Applicants should be appraised of this upon request for application from the state and the local group(s) identified to the applicant.

(3) Applications shall be submitted in triplicate. One copy shall go to the Commissioner, one to the State Advisory Committee, and one to the regional or sub-regional planning and coordinating group, where such group exists.

(4) Regional or sub-regional planning and coordinating groups, where such groups exist, shall be encouraged to provide child-care information and other recommendations about applications to the State Advisory Committee. This information should be submitted to the State Advisory Committee within 30 days of the receipt of the application by the regional or sub-regional group.

(5) The State Advisory Committee shall read and review all applications submitted to it. The Committee shall send these applications, together with its recommendations, in writing, to the Commissioner no more than 30 days following the Committee's action.

(6) The Commissioner shall decide, based on the recommendations of the State Advisory Committee and the Commissioner's own judgment, which grants-in-aid shall be awarded. Grants will be awarded directly to applicant agencies by the Commissioner.

(7) The Committee shall advise each applicant of its recommendation to the Commissioner and the reasons for that recommendation at the same time as the Committee's recommendation is sent to the Commissioner.

DEPARTMENT OF PUBLIC WELFARE

RULE 2

STANDARDS

FOR

FAMILY DAY CARE HOMES

AND

GROUP FAMILY DAY CARE HOMES

ADOPTED-2

DPW 2 Standards for Family-Day-Care Homes and Group-Family-Day-Care Homes

(a) DEFINITIONS:

Agency - Unless qualified, means the local county welfare department; the agency is the duly delegated representative of the Commissioner.

Commissioner - Unless qualified, means the Commissioner of the Department of Public Welfare.

Day-Care - The care of children outside of their own homes for a part of the 24 hour day by persons unrelated to them by blood or marriage. Day Care includes family day care, group family day care, and group day care centers.

Department - Unless qualified, means the Department of Public Welfare.

Family-Day-Care-Home (FDC) - A program providing day care for no more than five children at one time, including the family day care provider's own children under school-age.

Family-Day-Care Provider - The individual giving care to children in a family-day-care-home. The family day care provider is the person held accountable for the operation of the family day care home or group-family-day-care home under this rule.

Group Family Day Care (GFDC) - A program providing day care for more than five but fewer than eleven children at any one time, including the provider's or helper's own children under school age.

Helper - An individual who is at least 13 years of age who assists a family-day-care provider or a group-family-day-care provider with the care of children.

Infant - Child aged six weeks through 15 months.

Intermediate School Child - Child aged nine years through twelve years.

Licensed Capacity - Maximum number of children who can be in attendance in a family-day-care home or group-family-day-care-home at any given time.

Licensing Representative - A duly delegated representative of the Commissioner.

Preschool Child - Child aged 31 months through five years.

Primary School Child - Child aged six years through eight years.

Toddler - Child aged 16 months through 30 months.

Waiver - Temporary or permanent written permission to disregard a particular licensing rule.

(b) LICENSING LAWS AND PROCEDURES:

(1) A FAMILY-DAY-CARE-HOME (FDC), IN ORDER TO PROVIDE CARE DURING ANY PART OF THE 24-HOUR DAY, MUST BY LICENSED BY THE DEPARTMENT, WITH THE FOLLOWING EXCLUSIONS:

(aa) A FDC PROVIDING CARE ONLY TO CHILDREN RELATED TO THE FDC OPERATOR BY BLOOD OR MARRIAGE.
(bb) A FDC PROVIDING CARE TO CHILDREN FROM ONE OTHER FAMILY ONLY.
(cc) A FDC PROVIDING CARE TO CHILDREN FOR LESS THAN 30 DAYS IN ANY TWELVE MONTH PERIOD.

(2) APPLICATION FOR A LICENSE SHALL BE MADE ON THE FORM ISSUED BY THE DEPARTMENT. THIS FORM CAN BE OBTAINED FROM THE COUNTY WELFARE DEPARTMENT (AGENCY) IN THE COUNTY WHERE THE APPLICANT RESIDES.

(3) THE APPLICANT FOR A FDC LICENSE SHALL APPLY THROUGH A DULY DELEGATED REPRESENTATIVE OF THE COMMISSIONER.

(4) THE APPLICANT FOR A FDC LICENSE SHALL BE FURNISHED WITH A COPY OF THE APPROPRIATE RULES AND REGULATIONS.

(5) UPON RECEIPT OF A SIGNED AND COMPLETED APPLICATION FORM, THE AGENCY SHALL EVALUATE THE PROSPECTIVE FDC BASED UPON THESE RULES AND REGULATIONS. A PROSPECTIVE FDC WHICH MEETS MINIMUM STANDARDS SHALL BE RECOMMENDED TO THE COMMISSIONER FOR ISSUANCE OF A FDC LICENSE. THIS LICENSE MAY BE EITHER PROVISIONAL OR REGULAR.

(aa) A NON-RENEWABLE PROVISIONAL LICENSE SHALL BE ISSUED FOR A PERIOD OF UP TO ONE YEAR WHERE, IN THE OPINION OF THE AGENCY OR THE DEPARTMENT, THE FDC DOES NOT FULLY COMPLY WITH LICENSING STANDARDS.
(bb) A REGULAR LICENSE SHALL BE ISSUED FOR A PERIOD OF UP TO TWO YEARS WHERE, IN THE OPINION OF THE AGENCY AND THE DEPARTMENT, THE FDC FULLY COMPLIES WITH LICENSING STANDARDS.

(6) THE LICENSE, WHETHER PROVISIONAL OR REGULAR, SHALL SPECIFY THE NUMBER OF CHILDREN TO BE PROVIDED CARE.

(7) AN EVALUATION VISIT SHALL BE MADE BY THE AGENCY AT LEAST ONCE EVERY TWELVE MONTHS FOR AS LONG AS THE FDC PROVIDER MAINTAINS A FDC LICENSE.

(8) THE COMMISSIONER OR HIS DULY DESIGNATED REPRESENTATIVE SHALL HAVE ACCESS TO THE FDC FOR INSPECTION AT ANY TIME DURING THE HOURS IN WHICH DAY CARE IS BEING PROVIDED.

(9) ANY FDC APPLICANT OR LICENSEE WHOSE APPLICATION FOR A LICENSE IS DENIED AND ANY FDC PROVIDER WHOSE LICENSE IS REVOKED OR NOT RENEWED MAY APPEAL TO THE COMMISSIONER WITHIN 30 DAYS IN ACCORDANCE WITH MINNESOTA STATUTES, CHAPTER 15, 1969. THE AGENCY SHALL NOTIFY BY CERTIFIED MAIL ANY FACILITY WHOSE LICENSE IS DENIED, REVOKED, OR NOT RENEWED. THIS NOTIFICATION SHALL STATE THE GROUNDS FOR SUCH ACTION AND SHALL INFORM THE APPLICANT OR OPERATOR OF HIS RIGHT TO APPEAL THE ACTION.

(10) STATE LAW PROVIDES THAT EVERY PERSON WHO OPERATES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 through 257.123, WITHOUT A LICENSE OR WHO VIOLATES ANY PROVISION OF THOSE SECTIONS SHALL BE GUILTY OF A MISDEMEANOR. ANY PERSON WHO OFFERS OR ADVERTISES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 through 257.123, PRIOR TO OBTAINING SUCH A LICENSE OR WHO OFFERS OR ADVERTISES ANY FACILITY IN VIOLATION OF ANY PROVISION OF MINNESOTA STATUTES, SECTIONS 257.081 THROUGH 257.123 SHALL BE GUILTY OF A MISDEMEANOR.

(11) REGULATIONS MAY BE WAIVED FOR NOT MORE THAN ONE YEAR WITH THE APPROVAL OF THE DEPARTMENT ACCORDING TO THE PROCEDURE ESTABLISHED FOR SUCH WAIVER, PROVIDED THAT THE HEALTH AND SAFETY OF CHILDREN IS ASSURED. THE GRANTING OF A WAIVER SHALL NOT CONSTITUTE A PRECEDENT.

(c) LIMITATIONS OF LICENSE:

(1) NO FDC PROVIDER SHALL DISCRIMINATE IN RELATION TO ADMISSIONS, TERMINATIONS, OR TREATMENT OF CHILDREN ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, RELIGION, OR SEX.

(2) THE FDC HOME SHALL BE LICENSED FOR NO MORE THAN FIVE CHILDREN UNDER SCHOOL-AGE, INCLUDING THE PROVIDER'S CHILDREN UNDER SCHOOL-AGE.

Satisfactory Compliance:

(aa) The maximum licensed capacity shall be four if more than two infants are in care.

(bb) Part-time children may be counted as one full-time child if they are not in care at the same time.

(cc) In addition to the licensed capacity, two school-age children may be in care if:

(i) Care is generally limited to no more than three hours per day, and

(ii) exceptions to this limit amount to no more than 30 days per school year.

(dd) Other child care arrangements shall have the prior approval of the agency.

(3) TWENTY-FOUR HOUR CARE MAY NOT BE PROVIDED FOR DAY CARE CHILDREN UNLESS THE FDC PROVIDER HAS THE APPROVAL OF THE AGENCY. SUCH CARE MAY NOT BE PROVIDED FOR MORE THAN 30 DAYS IN ANY MONTH PERIOD.

(4) A FDC PROVIDER MUST HAVE REACHED AT LEAST THE AGE OF 18 YEARS AT THE TIME OF LICENSURE.

(5) THE FDC LICENSE IS NOT TRANSFERABLE TO ANOTHER OPERATOR OR SITE.

(6) THE AGENCY MUST BE NOTIFIED OF ANY CHANGES THAT WOULD AFFECT THE TERMS OF THE LICENSE.

(7) ANY CHANGES IN THE TERMS OF THE LICENSE (MAXIMUM NUMBER OR AGE GROUPING) MUST HAVE PRIOR WRITTEN APPROVAL OF THE AGENCY.

(8) WHEN AN FDC PROVIDER DECIDES TO TERMINATE SERVICES AS AN FDC PROVIDER, NOTICE OF THE CLOSING MUST BE SENT TO THE AGENCY.

(d) STAFF QUALIFICATIONS AND TRAINING:

(1) FDC APPLICANTS AND OTHERS LIVING IN THE HOUSEHOLD SHALL BE KIND AND RESPONSIBLE PEOPLE WITH A GENUINE LIKING FOR CHILDREN. THEY SHALL POSSESS CONSISTENT AND HEALTHY METHODS FOR HANDLING THE LIFE STYLE UNIQUE TO THEIR OWN FAMILIES.

Reason: Children in family-day-care-programs are under the care of the day care providers for a large portion of the day and therefore are strongly influenced by the emotional climate and the values within that day-care home. Children are often too young or too frightened to speak out against physical or emotional abuse or neglect.

Satisfactory Compliance:

An FDC license shall not be issued where any person living in the household has any of the following characteristics:

(aa) A conviction for, admission of, or substantial evidence of an act of child battering or child abuse or child molesting.

(bb) Use of alcohol or drugs such that its effects are apparent during the hours that children are in care.

(cc) A placement of the family's own children in foster care or residential treatment for emotional disturbance within the previous 12 months unless the primary reason for such placement was:

(i) The physical illness of the parent.

(ii) or The mental retardation or physically handicapping of the child.

(iii) or The temporary foster placement of an infant being relinquished for adoption.

(dd) A conviction for any felony or offense involving moral turpitude.

(2) THE FDC PROVIDER SHALL BE ABLE AND WILLING TO WORK COOPERATIVELY WITH THE AGENCY AND WITH THE PARENTS OF CHILDREN IN CARE.

Satisfactory Compliance:

(aa) The FDC provider shall keep the parent aware of the child's progress and development.

(bb) All required reports and information shall be submitted to the agency on time.

(3) ALL ADULTS IN THE FDC HOME DURING THE TIME CHILD CARE IS GIVEN SHALL BE REASONABLY HEALTHY AND FREE FROM CONTAGIOUS OR INFECTIOUS DISEASE.

Satisfactory Compliance:

The FDC provider shall supply evidence to the Agency that:

(aa) During the six months prior to application, each adult in contact with the FDC children has had a negative Mantoux test or chest X-ray.

(bb) A statement from the provider's physician dated within the six months prior to the application that either:

(i) The provider has received a physical examination and is physically and emotionally able to provide day care to young children.

(ii) or The provider is receiving all necessary continuing medical care and is physically and emotionally able to provide day care to young children.

(4) THE OPERATOR MUST DEMONSTRATE WILLINGNESS TO ACQUIRE KNOWLEDGE OF THE BASIC NEEDS OF CHILDREN.

Satisfactory Compliance:

Within two years after the agency is prepared to offer training to FDC providers, each licensed FDC provider shall participate in a minimum of six hours of training. Newly licensed providers shall participate in a minimum of six hours of training within one year after the date of initial licensure, provided that the agency is prepared to make such training available.

(5) NO CHILD SHALL BE SUBJECTED TO CORPORAL OR PSYCHOLOGICAL ABUSE.

Reason: Although families differ in their approach to discipline, harsh or threatening methods are not appropriate for children in day care.

Satisfactory Compliance:

(aa) Methods of discipline used by the FDC provider shall be discussed with the child's parent at the time of enrollment.

(bb) No child shall be hit, shaken, pinched, or roughly handled by the FDC provider.

(cc) No child shall be insulted or belittled by the FDC provider.

(dd) Exclusion, when used as discipline, shall not exceed ten minutes for any child and shall be within hearing of an adult in a lighted, well-ventilated room. No child shall be isolated in a locked room or closet.

(ee) No child shall be punished for lapses in toilet training.

(ff) Deprivation of meals and snacks shall not be used as forms of punishment unless the misbehavior occurs during meal or snack.

(gg) No discipline or punishment shall be delegated to another child.

(hh) No derogatory remarks about a child or his family shall be made.

(6) PERSONAL INFORMATION ABOUT THE CHILD OR HIS FAMILY SHALL NOT BE SHARED WITH THE COMMUNITY.

(e) HEALTH:

(1) AT THE TIME OF ADMISSION, THE FDC PROVIDER SHALL OBTAIN FROM THE PARENT A HEALTH HISTORY OF THE CHILD, INCLUDING INFORMATION ON SPECIAL DIET, ALLERGIES, IMMUNIZATION RECORD, SOURCE OF REGULAR HEALTH CARE, AND ANY OTHER PROBLEMS OF THE CHILD.

(2) SPECIAL CONSIDERATION MUST BE GIVEN WHEN PROVIDING CARE TO A HANDICAPPED CHILD.

Satisfactory Compliance:

(aa) A physician's statement indicating the nature of the handicap and any special methods that must be employed in caring for the handicapped child.

(bb) A careful exploration with the parent of the handicapped child, including complete explanations of care and treatment, at the time of admission or occurrence of the handicap.

(cc) Written instructions from the physician and/or parent indicating any special therapy, program or behavior techniques required by the handicapped child.

(dd) Regular Conferences with the parent.

(3) NO FDC PROVIDER SHALL BE REQUIRED TO ACCEPT A SICK CHILD FOR CARE. THE PROVIDER MAY, HOWEVER, ACCEPT A SICK CHILD WHERE CARE CAN BE GIVEN WITHOUT UNDULY ENDANGERING THE HEALTH OF OTHERS.

Reason: Caring for a sick child imposes extra burdens on the FDC provider that the parent and agency cannot require. If a sick child is to be cared for, appropriate health practices must be assured.

Satisfactory Compliance:

(aa) Provider shall have a plan approved by the agency for isolating a sick child when necessary from other children receiving care.
(bb) Parents of children in care shall be notified that it is the practice of the provider to offer care to sick children.
(cc) The parent of a sick child placed in the FDC provider's care shall give complete instructions to the provider about care for his child.
(dd) The sick child, if isolated from other children, shall still be under the control and supervision of the provider. The sick child must be within hearing of the FDC provider or a helper.

(4) THE FDC PROVIDER SHALL BE PREPARED TO COPE WITH HEALTH EMERGENCIES.

Satisfactory Compliance:

(aa) The FDC provider shall have a plan approved by the agency and by the child's parents for meeting medical emergencies; this plan shall include the name and phone number of the child's physician.
(bb) The FDC provider shall have first aid supplies readily available to treat minor injuries.
(cc) The FDC provider shall obtain written permission from the child's parents prior to the administration of any medication-prescription or non-prescription.
(dd) The FDC provider shall have written instructions from a licensed physician or dentist prior to the administration of any prescription medication. Medication with current prescription information on the label shall constitute such instructions.

(5) SEPARATE TOWELS, WASH CLOTHS, DRINKING CUPS, COMBS AND OTHER PERSONAL ARTICLES MUST BE USED FOR EACH CHILD. (PAPER TOWELS ARE PERMITTED.)

(6) CLEAN AND SEPARATE BED LINEN SHALL BE PROVIDED FOR EACH CHILD IN CARE.

(7) FDC HOMES THAT HAVE PETS SHALL PROVIDE EVIDENCE THAT SUCH PETS HAVE HAD ALL NECESSARY SHOTS; FDC HOMES SHALL NOT HAVE TURTLES, CHICKENS, OR DUCKS AS HOUSE PETS.

(8) FDC PROVIDER SHALL SUBMIT TO THE AGENCY A SPECIAL REPORT WITHIN 48 HOURS AFTER THE OCCURRENCE OF AN UNUSUAL ACCIDENT SUCH AS THE DEATH OR SERIOUS INJURY OF A CHILD. A SERIOUS INJURY

SHALL BE DEFINED AS ONE WHICH REQUIRES THE HOSPITALIZATION OF THE CHILD. A REPORT SHALL ALSO BE MADE WITHIN 48 HOURS AFTER THE OCCURRENCE OF A FIRE THAT REQUIRES THE SERVICES OF A FIRE DEPARTMENT.

(9) WHEN A POSITIVE DIAGNOSIS OF A SERIOUS COMMUNICABLE OR INFECTIOUS DISEASE IS MADE, THE PARENTS OF ALL EXPOSED CHILDREN SHALL BE NOTIFIED IMMEDIATELY. SUCH CHILDREN SHALL BE WATCHED FOR SYMPTOMS OF THE DISEASE.

(10) THE FDC PROVIDER AND ANY HELPER SHALL WASH THOROUGHLY AFTER CHANGING DIAPERS OR USING TOILET FACILITIES AND BEFORE HANDLING FOOD.

(11) DIAPERS SHALL BE CHANGED WHEN THEY BECOME SOILED OR WET. A CHILD WHO HAS SOILED SHALL BE WASHED WITH A SEPARATE CLOTH OR TOWEL BEFORE DIAPERING.

(12) CHILDREN SHALL BE OFFERED FREQUENT OPPORTUNITIES FOR TOILETING.

(13) AN ADEQUATE SUPPLY OF CLEAN DIAPERS SHALL BE AVAILABLE. DIAPERS MAY BE PROVIDED BY THE PARENT. ALL DIAPERS SHALL BE STORED IN A SANITARY MANNER.

(14) SOILED DIAPERS SHALL BE KEPT IN A CLOSED CONTAINER. THIS CONTAINER SHALL BE RENEWED OR CLEANED DAILY AND SHALL NOT BE ACCESSIBLE TO THE CHILDREN.

(f) PHYSICAL ENVIRONMENT:

(1) THE DAY-CARE-HOME MUST HAVE ADEQUATE TOILET FACILITIES, DISPOSAL, AND PROPER LIGHTING AND VENTILATION, AS DETERMINED BY THE COMMISSIONER IN CONSULTATION WITH THE DEPARTMENT OF HEALTH.

Satisfactory Compliance:

(aa) Complete disposal of waste means toilet must flush thoroughly.
(bb) Outdoor toilets are permissable if local regulations allow.

(2) THERE MUST BE A SAFE WATER AND MILK SUPPLY.

Satisfactory Compliance:

(aa) Sample shall be taken of water from wells and tested by the State Health Department.
(bb) All milk must be pasteurized.

(3) BASEMENTS, IF WARM AND DRY, LIGHT AND WELL VENTILATED, MAY BE USED FOR SHORT PERIODS OF ACTIVE PLAY BUT MUST NOT BE USED FOR SLEEPING.

Satisfactory Compliance:

(aa) Furnace and hot water heater must be separated by a door, partition or barrier from play areas.

(bb) Basements partly above ground level that are clean, warm and dry may be used for play periods; basements shall not be used for sleeping.
(cc) Cellars wholly below ground level shall not be used.

(4) ALL STAIRWAYS SHALL BE GUARDED FOR THE TODDLER AND CRAWLER.

Reason: Stairways present a substantial accident hazard to toddler and crawler.

Satisfactory Compliance:

(aa) The area between guard rail and stair tread shall be enclosed on stairs used by the children.
(bb) Stairways used by children shall have handrails.
(cc) Gates shall be used at both top and bottom of stairs accessible to the children where care is being provided to crawlers or toddlers.
(dd) Stairways shall be kept clear.

(5) THE HOUSE AND PREMISES SHALL BE CLEAN, REASONABLY NEAT, AND FREE FROM HAZARDS THAT JEOPARDIZE HEALTH AND SAFETY.

Satisfactory Compliance:

(aa) FDC premises shall be inspected by a representative of the Commissioner.
(bb) House and premises shall be clean, reasonably neat, and free from accumulations of dirt, rubbish, or peeling paint.
(cc) All medicines, chemicals, cleaning supplies, and other toxic substances shall be stored out of the reach of children. They must not be stored with or immediately adjacent to food products.
(dd) Electric receptacles accessible to the children shall be covered or protected when not in use.
(ee) Scissors, knives, matches, thin plastic bags, and other potential hazards to children shall be kept out of their reach. The use of potentially hazardous materials and tools shall be supervised.
(ff) Outdoor garbage and rubbish containers shall not be accessible to the children.
(gg) Outdoor play space shall be enclosed as necessary to provide protection.
(hh) The FDC provider shall maintain personal cleanliness and conform to hygienic practices while preparing food.
(ii) All food and cooking utensils shall be stored to protect from dust, vermin, leakage from pipes, or other contamination.

(jj) Food needing refrigeration shall be stored at a temperature that will prevent spoilage and bacterial growth. (40° recommended)

(kk) Appliances regularly used in the storage and preparation of food shall be safe and in good working order.

(ll) Except for home-canned meat, fish, and poultry, the use of home-canned foods is acceptable.

(mm) Effective measures shall be taken to protect against the entrance into the home or breeding of vermin and insects.

(6) FDC PROVIDER SHALL HAVE KNOWLEDGE OF WHERE EACH CHILD IN CARE IS AT ALL TIMES.

(7) CHILDREN IN CARE SHALL BE ADEQUATELY SUPERVISED BY THE FDC PROVIDER OF HELPER.

(8) THE FDC HOME SHALL BE SAFE FROM FIRE AND STRUCTURAL HAZARDS.

Satisfactory Compliance:

(aa) An inspection for fire safety shall be made before licensure and whenever a fire hazard appears to be present in the estimation of the agency.

(bb) Every room below ground level shall have one exit leading directly outside. This exit may be a window large enough for a child to crawl through.

(cc) Unvented room heaters shall not be permitted.

(dd) No stove or heater shall be located where it would block escape in case of a stove or heater fire.

(ee) A portable fire extinguisher shall be provided for the kitchen and cooking areas. This extinguisher shall be in working order and checked annually.

(ff) Combustible items shall not be located or stored near the furnace area.

(gg) Fireplaces, space heaters, steam radiators and hot surfaces such as steam pipes shall be protected by guards.

(hh) Every closet door latch shall be one that can be opened from the inside.

(ii) Every bathroom door lock shall be designed to permit the opening of the locked door from the outside in an emergency.

(9) THE FDC PROVIDER SHALL BE PREPARED TO COPE WITH EMERGENCIES.

Satisfactory Compliance:

(aa) The FDC provider shall have information on file that will permit contact with the parents of each child in care.

(bb) The FDC provider shall make arrangements for a substitute care giver to provide care during emergencies. The substitute care giver shall be eligible for the same training as the licensed FDC provider.

(cc) A list of emergency telephone numbers shall be prominently posted by the telephone, including police, fire, doctor, and hospital.

(dd) The FDC provider shall make arrangements in advance for emergency transportation.

(ee) Emergency procedures shall be planned, written, and posted. They shall include a plan for evacuation.

(ff) A review of these emergency procedures shall be held not less often than annually.

(gg) At least one operable flashlight shall be available for use in the event of a power failure.

(g) NUTRITION:

(1) WELL-BALANCED MEALS AND SNACKS SHALL BE SERVED DAILY.

Reason: Balanced nutrition is basic to the attainment of good health. A child grows and develops rapidly during early life and this growth and development is related to nutrition.

Satisfactory Compliance:

Each meal served shall include servings from each of the basic four food groups as indicated in the Daily Food Guide.

DAILY FOOD GUIDE

FOODS	SERVINGS PER DAY	AVERAGE SIZE SERVING BY AGE*		
		1-3 YEARS	3-6 YEARS	6-9 YEARS
MILK GROUP:				
Milk Cheese and ice cream occasionally	2-3 servings	½-1 cup	½-1 cup	1 cup
MEAT GROUP:				
Meat, poultry, and fish As alternatives dried beans or peas or peanut butter	1-2 servings	1-3 tblsp. 1-3 tblsp.	2-4 tblsp. (1-2 oz. cooked) .2-4tblsp.	4-6 tblsp. (2-3oz. cooked) 4-6tblsp.
Egg	1	1	1	1
VEGETABLE & FRUIT GROUP:				
Dark green vegetables and deep yellow vegetables and fruits for Vitamin A	1 serving	2-3tblsp.	2-4tblsp.	¼ cup
Fruit for Vitamin C - citrus, tomato, cabbage	1 serving	1/3-2/3c	1/3-2/3c	½ cup
Other fruits and vegetables	2 servings	¼-1/3 c	¼-½ c	½ cup
BREAD AND CEREAL GROUP:				
Bread and cereal, whole grain or enriched	4 servings	½-1slice ¼ c cereal	½-1½ slices ½ cup cereal	2-3 slices ½ c cereal
OTHER				
Butter or margarine	As spread or seasoning			

*Size of serving will differ with individual children, some may want smaller amounts and some larger.

(2) THE FDC PROVIDER SHALL OBTAIN FROM THE PARENT AT THE TIME OF ENROLLMENT, WRITTEN INSTRUCTIONS ON EACH CHILD'S SPECIAL DIET OR FOOD NEEDS.

Satisfactory Compliance:

(aa) Any special diet or food needs shall be recorded on the child's admissions and arrangements form.
(bb) Parent's wishes on the serving and timing of snacks shall be observed as far as possible.

(3) PARENTS SHALL BE CONSULTED ABOUT SPECIAL FOOD PREFERENCES.

(4) FLEXIBLE FEEDING SCHEDULES SHALL BE PROVIDED FOR INFANTS AND TODDLERS.

Satisfactory Compliance:

(aa) The infant's or toddler's usual feeding schedule, as given by the child's parent, shall be recorded on the child's enrollment form.
(bb) The infant's or toddler's usual feeding schedule shall be followed by the FDC provider in so far as is possible.
(cc) Food and bottles brought from home shall be labeled with the child's name and refrigerated when necessary. Bottles shall be rinsed when empty.

(5) DRINKING WATER SHALL BE AVAILABLE TO CHILDREN AND OFFERED AT FREQUENT INTERVALS.

Satisfactory Compliance:

(aa) Water bottles for infants shall be identified for each individual infant. The water shall be stored and handled to protect against contamination.
(bb) Drinking water for toddlers and older children shall be provided in individual or single-service cups.

(h) DAILY ACTIVITIES: DAILY ACTIVITIES SHALL BE DEFINED AS THE PROGRAM OF THE FDC FOR MEETING THE NEEDS OF CHILDREN RECEIVING SERVICE. DAILY ACTIVITIES SHALL FOSTER NORMAL PHYSICAL, SOCIAL, MENTAL, AND EMOTIONAL DEVELOPMENT OF CHILDREN.

(1) INFANTS

(aa) EACH INFANT MUST BE HELD DURING BOTTLE FEEDINGS UNTIL HE IS SAFELY ABLE TO HOLD HIS OWN BOTTLE. BOTTLES SHALL NOT BE PROPPED.

Reason: An infant's first sense of security is closely related to his food. Being held during feeding helps him to develop a trust relationship with others. It is possible for a young infant to choke on milk or water from a propped bottle.

(bb) EACH INFANT MUST BE HELD, ROCKED, CUDDLED, AND PLAYED WITH DURING EACH DAY OF CARE.

Reason: Physical closeness to others is indispensable as a first step in social relationships.

(cc) EACH INFANT'S ATTEMPTS TO COMMUNICATE MUST BE RESPONDED TO.

Reason: Baby sounds are the beginning of speech and language development. Socialization is encouraged when the infant receives a response to his babbling.

Satisfactory Compliance:

The FDC provider shall talk and listen to each infant.

(dd) THE INFANT MUST BE ALLOWED FREEDOM OF MOVEMENT DURING A LARGE PART OF HIS WAKING DAY.

Reason: The infant needs large muscle activity in order to develop properly, physically and mentally. The infant learns by exploring his environment.

Satisfactory Compliance:

(i) The non-creeping infant shall spend part of each day on a clean carpeted floor or large blanket.

(ii) The creeping infant shall have freedom to explore outside of crib or playpen. A crib or playpen shall be used only for sleeping or for short periods of time when needed for safety or when the provider is attending to other children. During the infant's waking hours, a playpen shall be placed where the infant can watch others. Several hours each day of care shall be spent outside the crib or playpen.

(ee) THE INFANT MUST BE PROVIDED WITH AN ENVIRONMENT THAT STIMULATES ALL OF HIS SENSES.

Reason: The infant develops in response to stimuli; retarded development can occur when there is a lack of stimulation.

Satisfactory Compliance:

Infants should be provided with: (commercial, homemade, or natural)

(i) Things to look at (e.g.,crib mobile).

(ii) Things to listen to (e.g.,rattle, FDC provider's voice).

(iii) Things to feel (e.g.,a soft ball).

(iv) Things to smell (e.g., new baked cookies).

(v) Things to taste (e.g., objects that are nontoxic and too large to swallow or choke him).

(ff) WEATHER PERMITTING, EACH INFANT MUST SPEND SOME PART OF EACH DAY OUT-OF-DOORS.

Reason: Time spent in the outdoor environment helps to foster optimum physical well-being.

Satisfactory Compliance:

Except in inclement weather each healthy infant shall spend some time each day out-of-doors.

(2) TODDLERS, PRESCHOOLERS, AND SCHOOL-AGE CHILDREN

(aa) EACH CHILD SHALL BE ALLOWED AS MUCH INDEPENDENCE AS HE CAN SAFELY HANDLE.

Reason: The child needs to establish his own identity; children learn through exploring and manipulating their environment.

Satisfactory Compliance:

Each child shall be allowed and encouraged to move about and handle safe objects in the FDC.

(bb) EACH CHILD SHALL BE PROVIDED WITH LIMITS CONSISTENT WITH HIS AGE AND UNDERSTANDING.

Reason: The child needs to internalize some rules for his own and others safety.

Satisfactory Compliance:

Each child shall be taught to avoid behavior that would be dangerous to him or to others.

(cc) EACH CHILD SHALL BE ENCOURAGED TO COMMUNICATE VERBALLY.

Reason: Speech and language development occurs through practice and encouragement. Socialization is encouraged when the child receives a response to his talking.

Satisfactory Compliance:

The FDC provider shall talk to and listen to each child.

(dd) EACH CHILD SHALL BE GIVEN PHYSICAL SIGNS OF AFFECTION.

Reason: The child needs physical closeness, although he may reject it at times because of his growing need for independence. This independence must be respected, but rocking, hugging and other physical signs of affection must be offered.

Satisfactory Compliance:

Each child shall be given outward signs of affection by the FDC provider, as appropriate for his age and needs.

(ee) EACH CHILD SHALL BE PROVIDED WITH MATERIALS AND EQUIPMENT THAT WILL FOSTER HIS DEVELOPMENT PHYSICALLY, MENTALLY, AND EMOTIONALLY.

Reason: Appropriate materials and equipment encourage activities among children.

Satisfactory Compliance:

(i) The FDC home shall provide commercial, home-made or natural materials and equipment that encourage and stimulate:
Large muscle activities (e.g., large blocks, cardboard cartons).
Small muscle activities (e.g.,small blocks).
Creative activities (e.g.,dress-up clothes).
Cognitive activities (e.g.,puzzles, books).
Social activities (e.g.,games).

(ii) All equipment shall be of sound construction and in operative condition.

(ff) WEATHER PERMITTING, EACH CHILD SHALL SPEND TIME OUT-OF-DOORS.

Reason: Time spent in the outdoor environment helps to foster optimum physical well-being.

Satisfactory Compliance:

Except in inclement weather, each healthy child shall spend some time each day out-of-doors.

(gg) TOILET TRAINING SHALL BE UNDERTAKEN WHEN APPROPRIATE TO EACH CHILD'S AGE AND STAGE OF DEVELOPMENT AND IN COOPERATION WITH THE PARENTS' WISHES.

Satisfactory Compliance:

(i) The FDC provider shall obtain instructions from the parent about timing and methods of toilet training. Any toilet training given by the FDC provider shall be in cooperation with the parent's plan and within the limits of the licensing standards.

(ii) No child shall be punished for accidents occurring during toilet training.

(hh) EACH CHILD SHALL BE NAPPED OR RESTED AS APPROPRIATE TO HIS AGE AND STAGE OF DEVELOPMENT AND IN COOPERATION WITH THE PARENT'S WISHES.

Reason: Children's needs for naps differ even at similar ages.

Satisfactory Compliance:

The FDC provider shall obtain instructions from the parent about the child's need for naps or rests and the parent's wishes about naps. In so far as possible, each child shall take a nap in accordance with the parent's wishes.

(3) WHEN TRANSPORTATION IS GIVEN TO FDC CHILDREN BY PERSONS OTHER THAN THEIR PARENTS, ADEQUATE PRECAUTIONS FOR THEIR SAFETY MUST BE MADE.

Satisfactory Compliance:

(aa) No child shall be permitted to remain unattended in any vehicle.
(bb) Each child being transported shall use an approved safety seat, seat belt, or harness.
(cc) No more than three persons, including the driver, shall be permitted to occupy the front seat of the vehicle.
(dd) Any vehicle operated for the transportation of children shall be licensed in accordance with the laws of the State of Minnesota, and the driver shall hold a current and valid driver's license.
(ee) Insurance coverage shall be provided.

(i) RECORDS

(1) THE FDC PROVIDER SHALL COMPLETE AN ADMISSIONS AND ARRANGEMENTS FORM FOR EACH CHILD IN CARE AT THE TIME OF FIRST ENROLLMENT.

Satisfactory Compliance:

(aa) Admissions and Arrangement Form shall contain the following information:

(i) Name and birth date of the child.
(ii) Full name of parent or guardian.
(iii) Home address, work address, and telephone numbers where parent or guardian can be reached.
(iv) Name, address and telephone number of physician caring for the child who should be consulted for emergencies when parent or guardian cannot be reached.
(v) Name, address and telephone number of person to be notified in case of emergency, when parent or guardian cannot be reached.
(vi) Names of all persons authorized to remove child from FDC home.
(vii) Specific instructions from parent or guardian about toilet training, eating, sleeping or napping habits, allergies, and other special health problems.

(viii) Enrollment and termination dates.
(ix) Financial arrangements.

(bb) For every infant and toddler, the FDC provider shall get a written statement from the parent or guardian about the specific habits of eating, sleeping, toileting, communication, and comforting.

(cc) Written consent shall be obtained from the parent or guardian for emergency medical care or treatment, to be used only if the parent or guardian cannot be reached immediately. Medical-care consent may be waived when in conflict with the parent's religious beliefs.

(2) THE FDC PROVIDER SHALL INFORM THE AGENCY OF EACH ADMISSION OR TERMINATION.

(j) GROUP-FAMILY-DAY-CARE: IN ADDITION TO MEETING FAMILY-DAY-CARE STANDARDS, GROUP-FAMILY-DAY-CARE FACILITIES AND PROVIDERS MUST MEET THE FOLLOWING STANDARDS:

(1) LIMITATIONS OF LICENSE: THE GFDC SHALL BE LICENSED FOR NO MORE THAN TEN CHILDREN UNDER SCHOOL-AGE, INCLUDING THE PROVIDER'S AND HELPER'S CHILDREN UNDER SCHOOL-AGE.

SATISFACTORY COMPLIANCE:

(aa) Maximum licensed capacities:

If the number of children in care is no more than:			Then licensed capacity shall be:	
INFANTS	TODDLERS	PRESCHOOLERS	PROVIDER ONLY	PROVIDER & HELPER
0	0	10	10	10
0	7		7	10
1			5	10
2			5	10
3			4	10
4			4	10
5-6			-	9
7-8			-	8

(bb) Part-time children may be counted as one full-time child if they are not in care at the same time.

(cc) In addition to the licensed capacity, two school-age children per staff may be in care if:
(i) care is generally limited to no more than three hours per day, and
(ii) exceptions to this limit amount to no more than 30 days per school year.

(dd) Other child care arrangements shall have the prior approval of the agency.

(2) STAFF QUALIFICATIONS: GROUP FAMILY DAY CARE PROVIDERS SHALL HAVE EXPERIENCE AND/OR TRAINING IN PROVIDING DAY CARE TO CHILDREN.

Satisfactory Compliance:

(aa) A minimum of one year's experience as a licensed family day care provider.
or
(bb) A minimum of one year's experience as a paid or volunteer staff member of a licensed group day care facility.
or
(cc) A minimum of one approved child-development course, as defined below:

Child Development Training Course - may include but is not limited to:

	EXAMPLES:
Child growth and development	Child psychology
Family relations	Parent effectiveness training
Preschool methods and curriculum development	Music, art
Human relations	Sensitivity training, study of ethnic backgrounds
Food and nutrition	Menu planning
Administration of programs	Budget, management

Training may be offered by county welfare departments, family-day-care associations, day care centers, groups of centers, related organizations (including professional organization activities such as conventions and seminars), businesses, agencies, vocational schools, colleges or universities.
One approved child-development training course equals approximately three university or college credits or 30 clock hours in a vocational-technical institute. These child-development courses qualify staff for group-day-care homes and group-day-care centers, but do not imply certification through the Department of Education.

(3) PHYSICAL ENVIRONMENT: GROUP-FAMILY-DAY-CARE FACILITIES SHALL BE LARGE ENOUGH TO PROVIDE SPACE FOR A VARIETY OF ACTIVITIES.

Satisfactory Compliance:

(aa) There shall be a minimum of 35 square feet of useable indoor play area per child, excluding bathrooms. This may include basements, if warm and dry, for large-muscle activities.
(bb) A crib or padded play pen shall be provided for each infant in attendance.
(cc) A cot or bed shall be provided for each toddler and preschool child in attendance.
(dd) There shall be a safe outdoor play area adjacent to the FDC home or park facilities nearby for regular use.

(4) DAILY ACTIVITIES:

(aa) EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES THAT DEVELOP BOTH LARGE AND SMALL MUSCLES.

Satisfactory Compliance:

(i) Daily activities shall include large muscle activities, such as running, jumping, skipping, climbing, sliding, rolling, pulling, and pushing.

(ii) Daily activities shall include small muscle activities, such as cutting, pasting, and manipulating clay, crayons, and other small objects.

(bb) EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES THAT DEVELOP CREATIVITY AND IMAGINATION.

Satisfactory Compliance:

(i) Daily activities shall include art and music that encourage individual creativity such as making collages, painting, developing rhythm, and dancing.

(ii) Daily activity shall include dramatic play, such as "house" and "store".

(cc) EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES THAT ENCOURAGE COGNITIVE DEVELOPMENT.

Satisfactory Compliance:

Daily activities shall include the development of skills in recognizing colors, shapes, sizes, animals, and so forth.

(dd) PERMISSION SHALL BE OBTAINED FROM THE PARENTS BEFORE ALLOWING SCHOOL-AGE CHILDREN IN CARE TO PARTICIPATE IN ACTIVITIES OUTSIDE THE GROUP-FAMILY-DAY-CARE FACILITY, SUCH AS SPECIAL INTEREST GROUPS, CLUBS, BIKE RIDING WITH FRIENDS, RECREATIONAL PROGRAMS, AND THE LIKE.

(5)

GROUP FAMILY DAY CARE MINIMUM EQUIPMENT LIST

PRESCHOOL - 2½ THROUGH 5

Furniture and Supplies:

1. Small tables and chairs
2. Availability of cots or beds
3. First-aid supplies
4. Fire blanket (100% wool)

Large-Muscle Play:

1. Large building blocks (may be of non-durable materials such as milk cartons)
2. One or more durable pieces of large-muscle equipment such as:
   swing — tunnel
   balance beam — climber
   wheel toys
3. Other large-muscle toys, such as balls and jump ropes

Small-Muscle and Ponder Play:

1. Books--one per child or use of public library
2. Games and toys to learn: number, letter shape, size and color concepts
3. Transportation toys (trucks. cars)
4. Construction toys (small blocks, lincoln log, legos)

Music Activities:

1. Phonograph, piano or musical instruments (homemade or commercial)

Dramatic Play:

1. Dress-up clothes (boys and girls)
2. Homemade play house (such as large cardboard box, blanket tent, etc.)
   dolls

Art Activities:

1. clay or play dough
2. paper
3. paste
4. blunt scissors
5. scraps
6. paint (non-toxic)

Water Play:

1. Dishpan
2. Basters
3. Measuring cups

INFANTS AND TODDLERS - 0 -2½

Equipment

Cribs
Mobiles (homemade or commercial)
Safe seat (such as infant seat, high chair, jumper-walker)
Pull toys
Training chair

DEPARTMENT OF PUBLIC WELFARE

RULE 3

STANDARDS

FOR

GROUP DAY CARE CENTERS

ADOPTED-3

(2) DEFINITIONS:

Aide - See Staff - Child Care Assistant.

Affirmative Action Plan - Statement explaining how a center intends to recruit persons without discrimination.

Age Groupings:

Infant - Child aged six weeks through 15 months.

Toddler - Child aged 16 months through 30 months.

Preschool Child - Child aged 31 months through five years.

Primary School Child - Child aged six through eight years.

Intermediate School Child - Child aged nine through twelve years.

Child-Development Training - Child-development training may include, but is not limited to:

	Examples
Child growth and development	Child psychology
Family relationships	Parent effectiveness training
Preschool methods and curriculum development	Music, art
Human relations	Sensitivity training, study of ethnic backgrounds
Food and nutrition	Menu planning
Administration of programs	Budget, management

Training may be offered by day-care centers, groups of centers, related organizations (including professional organization activities such as conventions and seminars), businesses, agencies, vocational schools, or colleges or universities.

To be considered in staff qualification, training must be accredited, or approved by the Minnesota Child Care and Development Advisory Council. One approved child-development training course equals approximately three university or college credits, or 30 clock hours in a vocational-technical institute. These child-development training courses qualify staff for group-day-care centers but do not imply certification by the State Department of Education.

Child-Development-Assistant Training Program - Program offered by vocational-technical institutes, junior colleges, and the University Technical Institute, involving a minimum of 1,080 hours of activities and courses oriented to and focused on the practical application of child development.

Child-Development Associate - Person meeting the skill and competency requirements established by the Office of Child Development.

Commissioner - Commissioner of Public Welfare.

Day Care - The care of children outside of their home for part of a 24-hour day by persons unrelated to them by blood or marriage. Day care includes group-day-care, family-day-care, and group-family-day-care (see also DPW Rule 2).

Drop-In Care - There are two types of drop-in care:

(1) Combined Program: The acceptance of additional children into a licensed child-care program on an irregular basis (not more than one-fifth of the center's week) but not to exceed the facility's licensed capacity during any part of the day. The percentage of drop-in children shall not exceed ten per cent of the total attendance.

(2) Total Drop-In Program: Center whose total licensed capacity is based primarily on children who attend on an irregular basis.

Facility - Physical environment in which a group-day-care program takes place.

Group-Day-Care Center - Any program that, for compensation or otherwise, provides day or night care for six or more children at one time. The term includes, but is not limited to, programs for children known as nursery schools, day nurseries, child-care centers, play groups, day-care center for school-age children, after-school program, infant day-care center, cooperative day-care center, and Head Start programs.

In-Service Training - Program of practical education, formal or informal, for individuals or groups working with young children for the purpose of job orientation, attitude development, learning or improving work techniques, and upgrading standards.

Licensed Capacity - Maximum number of children who can be in attendance at a center at a given time.

Person (operating a group-day-care facility) - Includes an individual, association, corporation, partnership, any political subdivision of the state, and any agency, board, or department of such a political subdivision.

Program - Combination of activities that, taken together, constitute the non-physical environment of a center. Materials and staff necessary to carry out the activities of the center are part of the program.

Department - Department of Public Welfare.

Staff:

Director - Person responsible for all aspects of the operation of the group-day-care center. (e.g., administrative duties, staff supervision and training, record keeping, program planning, budgeting, liaison with state and local agencies, etc.).

Teacher - Person responsible for planning and implementing the program of the group-day-care center (e.g., plans and conducts daily program activities, prepare program materials, supervises and trains other staff, etc.). Other titles used to designate persons with

these responsibilities include teacher-director, head teacher, and lead teacher.

Assistant Teacher - Works with the guidance of the teacher and director to carry out the program of the center.

Child-Care Assistant - Assists the teacher or assistant teacher with all aspects of the planned program (other titles: aide, child-care aide).

Volunteers - Persons offering their services to a group-day-care facility without reimbursement other than for expenses.

Waiver - Temporary permission to disregard a particular licensing requirement or rule.

Parent Cooperative:

A nonprofit group-child-care program that is governed by a board of at least 70 per cent parent-users of the group-child-care program. The board must meet at least every six weeks, and minutes of these board meetings shall be available for inspection by a representative of the Department. This board shall make all continuing operational decisions about staff, program, budget, and organizational structure.

Parent cooperative shall be specifically exempt from regulations in the following sections:

(a) Definitions	no exemptions
(b) Licensing Laws and Procedures	no exemptions
(c) Facility	no exemptions
(d) Program	(1)(cc) and (ee), (2), (4)(ee), (7)
(e) Health, Nutrition, and Safety	no exemptions
(f) Admissions	no exemptions
(g) Staff	(1), (2), (3)(aa)(bb)(dd), (4)(staff distribution and group size), (5), (6)
(h) Organization and Administration	(2)(bb) and (ii), (4)(bb)

If a parent cooperative employs staff in the positions of director, teacher, and/or assistant teacher who are not parent members, hired staff shall not be exempt from:

Staff (1)(2)(3)(5)

Other regulations for group-day-care programs may be waived for a parent cooperative as long as the health and safety of children is not endangered (see Section (b)(12).

Within the first year of licensure and annually thereafter, information on the exempted sections shall be submitted to the Department.

(b) LICENSING LAWS AND PROCEDURES:

(1) APPLICATION FOR LICENSE SHALL BE MADE ON THE FORM ISSUED BY THE STATE DEPARTMENT OF PUBLIC WELFARE. APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT. APPLICATION FOR LICENSE IS NOT COMPLETE UNTIL ALL SUPPORTING DOCUMENTS HAVE BEEN RECEIVED BY THE DEPARTMENT.

(2) APPLICANTS FOR LICENSURE SHALL MAKE CONTACT WITH THE DEPARTMENT TO SCHEDULE PRE-LICENSING CONSULTATION.

(3) AFTER APPLICATION FOR A LICENSE HAS BEEN APPROVED BY THE COMMISSIONER, A LICENSE SHALL BE ISSUED GIVING PERMISSION FOR OPERATION. THE LICENSE SHALL BE ISSUED WITHIN 90 DAYS AFTER RECEIPT OF THE APPLICATION AND ALL SUPPORTING DOCUMENTS. FAILURE TO ISSUE A LICENSE WITHIN 90 DAYS SHALL CONSTITUTE DENIAL OF APPLICATION. THE LICENSE SHALL STATE THE DATES OF VALIDITY, THE MAXIMUM NUMBER OF CHILDREN TO BE PRESENT IN THE PROGRAM AT ANY ONE TIME, THEIR AGES, AND THE HOURS OF OPERATION. THE LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES.

(4) A PROVISIONAL LICENSE SHALL BE ISSUED TO ALL NEW GROUP-DAY-CARE CENTERS FOR A DESIGNATED PERIOD. A PROVISIONAL LICENSE MAY BE GRANTED FOR UP TO ONE YEAR TO A NEW GROUP-DAY-CARE CENTER THAT MEETS NECESSARY HEALTH AND SAFETY REQUIREMENTS BUT DOES NOT MEET ALL REQUIREMENTS FOR LICENSURE.

Reason: To begin a new program, some discretion is desirable.

Satisfactory Compliance:

The health, nutrition, and safety requirements of Section (c) must be met, except as noted (see Section (e).
The license is issued for a period up to one year and shall not be renewed after one year.
A plan for full compliance with standards must accompany the application for licensure.
Written notification of the granting of a provisional license by the Department must be made to the child-care operator specifying the reason, duration, and conditions for continuing and/or terminating the provisional license. This will include the plan that is required for full compliance.

(5) THE TERMS OF THE REGULAR LICENSE ARE:
(aa) THE LICENSE IS ISSUED FOR UP TO TWO YEARS AND IS NOT TRANSFERRABLE TO ANOTHER OPERATOR OR SITE.
(bb) THE LICENSE IS ISSUED AFTER THE CENTER HAS OPERATED UNDER A PROVISIONAL LICENSE FOR A DESIGNATED PERIOD (SEE (b)(4).

(6) ANY CHANGES IN THE TERMS OF THE LICENSE MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

(7) THE LICENSE SHALL PRESCRIBE THE NUMBER AND AGES OF CHILDREN TO BE CARED FOR AND THE HOURS AND DAYS OF OPERATION.

(8) ANY APPLICANT OR LICENSEE WHOSE LICENSE IS DENIED, REVOKED, OR NOT RENEWED MAY APPEAL TO THE COMMISSIONER IN ACCORDANCE WITH MINNESOTA STATUTES 1969, CHAPTER 15. THE DEPARTMENT SHALL NOTIFY BY CERTIFIED MAIL ANY FACILITY WHOSE

LICENSE IS DENIED, REVOKED, OR NOT RENEWED. THE GROUNDS FOR THE DEPARTMENT'S ACTION AND PROCEDURES FOR PERFECTING SUCH APPEAL SHALL BE STATED. THE LICENSE MUST BE RETURNED TO THE DEPARTMENT, AND ALL ADVERTISING FOR THE CENTER MUST CEASE.

(9) WHEN THE GROUP-DAY-CARE CENTER DECIDES TO TERMINATE ITS SERVICE, NOTICE OF THE CLOSING MUST BE SENT TO THE DEPARTMENT AND THE LICENSE MUST BE RETURNED.

(10) THE LICENSEE MUST REAPPLY FOR A RENEWAL LICENSE. THE DEPARTMENT SHALL MAIL PROPER NOTICE OF LICENSE EXPIRATION AND LICENSE RENEWAL FORMS NO LESS THAN 60 DAYS PRIOR TO EXPIRATION OF THE LICENSE. THE DEPARTMENT SHALL MAKE ARRANGEMENTS FOR THE RE-LICENSING VISIT TO DETERMINE WHETHER THE DEPARTMENT STANDARDS CONTINUE TO BE MET.

(11) STATE LAW PROVIDES THAT EVERY PERSON WHO OPERATES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 THROUGH 257.111, WITHOUT A LICENSE, OR WHO VIOLATES ANY PROVISION OF THOSE SECTIONS, SHALL BE GUILTY OF A MISDEMEANOR. ANY PERSON WHO OFFERS OR ADVERTISES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 THROUGH 257.111, PRIOR TO OBTAINING SUCH A LICENSE, EXCEPT FOR THE PURPOSE OF PRE-ENROLLING STAFF AND/OR CHILDREN, OR WHO OFFERS OR ADVERTISES ANY FACILITY IN VIOLATION OF ANY PROVISION OF MINNESOTA STATUTES, SECTION 257.081 THROUGH 257.111, SHALL BE GUILTY OF A MISDEMEANOR.

(12) PURSUANT TO MINNESOTA STATUTES, SECTION 257.102, THE DEPARTMENT IS GIVEN THE RIGHT OF ENTRANCE AND PRIVILEGE TO INSPECT CENTERS DURING HOURS OF OPERATION TO DETERMINE WHETHER STANDARDS ARE BEING MET. THE CENTER DIRECTOR OR REPRESENTATIVE SHALL BE PRESENT WHEN THE DEPARTMENT MAKES A REGULAR LICENSING VISIT.

(13) NO PROGRAM MAY DISCRIMINATE IN ADMISSIONS OR DEMISSIONS ON THE BASIS OF RACE, SEX, RELIGION, CREED, COLOR, NATIONAL ORIGIN, OR SOURCE OF PAYMENT. IN EMPLOYMENT OF STAFF, NO PROGRAM MAY DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, RELIGION, OR SEX. NO PROGRAM MAY DISCRIMINATE ON THE BASIS OF PHYSICAL AND/OR MENTAL HANDICAP WHEN THIS HANDICAP DOES NOT PREVENT FULFILLMENT OF NORMAL JOB RESPONSIBILITIES.

Satisfactory Compliance:

(aa) When applying for licensure, every center shall submit:
- (i) A signed statement about non-discriminatory admissions and hiring policy.
- (ii) An implementable affirmative action plan designed to recruit minority children and staff where such minority groups are a part of the community.

(bb) No otherwise eligible child can be excluded on the basis of the specified characteristics, except:
- (i) A program established to serve low-income children may give first priority to children of this group only but shall not discriminate within this group.
- (ii) A program established to serve children of a particular religious faith may serve these children only but may not discriminate within the group. The program may not discriminate against children from other religious groups when a portion of their fund is derived from public sources.

(cc) Employment practices shall be based on bona fide occupational qualifications. Employers shall not discriminate on the basis of the specified characteristics by:

(i) Refusing to hire a qualified applicant.

(ii) Discharging a qualified employee.

(iii) Maintaining a system of employment that unreasonably excludes an applicant.

or

(iv) Establishing differences in tenure, compensation, terms of employment, upgrading, conditions of work, facilities, or privileges of employment.

(14) REGULATIONS MAY BE WAIVED, WITH THE APPROVAL OF THE DEPARTMENT, ACCORDING TO THE PROCEDURE ESTABLISHED FOR SUCH WAIVER. WAIVER MAY BE GRANTED ONLY IF THE HEALTH AND SAFETY OF THE CHILDREN ARE ENSURED.

Satisfactory Compliance:

(aa) A complete explanation of the reasons and purposes of the waiver must be submitted to the State Agency at the time of application for licensure.

(bb) Waivers can be granted only in writing and only by the Department and must be signed prior to the beginning of program operation.

(cc) The granting of a waiver shall not constitute a precedent.

(15) EVERY APPLICANT FOR A LICENSE SHALL BE FURNISHED WITH A COPY OF THESE RULES AND REGULATIONS.

(16) SEPARATE LICENSES SHALL BE REQUIRED FOR PROGRAMS MAINTAINED ON SEPARATE PREMISES EVEN WHEN OPERATED UNDER THE SAME AUSPICES. A SEPARATE LICENSE SHALL NOT BE REQUIRED FOR SEPARATE PROGRAMS OPERATED ON THE SAME PREMISES UNDER THE SAME AUSPICES.

(17) THE NAME "SCHOOL" MAY BE USED ONLY BY PROGRAMS HAVING A MINIMUM OF ONE TEACHER CERTIFIED BY THE MINNESOTA STATE DEPARTMENT OF EDUCATION. ONE CERTIFIED NURSERY-SCHOOL TEACHER MUST BE PRESENT DURING THE MAJOR PART OF THE PROGRAM FOR EVERY 20 CHILDREN.

(c) FACILITY:

(1) THE BUILDING MUST MEET LEGAL REQUIREMENTS FOR ZONING, HOUSING, SANITATION, FIRE PROTECTION, WATER SUPPLY, AND SEWAGE DISPOSAL.

Reason: To protect the health and safety of all persons who occupy the building.

Satisfactory Compliance:

(aa) The program must obtain written verification from the various local legal bodies stating that requirements have been met.

(bb) In the absence of local regulations, compliance shall be satisfied if the requirements of the State Health Department and the State Fire Marshal are met and it is so stated in writing.

(cc) Newly constructed facilities and altered buildings shall meet the requirements of the State Building Code.

(2) THERE SHALL BE A MINIMUM OF 35 SQUARE FEET OF USEABLE FLOOR SPACE (PRIMARY SPACE) PER CHILD IN ATTENDANCE, EXCLUSIVE OF HALLWAYS, BATHROOMS, LOCKERS, KITCHENS, AND FLOOR SPACE OCCUPIED BY SANITARY EQUIPMENT, BUT INCLUDING EQUIPMENT AND FURNISHINGS REGULARLY USED BY THE CHILDREN.

Reason: Program flexibility and child-movement needs require that adequate space be available.

Satisfactory Compliance:

(aa) The applicant shall submit a floor plan of the proposed facility drawn to scale.

(bb) No more than 25 per cent of the proposed primary space shall be occupied by equipment to be left stationary.

(cc) Where there is question about the useable space, the licensing agent shall measure the availab? primary space.

(dd) The licensing agent shall designate the licensed capacity of the program.

(3) PRIMARY SPACE DESIGNATED FOR THE PROGRAM SHALL BE AVAILABLE ONLY FOR THE CHILDREN WHEN THE PROGRAM IS IN OPERATION. THIS SPACE SHALL INCLUDE FURNISHINGS AND EQUIPMENT PRIMARILY FOR THE PROGRAM'S USE. SUPPLEMENTARY SPACE MAY BE SHARED.

(4) ALL STAIRWAYS AND CORRIDORS LEADING TO EXITS SHALL BE KEPT CLEAR AND FREE FROM OBSTRUCTIONS AT ALL TIMES.

(5) ADEQUATE TOILET AND WASHBOWLS MUST BE PROVIDED IN A WELL-VENTILATED PLACE.

Satisfactory Compliance:

(aa) There must be at least one toilet and one washbowl provided for each 15 children and one additional toilet and washbowl for each additional 15 children or fraction thereof. Toilets and washbowls must be reachable.

(bb) Training chairs, instead of the required number of toilets, must be provided for toddlers.

(cc) Water accessible to children shall not exceed 120° F.

(6) CENTERS MUST PROVIDE CARE FOR A CHILD WHO BECOMES ILL. SUPERVISION MUST BE PROVIDED UNTIL THE CHILD IS PICKED UP.

Reason: Children who are not well should not be required to be with a group or involved in its activities. Neither should an ill child be placed in solitary confinement.

Satisfactory Compliance:

Space designated for use by an ill child need not be permanently arranged but shall be:

(aa) Used only for other compatible purposes; e.g., private office, library, staff's room.
or

(bb) Effectively protected from the main activity area and the kitchen by screening.
and

(cc) Equipped with a child's cot.
and

(dd) Within sight and hearing of an adult.

(7) FLOORS MUST BE KEPT CLEAN AT ALL TIMES; MUST NOT HAVE SPLINTERS, CRACKS, OR BROKEN LINOLEUM, AND MUST NOT BE SLIPPERY. CARPETING OR RUGS MAY BE USED, BUT RUGS MUST NOT BE HAZARDOUS. CONCRETE FLOORS SHALL BE TILED, CARPETED, OR CUSHIONED.

(8) A MINIMUM ROOM TEMPERATURE OF 68°F SHALL BE MAINTAINED IN SPACE DESIGNATED FOR THE PROGRAM.

(9) VENTILATION AND LIGHTING IN EVERY FACILITY MUST MEET THE REQUIREMENTS OF THE STATE BUILDING CODE.

(10) PREMISES SHALL BE KEPT CLEAN AND SANITARY.

(11) A COT OR A CRIB MUST BE PROVIDED FOR EACH CHILD TAKING A NAP IN A PROGRAM THAT INCLUDES A REST. ADEQUATE SPACE AND ACCESSIBILITY OF EXIT MUST BE MAINTAINED.

Reason: Children in a day-care program need rest and quiet as part of the daily activity.

Satisfactory Compliance:

(aa) Infants must be provided with cribs or padded playpens, regardless or type or duration of program.

(bb) Toddlers and preschoolers under the age of five years who are in programs lasting more than five hours shall be provided with cots.

(cc) Children older than infants who are in programs lasting less than five hours shall be provided with washable mats or rugs for taking rests.

(dd) A child sleeping more than four to five hours must be provided with a bed, cot, or crib (depending on ability). The bed, crib, or cot shall have a mattress, safe mattress protector, and coverings. Pillows may be provided for children one year old or older, according to individual need.

(ee) Cribs, cots, or playpens must be so arranged that there is easy access to each child and accessibility of exit is maintained.

(ff) A crib must be of adequate size for the child's length. Crib mattresses shall be covered.

(gg) Sheets, pillows, and blankets must not be interchanged and must be kept clean at all times. Bed linens must be laundered at least once a week or when soiled or wet. Blankets, mattress protectors, and pillow protectors shall be laundered when a new child uses the bed.

(hh) Beds used by members of the household must not be used by the children in the center.

(ii) Cribs shall not be stacked.

(12) ALL EQUIPMENT AND FURNITURE MUST BE DESIGNED FOR THE AGE GROUP AND BE SUBSTANTIAL, EASY TO CLEAN AND FREE FROM SHARP POINTS OR CORNERS, SPLINTERS, OR PAINTS THAT CONTAIN LEAD. THE FACILITY AND EQUIPMENT MUST ALSO BE KEPT IN GOOD REPAIR, WITH NO PEELING PAINT AND FREE FROM DEBRIS AND LITTER.

Reason: Children have certain developmental requirements that can be facilitated by use of equipment and furniture designed for their age group. The health and safety of the children must be protected by an environment and equipment that allows exploration without undue danger.

(13) OUTDOOR PLAY AREA OF AT LEAST 75 SQUARE FEET PER CHILD AND NO LESS THAN 1,000 SQUARE FEET PER PROGRAM MUST BE PROVIDED.

Reason: Good child education requires adequate room to engage in large-muscle activity under safe conditions. Outdoor space is also appropriate for other learning activities.

Satisfactory Compliance:

This requirement will be considered fulfilled by any one of the following:

(aa) An adjacent play area where children are rotated in appropriate numbers to maintain 75 square feet per child for outdoor play.

(bb) Adjacent park facilities within 1,000 feet
or
(cc) Park space that is more than 1,000 feet from the group-day-care center, where daily transportation is provided.

(14) PLAY SPACE MUST BE ADEQUATELY ENCLOSED WHERE NECESSARY TO PREVENT CHILDREN FROM LEAVING THE PREMISES UNATTENDED AND OUTDOOR PLAY TIME MUST BE DIRECTLY SUPERVISED WITH THE REQUIRED STAFF-TO-CHILD RATIO.

(15) OUTDOOR PLAY SPACE SHALL BE EQUIPPED FOR ACTIVE LARGE-MUSCLE PLAY (SEE APPENDIX A).

(d) PROGRAM:

1) A GROUP-DAY-CARE PROGRAM MUST SHOW EVIDENCE, IN WRITING, OF PROVISION FOR THE PHYSICAL, INTELLECTUAL, EMOTIONAL, AND SOCIAL DEVELOPMENT OF THE CHILD. EVERY PROGRAM SHALL HAVE INTERNAL CONSISTENCY OF GOALS, OBJECTIVES, AND ACTIVITIES. EVERY PROGRAM SHALL PROVIDE A MINIMUM OF EQUIPMENT AND MATERIALS.

Reason: To fit the developmental requirements, cultural background, and characteristics of each child, day-care programs should consider:
Health and nutrition needs.
Need for security.
Need for freedom.
Need for structure.
Need for compassion.
Need for challenge.

Every child needs individualization and freedom of choice, as well as whole-group activities. Needs change as the child grows and develops.

Satisfactory Compliance:

(aa) A written program plan that can be implemented and is observable shall be available for review by the Department. The program plan shall show how the program intends to meet the physical, intellectual, emotional, and social needs of

every child. The program plan shall include appropriate ethnic, linguistic, and cultural variations.

(bb) The program shall submit a schedule of routine daily activities.

(cc) The group-day-care center shall organize an environment indoors and outdoors that provides a wide range of materials to meet the varied developmental levels and cultural backgrounds of children, such as:

Construction: blocks, sand table, workbench, water play, trucks, construction sets.

Dramatic Play: playhouse, puppets, phones.

Art: easel, paints, chalk, crayons, clay.

Ponder Play: flannel boards, chalkboard, pegboard, puzzles, beads, matching games.

Science Learning: plants, animals, magnets, gears.

Library: books, audio-visual materials.

Music: rhythm instruments, tapes, records.

Place To Be Alone: a corner or chair where a child can be by himself.

Physical Development: climbing bars, balance bars, tumbling mats, tunnels for crawling.

(dd) The program plan shall include both indoor and outdoor activities.

(ee) An inventory of minimum equipment shall be submitted as specified in Appendix A ("Minimum Equipment and Supplies").

(2) THERE SHALL BE OPEN SHELVES FOR PLAY MATERIALS AND BOOKS, AND INDIVIDUAL SPACE MUST BE PROVIDED FOR EACH CHILD'S CLOTHING AND OTHER PERSONAL BELONGINGS.

(3) THE CENTER SHALL ESTABLISH AND MAINTAIN CONTINUAL COMMUNICATION AND EXCHANGE OF IDEAS AND INFORMATION BETWEEN THE STAFF AND PARENTS.

Reason: Primary responsibility for a child's health, well-being, and development rests with his parent. Day-care staff must work cooperatively with parents.

Satisfactory Compliance:

The center must provide evidence of compliance with the following:

(aa) The child's record shall show that planned conferences have been offered to parents in the center or at home Conferences must be offered twice each year for children two years of age or older, and at least once every two months for children under two

(bb) Every center shall have a written plan on file for activities that will keep parents informed and encourage parent input

(4) CENTERS SERVING CHILDREN UNDER TWO AND ONE/HALF MUST PROVIDE FOR FLEXIBILITY IN PROGRAMMING. EACH CHILD MUST HAVE INDIVIDUAL PERSONAL CONTACT EACH DAY.

Reason: A young child needs prompt attention to his needs to encourage communication and build trust. Personal contact is needed to build perceptual skills, encourage consistency of handling, foster a warm relationship, and provide a series of observations on the child's progress.

Satisfactory Compliance:

(aa) Each infant shall be held during bottle feedings until he is able to safely hold his own bottle. Bottles shall not be propped.

(bb) Each child shall be held, cuddled, and played with each day.

(cc) Each child's attempts to communicate shall be responded to. Staff shall talk to and listen to each child.

(dd) Infants and toddlers shall be allowed freedom of movement during a large part of their waking day.

The non-creeping infant shall spend part of each day on a clean carpeted floor or large blanket.

The creeping infant shall have freedom to explore outside of crib or playpen. A crib or playpen shall be used only for sleeping or for short periods of time. During the infant's waking hours, a playpen shall be placed where the infant can watch others. Several hours each day shall be spent outside the crib or playpen.

The toddler shall be allowed and encouraged to move about, explore, and handle safe objects.

(ee) Each child shall be provided with materials and equipment that will foster his development physically, mentally, socially, and emotionally. (See Appendix A - Minimum Equipment and Supplies for Infants and Toddlers.)

(ff) Feeding time shall meet individualized needs of children.

(gg) There must be a flexible plan for diapering and toileting. Children shall be kept dry and comfortable at all times. A complete change of clothing shall be brought from home to be used as needed. The child shall be changed in his crib or on a table with a change of covering between each diaper change. Staff members shall wash their hands after changing each child. Before being diapered, the child shall be washed with a separate cloth or towel.

(hh) An adequate supply of clean diapers shall be available. Diapers may be provided by the parent. When diapers are provided by the center, they shall be single-service and disposable. Diapers shall be stored in a sanitary manner.

(ii) Toilet training shall be undertaken when appropriate according to a child's age and stage of development. Training must be in cooperation with the parent's plan. Children shall be offered frequent opportunities for toileting.

(jj) Children unable to wash their own hands and faces shall have their hands and faces washed before meals and after toileting.

(kk) Training chairs shall be washed with soap and water after each use.

(ll) Children under two and one/half years of age shall have a separate area and program from older children.

(mm) Before admission, the director shall obtain information about the child's eating, sleeping, toileting, communication, and comforting habits and needs.

(nn) Space used by children sleeping in cribs shall be separate from playrooms or classrooms.

(5) NAPS AND REST IN A GROUP-DAY-CARE PROGRAM MUST MEET THE NEEDS OF THE CHILD AND THE WISHES OF THE PARENTS.

Satisfactory Compliance:

(aa) Each child shall be provided opportunity for enough sleep for his age at regular hours under conditions conducive to rest.

(bb) Sleeping arrangements shall be so made that no child is deprived of needed sleep or has it unnecessarily interrupted.

(cc) Quiet activities shall be provided before bedtime to aid relaxation for sleep.

(6) NO CHILD SHALL BE SUBJECTED TO CORPORAL OR PSYCHOLOGICAL ABUSE BY STAFF.

Reason: Although families differ in their approach to discipline, harsh or threatening methods are not appropriate for non-family members. Compliance through fear is not the goal of discipline.

Satisfactory Compliance:

(aa) Methods of discipline used by the center shall be discussed with each child's parent at the time of enrollment.

(bb) No child shall be hit in any way, such as slapping, spanking, or kicking by staff.

(cc) No child shall be handled roughly, such as shoving, hair-pulling, ear-pulling, or shaking by staff.

(dd) Isolation and exclusion time shall be geared to age of child, not to exceed ten to 15 minutes. If a child is isolated, the room must be well-ventilated and well-lighted and within sight and hearing of an adult. A child shall not be isolated in a locked room or closet.

(ee) No child shall be humiliated, shamed, or labeled.

(ff) A child shall not be punished for lapses in toilet training.

(gg) Meals and snacks shall not be used as a form of punishment.

(hh) No discipline shall be delegated to another child.

(7) ADULT CARE-GIVERS SHALL BE SEATED WITH CHILDREN AT SNACK AND MEAL TIMES.

(e) HEALTH, NUTRITION, AND SAFETY:

(1) HEALTH:

(aa) THE DIRECTOR OF EACH PROGRAM SHALL BE RESPONSIBLE FOR OBSERVATION OF HEALTH AND DEVELOPMENT OF CHILDREN, HANDLING ILLNESS AT THE CENTER, ACCIDENT PREVENTION AND EMERGENCY PROCEDURES, KEEPING HEALTH RECORDS COMPLETE, AND INFORMING PARENTS ABOUT COMMUNITY RESOURCES.

Reason: Health promotion in young children requires regular observation, accurate record keeping, and systematic follow-up.

Satisfactory Compliance:

(i) The director may perform the specified activities, or he may delegate these duties to another paid staff member.

(ii) The person responsible for health shall demonstrate skill in record-keeping, communication of health policies, and referral to community resources within one year after licensure.

(bb) CONTINUING HEALTH CONSULTATION SHALL BE SOUGHT FROM APPROPRIATE PRIVATE OR PUBLIC COMMUNITY RESOURCES TO ASSIST IN DEVELOPING HEALTH POLICIES AND KEEPING THEM CURRENT; TO ASSIST IN SCREENING, REFERRAL, AND FOLLOW-UP PROCEDURES; AND TO PROVIDE ADVICE ABOUT CHILDREN WITH SPECIAL NEEDS.

Satisfactory Compliance:

(i) All programs shall seek regular consultation with a physician or public-health nurse. A physician shall at least be available as an emergency resource during the hours of operation.

(ii) If infants under one year of age are cared for, the program must have monthly consultation with a public-health nurse or a registered nurse with training or experience in infant care. The program must operate under health policies approved by a physician.

(cc) THE CENTER MUST REQUIRE A HEALTH STATEMENT SIGNED BY EACH CHILD'S SOURCE OF MEDICAL CARE. THE CENTER MAY REQUEST THAT A CHILD HAVE A NEW PHYSICAL EXAMINATION.

Satisfactory Compliance:

(i) The center shall have on file the name and address of each child's source of regular health supervision and a Health-Care Summary (See Appendix B) for each child.

(ii) If a child's Health-Care Summary is not complete at the time of enrollment or within 30 days after enrollment, the child shall be excluded from the program.

(iii) If a child's immunizations are not up-to-date at the time of enrollment, evidence of a plan to get them up-to-date must be on file at the center within 30 days after receipt of the child's Health-Care Summary, or the child shall be excluded from the program.

(iv) If a tuberculin skin test or X-ray is positive, evidence of satisfactory treatment or follow-up must be recorded.

(v) If parents of a child object to medical examination or treatment on grounds of their religious beliefs, the child's record shall contain a Health-Care summary completed by the parent and a statement signed by the parent indicating their objections to medical examinations and treatments on grounds of religious beliefs.

(dd) THE CENTER SHALL HAVE A COMPLETE, WRITTEN POLICY ON ILLNESS AND EMERGENCY CARE, ACCIDENTS, FIRST AID, AND EXCLUSION OF SICK CHILDREN. ALL STAFF MUST HAVE TRAINING IN THE ADMINISTRATION OF FIRST AID.

Satisfactory Compliance:

(i) At the time of registration, the parent must be given a copy of the policy on emergency and illness care and exclusion of sick children.

(ii) A plan must be made with each parent about emergency and illness care that shall include the information specified in Admission Section (f)(2).

(iii) Any important infectious or communicable disease must be reported to all parents:

(ee) WHEN A CHILD IS TO BE GIVEN ORAL OR SURFACE MEDICATION, WRITTEN INSTRUCTIONS BY A PHYSICIAN OR DENTIST MUST BE PROVIDED, AND WRITTEN AUTHORIZATION TO ADMINISTER MEDICATION MUST BE GIVEN BY A PARENT. MEDICATION MUST BE LABELED, STORED UNDER LOCK, OR OUT OF THE REACH OF CHILDREN.

Satisfactory Compliance:

(i) The center shall obtain written permission from the child's parent prior to the administration of any medication -- prescription or non-prescription.

(ii) Medications shall be kept in their original containers bearing the original label with legible information stating:

Prescription number
Name of drug
Strength and quantity of drug.
Expiration date of any time-dated drug
Directions for use.
Child's name.
Physician's name.
Date of original issue or, with a refill, the most recent date of issue.
Name and address of the licensed pharmacy issuing the medication.

(iii) Any drug container having a detached, excessively soiled, or damaged label shall be returned to the parent for re-labeling at the issuing pharmacy.

(iv) The contents of any drug container without a label or with an illegible label shall be destroyed immediately. Any unused portions or prescription drugs remaining in the facility shall be returned to the parent or destroyed by the licensee by flushing them into the sewer system and removing and destroying the labels from the drug containers.

(v) Medications having a specific expiration date shall not be used after the date of expiration.

(vi) Medication must be stored out of the reach of children or under lock.

(vii) The parent must be informed when any medication is given.

(ff) A TEN-UNIT FIRST-AID KIT AND DIRECTIONS FOR ITS USE MUST BE AVAILABLE.

Satisfactory Compliance:

The following minimum first-aid supplies must be available and accompanied by directions: band-aids, sterile bandages, sterile compresses, adhesive tape, magnifying glass with needles and tweezers for removing splinters, soap (with water) for cleaning cuts, abrasions, etc.

(gg) PAPER TOWELS, ROLLER TOWELS, OR AIR DRYERS MUST BE PROVIDED FOR THE CHILDREN'S USE.

(hh) IN PROGRAMS PROVIDING SLEEP-CARE OF FOUR TO FIVE HOURS OR MORE, EACH CHILD SHALL HAVE HIS OWN CLEARLY IDENTIFIED TOOTHBRUSH, COMB, TOWEL, AND FACE-CLOTH. AT LEAST TWICE A WEEK TOWELS AND FACE-CLOTHS MUST BE LAUNDERED. SOAP AND TOOTHPASTE SHALL BE PROVIDED.

(ii) SOILED DIAPERS SHALL BE KEPT IN A CLOSED CONTAINER. THIS CONTAINER SHALL BE CLEANED DAILY AND SHALL NOT BE ACCESSIBLE TO THE CHILDREN.

(jj) PRESCHOOL CHILDREN MUST BE MONITORED IN WASHING THEIR HANDS AND TOILETING. CHILDREN SHALL BE ENCOURAGED AND HELPED TO KEEP THEMSELVES CLEAN. THEY SHALL RECEIVE SPECIFIC TRAINING IN PERSONAL HYGIENE.

(2) NUTRITION:

(aa) A GROUP-DAY-CARE CENTER MUST PROVIDE OR INSURE THE AVAILABILITY OF ADEQUATE AND NUTRITIOUS MEALS AND SNACKS APPROPRIATE FOR THE AGES AND NEEDS OF THE CHILDREN SERVED. EACH REGULAR MEAL MUST PROVIDE ONE/THIRD OF THE CHILD'S DAILY FOOD NEEDS. ONE MEAL AND TWO SNACKS OR TWO MEALS AND ONE SNACK SHALL BE PROVIDED DAILY FOR EACH CHILD IN CARE FIVE THROUGH EIGHT HOURS. A MINIMUM OF TWO MEALS MUST BE OFFERED TO CHILDREN IN CARE NINE OR MORE HOURS UNLESS FOUR OR MORE OF THESE HOURS ARE SPENT IN SLEEP.

Reason: Balanced nutrition is basic to health. Eating habits and attitudes about food are formed in the early years. Eating should be a pleasant social experience, and staff should eat with the children. Children should be encouraged but not forced to eat.

Satisfactory Compliance:

(i) The current U.S.D.A. Daily Food Guide shall be utilized in planning adequate quantities of the Basic Four food appropriate for the age of the child (see Appendix C). Ethnic food shall be included where appropriate.

(ii) The Daily Food Guide shall be used as a pattern not only for hot lunches served at the center but also for cold lunches and lunches brought from home These are acceptable when parents are informed about nutritionally adequate lunches. The center shall provide supplements to bag lunches as needed and proper refrigeration.

(iii) Snacks shall include a beverage plus one or more of the following: raw vegetables, cheese, cereal product, or fruit. Snacks must be provided at suitable intervals and served at least one and one/half hours before meals.

(iv) The admission interview shall include information about food habits and practices, food likes and dislikes, and cultural patterns of food selection and preparation that may be used by the staff in serving foods.

(bb) MENUS MUST BE PLANNED IN ADVANCE FOR A CYCLE OF AT LEAST ONE MONTH, POSTED FOR PARENTS' INFORMATION, AND REVIEWED FOR NUTRITIONAL ADEQUACY AT LEAST ONCE A YEAR.

Reason: Cycle menu planning saves time and results in more carefully planned menus, better cost control through improved purchasing, better nutritionally balanced and more varied menus, easier advance planning of work schedules, and more uniform and better food preparation. When menus are posted, parents know what foods are served, eliminating duplication of menus at home.

(cc) GROUP-DAY-CARE CENTER PERSONNEL SHALL UNDERSTAND PERSONAL SANITATION AND METHODS OF HANDLING, PREPARING, AND SERVING FOOD IN A SAFE AND SANITARY MANNER. THE PREPARATION OF FOOD BY CHILDREN MUST BE CAREFULLY SUPERVISED. THE PROGRAM SHALL COMPLY WITH THE PROVISIONS OF APPLICABLE STATE AND LOCAL FOOD ORDINANCES.

(dd) CONSIDERATION MUST BE GIVEN TO THE MODIFIED OR THERAPEUTIC DIET NEEDS OF CHILDREN AS PRESCRIBED BY SOURCE OF HEALTH CARE.

Satisfactory Compliance:

(i) The diet orders must be filed and the entire staff informed of the diet restrictions.

(ii) The director must check with the parents about the length of time the child is to be on the diet.

(iii) The diet plan is to be carefully followed by obtaining the consultative services of a qualified nutritionist or dietitian to interpret the diet orders as needed.

(iv) For the child requiring a rigid diet because of severe diabetes, sodium restriction, ketogenic, or phenylketonuria, food must be brought from home.

(ee) THE DIET OF AN INFANT SHALL BE DETERMINED BY THE CHILD'S PARENTS IN CONSULTATION WITH THEIR SOURCE OF HEALTH CARE.

Reason: Nutritional adequacy and sanitation are the two "musts" of infant feeding.

Satisfactory Compliance:

(i) Formula or milk and solid foods, including vitamin and iron supplements, must be fed in prescribed quantities and at specified time intervals. Written diet instructions shall be obtained from the parent.

(ii) The sources, preparation, handling, and storage of formula, milk, solid foods, and supplements for children under one year of age shall be approved by a physician. These policies and procedures, signed by the physician, shall be kept on file at the center.

(iii) The parent shall be informed daily of the amount and kind of food intake of the infant.

(iv) Each infant's feeding schedule shall be available to staff.

(ff) DRINKING WATER SHALL BE AVAILABLE TO CHILDREN AND OFFERED AT FREQUENT INTERVALS.

Satisfactory Compliance:

(i) Water bottles for infants shall be prepared, packaged, and identified for each individual infant. Each bottle shall be stored and handled to protect against contamination. Each infant's usual need for water shall be recorded, as given by the infant's parent, on the individual enrollment form.

(ii) Drinking water for toddlers and older children shall be provided in individual drinking cups or approved drinking fountains.

(3) SAFETY:

(aa) EVERY CHILD-CARE CENTER SHALL HAVE WRITTEN ACCIDENT PREVENTION PROCEDURES BASED ON COMMON CAUSES OF ACCIDENTS IN THE AGE GROUP SERVED.

Satisfactory Compliance:

(i) At least twice a year a staff member shall inspect the center for hazards. All hazards shall be discussed with staff and

corrected, where possible. Procedures shall be devised to prevent accidents and eliminate hazards.

(ii) Fire-prevention precautions shall be consistent with the State Fire Marshal's code.

(iii) Written procedures for accident prevention shall include at least poisoning, aspiration and choking, injury, burns, and pedestrian accidents

(iv) Accident reports or an accident log must be kept on all accidents, except minor scratches and abrasions. Reports should be analyzed at least annually and procedures adjusted to prevent recurring accidents.

(v) Staff shall have a practical understanding of at least the center's safety procedures, special hazards, and common accidents occurring at the center, detailed instruction in evacuation procedures, use of the fire extinguisher, and how to report accidents.

(vi) The person in charge shall know where the fuse box is and how to pull the main electrical switch.

(bb) CENTERS SHALL ESTABLISH PROCEDURES TO BE FOLLOWED IN CASE OF EMERGENCIES OR ACCIDENTS.

Reason: Advance planning is necessary to insure safe, efficient actions in a period of emergency.

Satisfactory Compliance:

(i) Procedures for fires, tornadoes, blizzards, illness of staff, accidents, breakdown of transportation, power failure, and missing persons shall be determined. Where appropriate, plans for emergency shelter of children and staff must be designated.

(ii) All staff and children shall participate in monthly fire drills based on fire-evacuation procedures.

(iii) Written plans for fire emergencies shall show primary and secondary exits. Plans shall include details of rescue of children, contact of fire department, and closing off of fire area, in that order of priority.

(cc) CENTERS MUST BE EQUIPPED WITH THE NUMBER OF FIRE EXTINGUISHERS DETERMINED BY THE STATE FIRE MARSHAL. EXTINGUISHERS MUST BE IN WORKING ORDER AND CHECKED ANNUALLY.

(dd) ALL ELECTRICAL OUTLETS MUST BE COVERED OR PROTECTED WHEN NOT IN USE.

(ee) EVERY FACILITY MUST HAVE A NON-COIN OPERATED PHONE THAT IS READILY ACCESSIBLE.

(ff) A LIST OF EMERGENCY NUMBERS SHALL BE PROMINENTLY POSTED BY THE TELEPHONE: POLICE, FIRE, DOCTOR, AMBULANCE, HOSPITAL.

(gg) THE CENTER SHALL MAKE ARRANGEMENTS IN ADVANCE FOR EMERGENCY TRANSPORTATION.

(hh) RADIATORS, FIREPLACES, HOT PIPES, STEAM RADIATORS, AND OTHER HOT SURFACES SHALL BE PROTECTED BY GUARDS.

(ii) SHARP SCISSORS, KNIVES, MATCHES, AND OTHER POTENTIAL HAZARDS TO CHILDREN SHALL BE STORED OUT OF THEIR REACH. THE USE OF POTENTIALLY HAZARDOUS MATERIALS AND TOOLS BY CHILDREN SHALL BE SUPERVISED.

(jj) STAIRWAYS USED BY THE CHILDREN SHALL HAVE REACHABLE HAND RAILINGS.

(f) ADMISSIONS:

(1) EACH PROGRAM SHALL HAVE AN ADMISSION POLICY THAT SPECIFIES THE AGE RANGE OF CHILDREN BEING SERVED:
- (aa) INFANTS: SIX WEEKS THROUGH 15 MONTHS.
- (bb) TODDLERS: 16 MONTHS THROUGH 30 MONTHS.
- (cc) PRESCHOOL: 31 MONTHS THROUGH FIVE YEARS.
- (dd) PRIMARY: SIX YEARS THROUGH EIGHT YEARS.
- (ee) INTERMEDIATE: NINE YEARS THROUGH TWELVE YEARS.

(2) ADMISSION PROCEDURES DEVELOPED MUST PROVIDE THE CARE-GIVER WITH SUFFICIENT INFORMATION AND INSTRUCTION FROM THE PARENT TO ENABLE THE CARE-GIVER TO MAKE DECISIONS OR ACT IN BEHALF OF THE CHILD'S WELFARE IN THE ABSENCE OF THE PARENT.

Satisfactory Compliance:

Prior to admission of the child, the care-giver shall obtain written information from the person or persons legally responsible for the child covering the following items:
- (aa) The child's full name, birth date, and current address.
- (bb) The name and address of the parent or parents, or of the person(s) legally responsible for the child.
- (cc) Telephone number or instructions as to how the person(s) responsible for the child may be reached when the child is in the day-care program.
- (dd) Names of persons authorized to take the child from the day-care facility and their address; persons not so authorized.
- (ee) Name, address, and telephone number of the health-care source to be called in case of emergency.
- (ff) Names, addresses, and telephone numbers of person(s) who can assume responsibility for the child if the parent cannot be reached in an emergency.
- (gg) Health statement and immunization data as specified in the Health Section (e)(1)(bb).
- (hh) Signed authorization to the effect that the parent gives permission to the center to act in an emergency situation when the parent cannot be reached or is delayed in arriving.
- (ii) Written permission for participation in specific research, experimentation, or publicity activities.
- (jj) Written permission for the child to participate in activities not sponsored by the center; permission must include type of activity, location, dates, and times of the activity.
- (kk) Special diet needs.

(3) ADMISSION POLICIES AND PROCEDURES MUST ENSURE INITIAL AND CONTINUING COMMUNICATION BETWEEN THE FAMILY AND THE FACILITY TO ASSURE COMPATIBILITY IN THEIR MUTUAL RESPONSIBILITY FOR THE CHILD'S WELFARE.

Satisfactory Compliance:

(aa) A plan for admission of the child that includes a pre-admission conference with parent and child.

(bb) A plan for continuing contact between the parents and the center,

(g) STAFF:

(1) EACH STAFF PERSON MUST BE APPROPRIATELY QUALIFIED THROUGH TRAINING, EXPERIENCE, AND PERSONAL QUALITIES FOR THE AGE GROUP AND CULTURAL BACKGROUND WITH WHICH HE WORKS. (NOTE: For an explanation of the term Child-Development Training Course, used in this section, see "Definitions". The qualifications indicated for staff positions relate strictly to group-day-care positions and do not imply certification by the State Department of Education.)

Reason: The relationships that a child develops with important adults are considered as vital for his emotional security, intellectual development, and healthy psychological growth.

Satisfactory Compliance:

(aa) Director: (of all programs) Person or persons responsible for administration of a program must have administrative and supervisory experience or capability as well as knowledge of program, staff relationships, and day-care operations. Administrators with teaching duties must also possess the qualifications of a teacher. The director shall be at least 18 years of age and shall be a mature responsible person.

Satisfactory Compliance:

(b & c) Teacher - Alternatives For Qualification

	TRAINING		EXPERIENCE		NUMBER OF APPROVED CHILD-DEVELOPMENT TRAINING COURSES
(i)	Post-secondary certificate in Child Development Assistant Training Program (minimum of 1080 hours)	PLUS	One year (1560 hours) as Assistant Teacher**	PLUS	1
OR (ii)	(no requirement)		Two years (3120 hours) as Assistant Teacher**	PLUS	3
OR (iii)	BA or BS in any field from an accredited college or university	PLUS	** *	PLUS	6 (May be included as part of BA or BS degree)
OR (iv)	A degree in Child Development or Nursery Kindergarten Education from an accredited college or university	PLUS	**		(no requirement)
OR (v)	Certification by the State Department of Education for Nursery School	PLUS	**		(no requirement)
OR (vi)	Compliance with the competency level requirements of Child Development Associate		(no requirement)		(no requirement)
OR (vii)	INFANT-TODDLER ONLY (no requirement)		Three years (4680 hours) as a licensed Family-Day-Care Provider or Group-Family-Day-Care Provider	PLUS	3
OR (viii)	SCHOOL-AGE ONLY Certification by the State Department of Education for Elementary or Secondary Education		(no requirement)		(no requirement)

**INFANT-TODDLER ONLY - Three months (480 hours) of required experience must be in an infant and/or toddler program.

*SCHOOL-AGE ONLY - Six months (600 hours) experience in a related field (e.g., playground leader, tutor, student teaching, teacher's aide).

Satisfactory Compliance:

(cc) Assistant Teacher - Alternatives for Qualification

	TRAINING		EXPERIENCE		NUMBER OF APPROVED CHILD-DEVELOPMENT TRAINING COURSES
	(i) Post-secondary certificate in Child-Development Assistant Training Program (minimum of 1080 hours)	PLUS	**		(no requirement)
OR	(ii) (no requirement)		Six months (780 hours) as Child-Care Assistant (Child-Care Aide) or Student Teacher	PLUS	3
OR	(iii) Two years of post-secondary education.	PLUS	**	PLUS	3
OR	(iv) INFANT-TODDLER ONLY (no requirement)		Six months (780 hours) with infants and/or toddlers as a licensed Family-Day-Care Provider or a Group-Family-Day-Care Provider.	PLUS	3
OR	(v) SCHOOL-AGE ONLY (no requirement)		One year (1200 hours) in a related field (e.g., playground leader, tutor, student teaching, teacher's aide).		(no requirement)

**INFANT-TODDLER ONLY - 150 hours of experience in an infant and/or toddler program.

(dd) Teachers and assistant teachers employed on the date of promulgation of these standards must comply with one of the alternatives for qualification within three years after that date.

(ee) To maintain the position of teacher, three approved courses in child-development training are required every two years.

(ff) To maintain the position of assistant teacher, one approved course in child-development training is required every year.

(gg) Child-Care Assistant (Child-Care Aide) for all age-groupings:

(i) The following alternatives are available for qualification:
High-school vocational child-care training course.
Orientation training course in the center.

(ii) To maintain the position, one approved Child-Development Training Course is required every year.

(iii) The Child-Care Assistant must be at least 15 years of age.

(hh) Volunteers: for all age-groupings:
To be counted in the staff-to-child ratio, volunteers must:

(i) Be at least 15 years of age.
(ii) Participate in an orientation to the program.
(iii) Participate in any in-service training given to paid staff by the center.

(2) IN-SERVICE TRAINING FOR ALL REGULAR ADMINISTRATIVE, TEACHING, AND SUPPORT-SERVICES STAFF MEMBERS, INCLUDING VOLUNTEERS, MUST BE A PART OF EVERY CENTER'S EDUCATIONAL PROGRAM.

Reason: Proper preparation and continuous training of the total staff will better ensure development and maintenance of high-quality day-care services.

Satisfactory Compliance:

(aa) A center or a group of centers must plan and arrange a minimum of two per cent of each staff member's working time to be spent in an in-service program.
(bb) This training can be provided by individual centers, a sponsoring agency, community sources, local school systems, professional groups, colleges, universities, or area vocational schools
(cc) This training may be used to satisfy all or part of the qualifying and/or continuing requirements for teacher and assistant teacher (see (q)(1) (ee) and (ff).

(3) ALL PERSONNEL IN REGULAR CONTACT WITH CHILDREN, INCLUDING VOLUNTEERS AND DRIVERS, SHALL BE PHYSICALLY, MENTALLY, AND EMOTIONALLY COMPETENT TO CARE FOR CHILDREN AND FREE FROM SERIOUS COMMUNICABLE DISEASE.

Satisfactory Compliance:

(aa) References must be required by the director from all child-care staff relating to their ability to care for young children.
(bb) Prior to employment, the paid employee must submit a statement signed by his source of medical care and based on a thorough examination within three months. Statements must be submitted every two years thereafter.
(cc) All staff must submit evidence of freedom from tuberculosis before employment and annually.
(dd) A probation period must be set for new employees, during which physical, mental, and emotional competence to care for children is evaluated and discussed with the employee by the employer.
(ee) Employees with communicable disease presenting an important health hazard to the group shall be excluded.
(ff) No person shall be hired or retained as a staff member, paid or volunteer, who has:
  (i) Been convicted for or admitted of or been the subject of substantial evidence of an act of child battering, child abuse, or child molesting.
  (ii) Used alcohol or drugs such that its effects are apparent during the hours that children are in care
  or
  (iii) Been convicted for or admitted to any felony or any offense involving moral turpitude.

(4) STAFF RATIO MUST BE MET AND MAINTAINED BY OPERATORS OF ALL PROGRAMS. APPROPRIATE DISTRIBUTION OF STAFF SHALL INCLUDE A TEAM THAT HAS INDIVIDUALS WITH COMPETENCIES OF A TEACHER, ASSISTANT TEACHER AND CHILD CARE ASSISTANT. VOLUNTEERS UNDER SUPERVISION MAY BE COUNTED IN THE STAFF RATIO. THE STAFF MEMBER MUST BE WITH THE CHILDREN TO BE INCLUDED IN THE STAFF-TO-CHILD RATIO. WHEN THERE ARE CHILDREN OF DIFFERENT AGES IN THE SAME GROUP, THE RATIO FOR THE YOUNGEST AGE GROUP SHALL PREVAIL. JANITORS AND BUS DRIVERS SHALL NOT BE COUNTED IN THE STAFF RATIO WHEN PERFORMING THESE DUTIES.

Reason: The administering agency must ensure that capable staff in the recommended ratio is always present and is capable of providing for health and safety of each child and that each member of the staff has a clear understanding of his responsibility as explained in orientation sessions and provided in a written form.

Satisfactory Compliance:

(aa) Infants: six weeks through 15 months.
Staff Ratio: one to four.
Group Size: No more than eight in an activity group.
Staff Distribution: one teacher for every 16 children,
+
one teacher or assistant teacher for every group,
+
child-care assistants and volunteers as needed to meet staff ratio.

(bb) Toddlers: 16 months through 30 months.
Staff Ratio: one to seven.
Group Size: No more than 14 children in an activity group.
Staff Distribution: one teacher for every 28 children,
+
one teacher or assistant teacher for every group,
+
child-care assistants and volunteers as needed to meet staff ratio.

(cc) Pre-School: 31 months through five years
Staff Ratio: one to ten.
Group Size: No more than 20 children in an activity group.
Staff Distribution: one teacher for every 40 children,
+
one teacher or assistant teacher for every group,
+
child-care assistants and volunteers as needed to meet staff ratio.

Note: <u>There shall be no more than ten two-and-one-half year olds in any activity group of 20 children</u>.

(dd) School-Age: six years through twelve years.
Staff Ratio: one to 15.
Group Size: No more than 30 children in an activity group.
Staff Distribution: one teacher for every 60 children,
+
one teacher or assistant teacher for

every group,
+
child-care assistants and volunteers
as needed to meet staff ratio.

(5) EACH CENTER WITH MORE THAN ONE STAFF MEMBER MUST SET PERSONNEL POLICIES RELATING TO HEALTH, WORKING CONDITIONS, IN-SERVICE TRAINING, PROBATION PERIOD, EVALUATION, SICK LEAVE, VACATION, BENEFITS, AND SALARY INCREMENTS. POLICIES SHALL COMPLY WITH APPROPRIATE STATE AND FEDERAL LAWS.

Reason: It is important that there be a clear understanding between administration and staff about the work situation and the responsibilities of both the administration and the staff member

Satisfactory Compliance:

Each center with more than one staff member must have a written statement of personnel policies. This statement shall include:

(aa) Policies in accordance with Fair-Employment laws and regulations.
(bb) Job description for all staff.
(cc) Description of probation period and method of staff evaluation.
(dd) A clearly defined in-service training program.
(ee) Policies on hiring, firing, promotions, and salary increments.

(6) IN CENTERS PROVIDING SLEEP CARE OF FOUR TO FIVE HOURS OR MORE, STAFF RATIOS SPECIFIED IN VII.D. SHALL BE MAINTAINED UNTIL THE CHILDREN ARE SETTLED FOR SLEEP. WHILE CHILDREN ARE SLEEPING, A MINIMUM NUMBER OF ADULTS MUST REMAIN AWAKE AND AVAILABLE TO THE CHILDREN THROUGHOUT THE SLEEP PERIOD.

Satisfactory Compliance:

(aa) One adult for every four sleeping infants but no fewer than two adults for the center.
(bb) One adult for every ten sleeping toddlers but no fewer than two adults for the center.
(cc) One adult for every 20 sleeping preschoolers but no fewer than two adults for the center.
(dd) One adult for every 25 sleeping school-age children but no fewer than two adults for the center.

(7) THE DIRECTOR SHALL MAKE ARRANGEMENTS IN ADVANCE FOR SUBSTITUTE STAFF.

(h) ORGANIZATION AND ADMINISTRATION:

(1) A GROUP-DAY-CARE PROGRAM SHALL HAVE WRITTEN POLICIES AVAILABLE FOR INSPECTION BY THE DEPARTMENT. THESE POLICIES SHALL BE MADE AVAILABLE TO PARENTS AND STAFF MEMBERS.

Reason: Established policies and procedures facilitate consistency and promote understanding.

Satisfactory Compliance:

There shall be written policies covering the following areas:

(aa) The type of program offered to children and their parents.
(bb) The ages and numbers of children in each age group to be served.
(cc) Hours of operation.
(dd) Days of operation.

(ee) Meals and snacks to be served
(ff) Provisions that can be made for special needs of individual children.
(gg) Admission requirements and enrollment procedures.
(hh) Affirmative action plan.
(ii) Plan for parent information.
(jj) Plan for substitute staff.
(kk) Insurance coverage.
(ll) Procedures for the handling of sick children.
(mm) Provisions for illness and emergency care.
(nn) Accident-prevention procedures.
(oo) Requirements about personal belongings brought to the center.
(pp) Transportation arrangement.
(qq) Permission for trips.
(rr) Personnel policies.
(ss) Fees and the plan for payment.

(2) LEGAL RESPONSIBILITY AND ADMINISTRATIVE AUTHORITY MUST BE CLEARLY DEFINED FOR EVERY GROUP-DAY-CARE FACILITY.

Satisfactory Compliance:

(aa) The name, address, and telephone number of the individual or governing body legally responsible for the center shall be supplied to the licensing agent.
(bb) The legally responsible individual or group shall be held accountable for:
(i) Determining and implementing policies.
(ii) The performance of the director of the program.
(iii) Adequate financing to carry out the planned program.
(iv) The adherence to all rules and regulations that affect the program and the facility.
(v) Reporting any suspected instances of child abuse or neglect.

(3) WITHIN 48 HOURS AFTER THE OCCURRENCE OF AN UNUSUAL ACCIDENT, SUCH AS THE DEATH OR SERIOUS INJURY OF A CHILD, A REPORT SHALL BE SUBMITTED TO THE DEPARTMENT. A SERIOUS INJURY SHALL BE DEFINED AS ONE THAT REQUIRES THE HOSPITALIZATION OF THE CHILD. A REPORT SHALL ALSO BE SUBMITTED FOLLOWING THE OCCURRENCE OF A FIRE THAT REQUIRES THE SERVICES OF THE FIRE DEPARTMENT.

(4) A GROUP-DAY-CARE PROGRAM MUST ESTABLISH AND MAINTAIN REQUIRED RECORDS. ALL PERSONAL RECORDS MUST BE KEPT CONFIDENTIAL.

Satisfactory Compliance:

The following shall be made available to the licensing agent:
(aa) Daily attendance records for children.
(bb) Current staff records containing, as a minimum, identifying and emergency information; health clearances; education, experience, and current training; and terms of employment.
(cc) Current record for each child containing information specified in Section (f)(2) and (3).
(dd) List of all current staff members.
(ee) List of available substitute staff.
(ff) Staffing pattern showing staff-to-child ratios during hours of operation.

(5) WHEN TRANSPORTATION IS PROVIDED BY A GROUP-DAY-CARE CENTER, CHILDREN MUST BE PROTECTED BY PROPERLY OPERATED AND MAINTAINED VEHICLES, ADEQUATE STAFF SUPERVISION, LICENSED DRIVERS, SAFETY PRECAUTIONS, AND PROVISION FOR LIABILITY INSURANCE AND FOR ADEQUATE MEDICAL CARE.

Reason: A group of young children, particularly when infants and toddlers are included, traveling together in cars or buses, presents a special hazard that is different from that of school children or of the normal passenger traffic that was considered in the development of protective laws on transportation in most states. For the children's safety, it is, therefore, important to require additional provisions appropriate to the age and development of the children

Satisfactory Compliance for Automobiles:

(aa) Vehicles must have standard equipment and be in satisfactory operating condition. Each vehicle must have a fire extinguisher and a first-aid kit.

(bb) All drivers must meet requirements for a Minnesota Department of Public Safety Class C driver's license, permitting transportation of nine or fewer children. (Information is available from the Drivers License Division, Department of Public Safety, St. Paul, Minn.)

(cc) If infants or toddlers are transported, there must be a minimum of one adult for every five infants and toddlers, in addition to the driver.

(dd) There must be at least one adult in addition to the driver in every vehicle if five or more children are being transported.

(ee) Each child transported shall have and use a seat and a seat belt while the vehicle is in motion. Infants shall be transported in special approved infant safety seats; toddlers in toddler seats.

(ff) Children and sponsoring groups must be protected by liability insurance, and provisions for adequate medical care must be made.

(gg) A preschool child or a toddler may not be left unattended at the time of pick-up or delivery.

(hh) Except in unusual circumstances, children are not to be transported more than one hour per trip.

(ii) No more than three persons, including the driver, shall occupy the front seat of any vehicle

Satisfactory Compliance for Vans or Buses:

(aa) Vehicles must have standard equipment and be in satisfactory operating condition. Each vehicle must have a fire extinguisher and a first-aid kit

(bb) All drivers must meet requirements for a Minnesota Department of Public Safety Class B driver's license, permitting operation of a vehicle designed and equipped to transport more than ten passengers. (Information available from Drivers License Division, Department of Public Safety, St. Paul, Minn.)

(cc) Anyone driving a van or school bus labeled "School Bus" or with school bus sign uncovered, must have a Minnesota Department of Public Safety Class B driver's license with

School Bus Endorsement. (Information available from Drivers License Division, Department of Public Safety, St. Paul, Minn.)

(dd) If infants or toddlers are transported, there must be a minimum of one adult for every five infants and toddlers in addition to the driver.

(ee) There must be at least one adult in addition to the driver in every vehicle if five or more children are being transported.

(ff) Drivers and passengers must wear seat belts when the vehicle is equipped with them. Infants shall be transported in special approved infant safety seats, toddlers in toddler seats.

(gg) A preschool child or toddler may not be left unattended at time of pick-up or delivery.

(hh) Except in unusual circumstances, children are not to be transported more than one hour per trip.

(ii) No more than three persons, including the driver, shall occupy the front seat of any vehicle.

(jj) Children and sponsoring groups must be protected by liability insurance and provisions for adequate medical care must be made.

(6) GROUP-DAY-CARE CENTERS SHALL PROVIDE INSURANCE COVERAGE.

Satisfactory Compliance:

A certificate of insurance shall be obtained showing the following:

(aa) General liability coverage for bodily injury ($100,000 per person; $300,000 per suit)

(bb) Automobile insurance, where transportation is provided by the center, including secondary coverage on automobile owned by staff member and used to transport children ($100,000 per person; $300,000 per suit)

(cc) Workmen's Compensation and Unemployment Insurance

(l) GROUP-DAY-CARE CENTERS SERVING THE EDUCATIONALLY OR DEVELOPMENTALLY "HANDICAPPED" CHILD.

(1) WRITTEN PERMISSION MUST BE OBTAINED FROM THE LICENSING AGENT PRIOR TO ENROLLING HANDICAPPED CHILDREN.

Reason: Centers are encouraged to integrate handicapped children into a group of normal children whenever feasible for the center and for the child. The special needs of the handicapped child must be met. "Handicapped" is defined as involving a sensory defect, physical or mental deficiency, or emotional disturbance.

(2) THE GROUP-DAY-CARE CENTER SHALL OBTAIN THE ASSISTANCE OF A QUALIFIED CONSULTANT PRIOR TO THE ENROLLMENT OF ANY HANDICAPPED CHILD.

Satisfactory Compliance:

(aa) The center shall have written program modifications based on the determination of the qualified consultant and the needs of the individual handicapped child. These program modifications shall be understood by program staff.

(bb) Additional staff as recommended by the consultant shall be available.

(cc) Modified equipment and supplies as recommended by the consultant shall be available.

(dd) Training of staff as recommended by the consultant shall be arranged.

(cc) Modifications of the physical facilities shall be made as recommended by the consultant and in conformance with the State Building Code.

(3) PRIOR TO THE ADMISSION OF ANY HANDICAPPED CHILD, THE GROUP-DAY-CARE CENTER SHALL OBTAIN INFORMATION FROM THE PARENT, THE PHYSICIAN, AND THE STATE OR LOCAL EDUCATION AGENCY ABOUT ANY SPECIAL PROBLEMS OR NEEDS THAT MAY AFFECT THE CHILD'S USE OF THE PROGRAM. WHERE INDICATED, A PSYCHOLOGICAL EVALUATION SHALL BE MADE AND BE AVAILABLE TO THE CENTER.

(4) THE PROGRESS OF THE HANDICAPPED CHILD SHALL BE EVALUATED NO LESS THAN ANNUALLY BY A QUALIFIED CONSULTANT.

APPENDIX A

MINIMUM EQUIPMENT AND SUPPLIES - PRESCHOOL PROGRAMS - FOR EVERY 20 CHILDREN
(Quantity of equipment is to increase in proportion to licensed capacity of facility)

	PROVISIONAL LICENSE	REGULAR LICENSE (additional equipment and supplies)	PROGRAMS OPERATING LESS THAN FOUR HOURS (exceptions permitted)
Furniture:	1. Sufficient tables and chairs with backs (children) (one chair per child - no folding chairs) 2. One cot per licensed capacity. 3. First-aid kit. 4. Cot with blanket (for ill child). 5. Chairs with backs (for staff) 6. Low open shelves and bookcases (one foot per child) 7. Space/equipment for maintenance of children's records. 8. Individual spaces for outer clothing 9. Area rug or carpeting		2. Mats instead of cots.
Active, large-muscle play: (for indoors)	1. Large building blocks (may be of non-durable material) at least 24. 2. Two pieces of durable large-muscle equipment per every 20 children such as: climber rocking boat triangle set tunnel walking plank	1. Durable large building blocks -- at least 48 per every 20 children 2. Three pieces of durable large-muscle equipment per every 20 children	
Active, large-muscle play: (for outdoors)	1. Two pieces of durable large-muscle equipment such as: climber swing slide sand-box large wheel toys	12. Three pieces of durable large-muscle equipment	
Art and music activities:	1. Phonograph 2. Records - at least six 3. One double easel	3. Double easels - one for each 15 children 4. Rhythm band 2. Records - at least ten	

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	PROVISIONAL LICENSE	REGULAR LICENSE (additional equipment and supplies)	PROGRAMS OPERATING LESS THAN FOUR HOURS
Dramatic play:	1. Small blocks (at least 200 pieces) 2. Three small durable transportation toys per every 20 children for block area 3. One spontaneous dramatic play area with at least two pieces of permanent equipment: pretend area work bench (wood-work and tools) housekeeping area; e.g., doll bed, stove, sink, refrigerator, cupboard, etc. 4. Accessories: dolls, dishes, pots and pans	2. Six small durable transportation toys per every 20 children for block area 3. At least two areas for spontaneous dramatic play each having at least three pieces of equipment 4. At least one full-length mirror 5. Dress-up clothes	
Ponder Play:	1. Books - one per every child 2. Puzzles - one per every four children 3. Cognitive games - one per every four children; e.g., number concepts letter " shape " size " color "	1. Two per every child 2. One per every two children - puzzle rack 3. One per every two children science items; e.g., magnet, magnifying glass, pets, plants	
Expendable supplies:	1. Clay or playdough 2. Tempera or finger paints (non-toxic) 3. Paper (colored and white) 4. Paste (non-toxic) 5. Scraps - collage materials 6. Paint brushes 7. Crayons 8. Blunt scissors 9. Aprons-smocks		
[illegible]e-motor development	1. Manipulative toys - one per every four children; e.g., pegs and peg-boards, beads and strings, interlocking plastic forms 2. Sand or water play equipment	1. One per every three children	
Language development:	1. Pictures 2. Bulletin boards 3. Flannel board and flannel sets		
Food service supplies:	1. Dishes, silverware, and cups, if meals are to be served		

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MINIMUM EQUIPMENT AND SUPPLIES - INFANT AND TODDIER PROGRAMS - FOR EVERY 20 INFANTS AND TODDLERS
(Quantity of equipment is to increase in proportion to licensed capacity of facility.)

	INFANT PROGRAMS	TODDLER PROGRAMS
FURNITURE:	1. Sufficient infant-sized tables and chairs with backs for infants able to sit alone One chair per infant; no folding chairs	1. Same as furniture for preschool program plus:
	2. One crib with mattress and blanket per infant in attendance	2. Training chairs
	3. Ten-unit first-aid kit	
	4. Crib with mattress and blanket for ill infant	
	5. Chairs with backs (for staff)	
	6. Low open shelves and bookcases (one foot per child)	
	7. Space and equipment for maintenance of children's records	
	8. Adult rocker	
	9. Individual space for outer clothing	
	10. High chairs	
	11. Infant seats	
	12. Baby walkers	
	13. Bathing tub	13. Bathing tub
	14. Changing table with changeable covering	14. Changing table with changeable covering
	15. Diaper pail with liners	15. Diaper pail with liners
	16. Area rug or carpeting	
	17. Play pens	
	18. Gates as needed for safety	18. Gates as needed for safety
ACTIVE LARGE-MUSCLE PLAY	1. Large building blocks (may be of non-durable material) -- at least 20	SAME AS PRESCHOOL PROGRAMS
	2. Five pieces of durable large-muscle equipment for every 20 infants such as: Baby bouncers Large turning balls Body wheels Riding stools	2. Five pieces of durable, large-muscle equipment for every 20 toddlers, such as: Two-step slide Rocking boat Indoor gym house
	3. Large open plastic ball	
	4. Water-play equipment	

-xxx-

	INFANT PROGRAMS (CONTINUED)	TODDLER PROGRAMS (CONTINUED)
ART AND MUSIC ACTIVITIES	1. Phonograph 2. Records - at least six 3. Musical pull-toys 4. Rattles 5. Drum (without sticks)	Same as preschool programs
FINE MOTOR DEVELOPMENT	1. Matching and feeling toys - one per every two children, such as: plastic clutch toys form toys rattles pull toys feeling balls 2. Manipulative toys - one per every two children such as: teething toys wooden rattles shape toys clutch balls	Same as preschool programs
LANGUAGE DEVELOPMENT	1. Pictures 2. Bulletin boards	Same as preschool programs
LINENS AND SUPPLIES	1. For each crib: bumpers, sheets (cotton, plus rubber and/or plastic), blankets 2. Bath towels 3. Wash cloths 4. Diapers 5. Cover(s) for changing table 6. Sterile cotton balls 7. Facial tissues 8. Soap 9. Petroleum jelly or bland diaper-rash ointment 10. Rubber-bulb ear syringe with blunt plastic or rubber tip	Same as preschool programs 3. Wash cloths 4. Diapers 5. Cover(s) for changing table 7. Facial tissues 8. Soap 9. Petroleum jelly or bland diaper-rash ointment

-xxxx-

APPENDIX B

HEALTH-CARE SUMMARY

(To be completed by health-care source)

NAME OF CHILD _____ Birth Date _____

ADDRESS _____ Telephone _____

PARENT(S) OR GUARDIAN _____

Date of last physical examination:

How long have you been seeing this child?

How frequently do you see this child when he is not ill?

Does this child have any allergies (including allergies to medications)?

Is a modified diet necessary?

Is any condition present that might result in an emergency?

What is the status of the child's Vision _____

Hearing _____

Speech _____

Please list below the important health problems. Indicate if you or someone else is following the child for the problem and check which problems require special attention at the center:

Important Health Problems	Followed By You	Followed by Other Medical Source (name)	Requires Special Attention at Center

-xxxxx-

Immunizations and Tuberculin Test Records:

*D(P)T 1st date _____
* 2nd date _____
* 3rd date _____
*Booster date _____

*Rubeola date _____
*Rubella date _____

*Poliomyelitis 1st date _____
* 2nd date _____
* 3rd date _____
*Booster date _____

Mumps date _____

*Required

Tuberculin Test _____ _____
date results

If positive, what are the plans for treatment and/or follow-up?

Are the immunizations up-to-date?

If not, what is the plan to bring them up-to-date?

Other information helpful to the group-day-care center:

_____
Source of health care

_____
Associates or clinic

_____
Address

_____
Date

-xxxxxx-

APPENDIX C

DAILY FOOD GUIDE

FOODS	SERVINGS PER DAY	AVERAGE SIZE SERVING BY AGE*		
		1 - 3 years	3 - 6 years	6 - 9 years
MILK GROUP				
Milk (pasteurized, homogenized, and fortified Vitamin D)	2 - 3 servings	½ to 1 cup	½ to 1 cup	1 cup
Cheese and ice cream occasionally				
MEAT GROUPS				
Meat, poultry, fish	1 - 2 servings	1 to 3 tbs.	2 to 4 tbs. (1 to 2 oz. cooked)	4 to 6 tbs. (2 to 3 oz. cooked)
As alternates dried beans or peas or peanut butter		1 to 3 tbs.	2 to 4 tbs.	4 to 6 tbs.
Egg	1	1	1	1
VEGETABLE AND FRUIT GROUP	4 or more servings			
Dark green vegetables and deep yellow vegetables and fruits for Vitamin A	1 serving	2 to 3 tbs.	2 to 4 tbs.	¼ cup
Fruit for Vitamin C citrus, tomato, cabbage	1 serving	1/3 - 2/3 cup	1/3 to 2/3 cup	½ cup
Other fruits and vegetables	2 servings	¼ - 1/3 cup	¼ - ½ cup	½ cup
BREAD AND CEREAL GROUP				
Bread and cereal, whole grain or enriched	4 servings	½ to 1 slice ¼ cup cereal	1 to 1½ slices ½ cup cereal	2 to 3 slices ½ cup cereal
OTHER				
Butter or margarine	As spread or seasoning			

*Size of serving will differ with individual children; some may want smaller amounts and some larger.

-xxxxxxx-

O.P.U. Rules 1, 5, 8, 9, 2, 3

APPROVED AS TO FORM AND LEGALITY

Jan 15 1974

WARREN SPANNAUS, ATTORNEY GENERAL

BY Matt Wilcox

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JAN 17 1974 4:00 pm

Arlen I. Erdahl
Secretary of State

FILED
RICHARD L. BRUBACHER
Commissioner of Administration

JAN 17 1974 4:08 pm

BY Eda Staudenmaier
AUTH. SIGNATURE

PROPOSED - 1

As a result of the 1973 amendments to Minnesota Statutes, Sections 257.081 through 257.124, the following changes are proposed in DPW Rule 1, Standards for Foster Boarding Homes for Children.

(a) Definition

(3) "Children" means one or more persons under the age of ~~16~~ 18 years~~,-or persons-over-16-years-of-age,-but-under-21,-if-for-reasons-of-mental retardation-they-still-require-the-protection-needed-by-persons-under 16-years-of-age.~~

(c) Evaluation of family and home

(1)

(gg) The child's religious heritage, racial and cultural identity must be respected and protected. The foster family's own religious convictions and ~~moral~~ ethical standards must be such as to inspire the child to develop a capacity for spiritual well-being, respect for himself, and for others.

(hh) The holder of a Foster Boarding Home License to whom a subsidy or a fee for services is paid over and above the reimbursement for the cost of care must be able and available to provide their services to any child regardless of the child's race, religion, national origin or cultural heritage. Likewise, specialized homes such as emergency shelter care facilities and foster boarding homes used to provide short term care pending an

adoptive placement should be able and available to provide their services to any child regardless of the child's race, religion, national origin or cultural heritage, whether or not such license holder is paid a fee for services above the reimbursement for costs.

(i) There shall be no discrimination because of race, religion or national origin in the licensing of foster boarding homes.

PROPOSED - #2

FAMILY DAY CARE

AND

GROUP FAMILY DAY CARE

STANDARDS

DPW RULE #2

State of Minnesota
Department of Public Welfare

INTRODUCTION

The Day Care Standards Advisory Committee was appointed in the spring of 1971 by Mr. Webster C. Martin, Jr., Director, Division of Social Services of the Department of Public Welfare. The committee was designed to reflect the broad spectrum of interests and ideas in the field of day care with the goal of providing the Department of Public Welfare with recommendations for changes in the standards for licensed family day care in Minnesota.

Based on the work of this committee, the Department of Public Welfare presents for adoption the following rules and regulations governing the operating of family day care homes and group family day care homes for the care of infants, toddlers, pre-schoolers and school-age children in Minnesota.

The intent of these rules is to protect and promote the health, safety and well-being of children in family day care and group family day care in Minnesota. They have the full force and effect of law as provided in Minnesota Statutes 257.101 - 257.123. Persons using these rules should also be aware of and familiar with the statutory sections on which they are based.

DAY CARE STANDARDS ADVISORY COMMITTEE

Ms. Penny Cairns, Chairman

Ms. Angie Kuehn, Chairman
Special Committee on Family Day Care
and Group Family Day Care

FAMILY DAY CARE:

Ms. Jean Barnhart
Mrs. Arlene DeWitt
Ms. Kay Grussing
Mrs. Judy Hansen
Mrs. Mary Hemmings
Mrs. Shirley Kluznik
Miss Karen Lenaburg
Mrs. Lillian Lindsey
Mrs. Terry Nagel
Ms. Beverly Propes
Ms. Sheila Segal
Mr. Curtis Vining

GROUP FAMILY DAY CARE:

Mrs. Marilyn Melton
Mrs. Jean Barnhart
Mrs. Mary Whitehurst
Mrs. Lillian Lindsey
Mrs. Linda Cramer

FORMAT OF REPORT

RULE: designated by all capital letters.

REASON: an explanation of the reason behind the rule.

SATISFACTORY COMPLIANCE: method or methods which a Family Day Care Home or Group Family Day Care Home must follow in order to be in full compliance with the rule. Depending on the nature of the rule, SATISFACTORY COMPLIANCE may include a single requirement, several requirements, or alternative requirements for satisfying the rule.

When the rule is self-explanatory, REASON and/or SATISFACTORY COMPLIANCE are not included.

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I. DEFINITIONS:

Day Care - The care of children outside of their own homes for a part of the 24 hour day.

Family Day Care Home (FDC) - A facility providing day care for no more than five (5) children at one time, including the family day care provider's own children under school-age.

Group Family Day Care - A program providing day care for no more than 12 children at any one time including the provider's or helper's own children under school-age.

Family Day Care Provider - The individual giving care to children in a family day care home; the family day care provider is the person held accountable for the operation of the family day care home or group family day care home under this rule.

Helper - An individual who is at least 13 years of age who assists a family day care provider or a group family day care provider with the care of children.

Commissioner - Unless qualified, means the Commissioner of the Department of Public Welfare.

Department - Unless qualified, means the Department of Public Welfare.

Agency - Unless qualified, means the local county welfare department; the Agency is the duly delegated representative of the Commissioner.

Infant - Child aged 6 weeks through 15 months.

Toddler - Child aged 16 months through 30 months.

Pre-School Child - Child aged 31 months through 5 years.

Primary School Child - Child aged 6 years through 8 years.

Intermediate School Child - Child aged 9 years through 12 years.

Licensed Capacity - Maximum number of children who can be in attendance in a family day care home at any given time.

Waiver - Temporary or permanent written permission to disregard a particular licensing rule.

Licensing Representative - A duly delegated representative of the Commissioner.

II. LICENSING LAWS AND PROCEDURES:

1. A FAMILY DAY CARE HOME (FDC), IN ORDER TO PROVIDE CARE DURING ANY PART OF THE 24 HOUR DAY, MUST BE LICENSED BY THE DEPARTMENT, WITH THE FOLLOWING EXCLUSIONS:
   A.) A FDC PROVIDING CARE ONLY TO CHILDREN RELATED TO THE FDC OPERATOR BY BLOOD OR MARRIAGE;
   B.) A FDC PROVIDING CARE TO CHILDREN FROM ONE OTHER FAMILY ONLY;
   C.) A FDC PROVIDING CARE TO CHILDREN FOR LESS THAN 30 DAYS IN ANY 12 MONTH PERIOD.

2. APPLICATION FOR A LICENSE SHALL BE MADE ON THE FORM ISSUED BY THE DEPARTMENT. THIS FORM CAN BE OBTAINED FROM THE COUNTY WELFARE DEPARTMENT, (AGENCY) WHERE THE APPLICANT RESIDES.

3. THE APPLICANT FOR A FDC LICENSE SHALL APPLY THROUGH A DULY DELEGATED REPRESENTATIVE OF THE COMMISSIONER.

4. THE APPLICANT FOR A FDC LICENSE SHALL BE FURNISHED WITH A COPY OF THE APPROPRIATE RULES AND REGULATIONS.

5. UPON RECEIPT OF A REQUEST FOR LICENSURE AS A FDC, THE AGENCY SHALL EVALUATE THE PROSPECTIVE FDC BASED UPON THESE RULES AND REGULATIONS. A PROSPECTIVE FDC WHICH MEETS MINIMUM STANDARDS SHALL BE RECOMMENDED TO THE COMMISSIONER FOR ISSUANCE OF A FDC LICENSE. THIS LICENSE MAY BE EITHER PROVISIONAL OR REGULAR.
   A.) A NON-RENEWABLE PROVISIONAL LICENSE SHALL BE ISSUED FOR A PERIOD OF UP TO ONE YEAR WHERE, IN THE OPINION OF THE AGENCY OR THE DEPARTMENT, THE FDC DOES NOT FULLY COMPLY WITH STANDARDS;
   B.) A REGULAR LICENSE SHALL BE ISSUED FOR A PERIOD OF ONE YEAR WHERE, IN THE OPINION OF THE AGENCY OR THE DEPARTMENT, THE FDC FULLY COMPLIES WITH STANDARDS.

6. THE LICENSE, WHETHER PROVISIONAL OR REGULAR, SHALL SPECIFY THE NUMBER OF CHILDREN TO BE PROVIDED CARE.

7. A RE-LICENSING VISIT AND EVALUATION SHALL BE MADE BY THE AGENCY AT LEAST ONCE EVERY 12 MONTHS, FOR AS LONG AS THE FDC PROVIDER MAINTAINS A FDC LICENSE.

8. THE COMMISSIONER OR HIS DULY DESIGNATED REPRESENTATIVE SHALL HAVE ACCESS TO THE FDC FOR INSPECTION AT ANY TIME DURING THE HOURS IN WHICH DAY CARE IS BEING PROVIDED.

9. ANY FDC APPLICANT WHOSE APPLICATION FOR A LICENSE IS DENIED AND ANY FDC PROVIDER WHOSE LICENSE IS REVOKED OR NOT RENEWED MAY APPEAL TO THE COMMISSIONER IN ACCORDANCE WITH MINNESOTA STATUTES CHAPTER 15, 1969. THE AGENCY SHALL NOTIFY BY CERTIFIED MAIL ANY FACILITY WHOSE LICENSE IS DENIED, REVOKED OR NOT RENEWED. THIS NOTIFICATION SHALL STATE THE GROUNDS FOR SUCH ACTION AND SHALL INFORM THE APPLICANT OR OPERATOR OF HIS RIGHT TO APPEAL THE ACTION. A COPY OF THE REQUEST FOR APPEAL SHALL ACCOMPANY THIS NOTIFICATION.

10. EVERY PERSON WHO OPERATES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 THROUGH 257.123, WITH-

OUT A LICENSE, OR WHO VIOLATES ANY PROVISION OF THOSE SECTIONS SHALL BE GUILTY OF A MISDEMEANOR. ANY PERSON WHO OFFERS OR ADVERTISES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO MINNESOTA STATUTES, SECTION 257.081 THROUGH 257.123, PRIOR TO OBTAINING SUCH A LICENSE, OR WHO OFFERS OR ADVERTISES ANY FACILITY IN VIOLATION OF ANY PROVISION OF MINNESOTA STATUTES, SECTIONS 257.081 THROUGH 257.123 SHALL BE GUILTY OF A MISDEMEANOR.

11. REGULATIONS MAY BE WAIVED WITH THE APPROVAL OF THE STATE AGENCY ACCORDING TO THE PROCEDURE ESTABLISHED FOR SUCH WAIVER, IF THERE IS NO LOSS OF QUALITY IN THE FACILITY.

III. LIMITATIONS OF LICENSE:

1. NO FDC PROVIDER SHALL DISCRIMINATE IN REGARD TO ADMISSIONS, TERMINATIONS, OR TREATMENT OF CHILDREN ON THE BASIS OF RACE, CREED, COLOR OR NATIONAL ORIGIN.

2. NO FDC SHALL BE LICENSED FOR THE CARE OF MORE THAN FIVE INFANT, TODDLER, OR PRE-SCHOOL CHILDREN, OR ANY COMBINATION OF THESE AGE GROUPINGS. IN DETERMINING THE LICENSED CAPACITY, THE AGENCY SHALL COUNT THE FDC PROVIDER'S OWN CHILDREN UNDER SCHOOL-AGE.

3. THE FDC PROVIDER SHALL NOT HAVE, UNDER CARE AT ANY ONE TIME, MORE THAN THE MAXIMUM NUMBER AND AGE GROUPING OF CHILDREN PRESCRIBED IN THE LICENSE, WITH THE FOLLOWING CONDITIONS:
   A.) NO FDC PROVIDER SHALL CARE FOR MORE THAN THREE CHILDREN UNDER TWO YEARS OF AGE; NO FDC PROVIDER SHALL CARE FOR MORE THAN TWO CHILDREN UNDER ONE YEAR OF AGE;
   B.) PART-TIME CHILDREN MAY BE COUNTED AS ONE FULL-TIME CHILD IF THEY ARE NOT IN CARE DURING THE SAME HOURS OR DAYS;
   C.) THE FDC PROVIDER MAY PROVIDE CARE FOR UP TO TWO ADDITIONAL PRIMARY OR INTERMEDIATE SCHOOL-AGE CHILDREN, IF THEY ARE NOT GENERALLY IN CARE MORE THAN THREE HOURS PER DAY;
   D.) OTHER EXCEPTIONS TO MAXIMUM NUMBER OR AGE GROUPING DUE TO SCHOOL VACATIONS, AFTER-SCHOOL CARE REQUIREMENTS, OR OVERLAPPING OF PART-TIME CHILDREN MUST HAVE PRIOR WRITTEN PERMISSION FROM THE AGENCY; THE AGENCY MAY REQUIRE THAT A HELPER BE PRESENT WHENEVER THE TOTAL NUMBER OF CHILDREN UNDER CARE EXCEEDS SEVEN.

4. TWENTY-FOUR HOUR CARE MAY NOT BE PROVIDED FOR DAY CARE CHILDREN UNLESS THE FDC PROVIDER HAS THE APPROVAL OF THE AGENCY. SUCH CARE MAY NOT BE PROVIDED FOR MORE THAN 30 DAYS.

5. A FDC PROVIDER MUST HAVE REACHED AT LEAST THE AGE OF 18 YEARS AT THE TIME OF LICENSURE.

6. THE FDC LICENSE IS ISSUED FOR UP TO TWO YEARS AND IS NOT TRANSFERABLE TO ANOTHER OPERATOR OR SITE.

7. THE AGENCY MUST BE NOTIFIED OF ANY CHANGES WHICH WOULD AFFECT THE TERMS OF THE LICENSE.

8. ANY CHANGES IN THE TERMS OF THE LICENSE (MAXIMUM NUMBER OR AGE GROUPING) MUST HAVE PRIOR WRITTEN APPROVAL OF THE AGENCY.

9. WHEN A FDC PROVIDER DECIDES TO TERMINATE SERVICES AS A FDC PROVIDER NOTICE OF THE CLOSING MUST BE SENT TO THE AGENCY.

IV. STAFF QUALIFICATIONS AND TRAINING:

1. FDC APPLICANTS AND OTHERS LIVING IN THE HOUSEHOLD SHALL BE KIND AND RESPONSIBLE PEOPLE WITH A GENUINE LIKING FOR CHILDREN. THEY SHALL POSSESS CONSISTENT AND HEALTHY METHODS FOR HANDLING THE LIFE STYLE UNIQUE TO THEIR OWN FAMILIES.

   Reason: Children in day care facilities are under the care of the day care providers for a large portion of the day and therefore are strongly influenced by the emotional climate and the values within that day care home. Children are often too young or too frightened to speak out against physical or emotional abuse or neglect.

   Satisfactory Compliance:

   A FDC license shall not be issued where any person living in the household has any of the following characteristics:

   a.) A conviction for or admission to the act of child battering or child abuse or child molesting;
   b.) An uncontrolled addiction to drugs or alcohol, either presently or within the past 12 months;
   c.) A placement of the family's own children in foster care or residential treatment for emotional disturbance within the previous 12 months unless the primary reason for such placement was:
      1.) the physical illness of the parent; or
      2.) the mental retardation or physically handicapping of the child; or
      3.) the temporary foster placement of an infant being relinquished for adoption.
   d.) A conviction for any offense involving moral turpitude.

2. THE FDC PROVIDER SHALL BE ABLE AND WILLING TO WORK COOPERATIVELY WITH THE AGENCY AND WITH THE PARENTS OF CHILDREN IN CARE.

   Satisfactory Compliance:

   a.) FDC provider shall keep the parent aware of the child's progress and development.
   b.) All required reports and information shall be submitted to the Agency on time.

3. ALL ADULTS IN THE FDC HOME DURING THE TIME CHILD CARE IS GIVEN SHALL BE REASONABLY HEALTHY AND FREE FROM CONTAGIOUS OR INFECTIOUS DISEASE.

   Satisfactory Compliance:

   The FDC provider shall supply evidence to the Agency that:

   a.) During the six months prior to application, each adult in contact with the FDC children has had a negative Mantoux test or chest X-ray; and

b.) A statement from the provider's physician dated within the six months prior to the application that either:
   1. the provider has received a physical examination and is physically and emotionally able to provide day care to young children; or
   2. the provider is receiving all necessary on-going medical care and is physically and emotionally able to provide day care to young children.

4. THE OPERATOR MUST DEMONSTRATE WILLINGNESS TO ACQUIRE KNOWLEDGE OF THE BASIC NEEDS OF CHILDREN.

Satisfactory Compliance:

Within two years after the Agency is prepared to offer training to FDC providers, each licensed FDC provider shall participate in a minimum of six hours of training. Newly licensed providers shall participate in a minimum of six hours of training within one year of date of initial licensure, provided that the Agency is prepared to make such training available.

5. NO CHILD SHALL BE SUBJECTED TO CORPORAL OR PSYCHOLOGICAL ABUSE.

Reason: Although families differ in their approach to discipline, harsh or threatening methods are not appropriate for children in day care.

Satisfactory Compliance:

a.) No child shall be hit, shaken, pinched or roughly handled by the FDC provider;
b.) No child shall be insulted or belittled by the FDC provider;
c.) Methods of discipline used by the FDC provider shall be discussed with the child's parent at the time of enrollment;
d.) Exclusion, when used as discipline, shall not exceed 10 minutes for any child and shall be within hearing of an adult in a lighted, well-ventilated room;
e.) No child shall be punished for lapses in toilet training;
f.) Deprivation of meals and snacks shall not be used as forms of punishment unless the misbehavior occurs during meal or snack;
g.) No discipline or punishment shall be delegated to another child;
h.) No derogatory remarks about a child or his family shall be made.

6. PERSONAL INFORMATION ABOUT THE CHILD OR HIS FAMILY SHALL NOT BE SHARED WITH THE COMMUNITY.

V. HEALTH:

1. AT THE TIME OF ADMISSION, THE FDC PROVIDER SHALL OBTAIN FROM THE PARENT A HEALTH HISTORY OF THE CHILD, INCLUDING INFORMATION ON SPECIAL DIET, ALLERGIES, IMMUNIZATION RECORD, SOURCE OF REGULAR HEALTH CARE AND ANY OTHER PROBLEMS OF THE CHILD.

2. SPECIAL CONSIDERATION MUST BE GIVEN WHEN PROVIDING CARE TO A HANDICAPPED CHILD.

Satisfactory Compliance:

a.) A physician's statement indicating the nature of the handicap and any special methods which must be employed in caring for the handicapped child;

b.) A careful exploration with the parent of the handicapped child, including written explanations of care and treatment, at the time of admission or occurrence of the handicap;

c.) Written instructions from physician and parent indicating any special therapy, program or behavior techniques required by the handicapped child;

d.) Regular Conferences with the parent.

3. NO FDC PROVIDER SHALL BE REQUIRED TO ACCEPT A SICK CHILD FOR CARE. THE PROVIDER MAY, HOWEVER, ACCEPT A SICK CHILD WHERE CARE CAN BE GIVEN WITHOUT UNDULY ENDANGERING THE HEALTH OF OTHERS.

Reason: Caring for a sick child imposes extra burdens on the FDC provider which parent and agency cannot require. If a sick child is to be cared for, appropriate health practices must be assured.

Satisfactory Compliance:

a.) Provider shall have a plan approved by the Agency for isolating a sick child when necessary from other children receiving care;

b.) Parents of children in care shall be notified that it is the practice of the provider to offer care to sick children;

c.) The parent of a sick child placed in the FDC provider's care shall give written instructions to the provider concerning care for his child;

d.) The sick child, if isolated from other children, shall still be under the control and supervision of the provider; the sick child must be within hearing of the FDC provider or a helper.

4. THE FDC PROVIDER SHALL BE PREPARED TO COPE WITH HEALTH EMERGENCIES.

Satisfactory Compliance:

a.) The FDC provider shall have a plan approved by the Agency and by the child's parents for meeting medical emergencies; this plan shall include the name and phone number of the child's physician;

b.) The FDC provider shall have first aid supplies readily available to treat minor injuries;

c.) The FDC provider shall obtain written permission from the child's parents prior to the administration of any medication, prescription or non-prescription;

d.) The FDC provider shall have written instructions from a licensed physician or dentist prior to the administration of any prescription medication. Medication with current prescription information on the label shall constitute such instructions.

5. SEPARATE TOWELS, WASH CLOTHES, DRINKING GLASSES, COMBS AND OTHER PERSONAL ARTICLES MUST BE USED FOR EACH CHILD.

6. CLEAN AND SEPARATE BED LINEN SHALL BE PROVIDED FOR EACH CHILD IN CARE.

7. FDC HOMES WHICH HAVE PETS SHALL PROVIDE EVIDENCE THAT SUCH PETS HAVE HAD ALL RECOMMENDED SHOTS; FDC HOMES SHALL NOT HAVE TURTLES WHICH ARE ACCESSIBLE TO THE CHILDREN IN CARE.

8. FDC PROVIDER SHALL SUBMIT TO THE AGENCY A SPECIAL REPORT WITHIN 48 HOURS AFTER THE OCCURRENCE OF AN UNUSUAL ACCIDENT SUCH AS THE DEATH OR SERIOUS INJURY OF A CHILD. A SERIOUS INJURY SHALL BE DEFINED AS ONE WHICH REQUIRES THE HOSPITALIZATION OF THE CHILD. A REPORT SHALL ALSO BE MADE WITHIN 48 HOURS AFTER THE OCCURRENCE OF A FIRE WHICH REQUIRES THE SERVICES OF A FIRE DEPARTMENT.

9. WHEN A POSITIVE DIAGNOSIS OF A COMMUNICABLE OR INFECTIOUS DISEASE IS MADE, THE PARENTS OF ALL EXPOSED CHILDREN SHALL BE NOTIFIED IMMEDIATELY. SUCH CHILDREN SHALL BE WATCHED FOR SYMPTOMS OF THE DISEASE.

10. THE FDC PROVIDER AND ANY HELPER SHALL WASH THOROUGHLY BEFORE AND AFTER CHANGING DIAPERS AND BEFORE HANDLING FOOD.

11. DIAPERS SHALL BE CHANGED WHEN THEY BECOME SOILED OR WET. A CHILD WHO HAS SOILED SHALL BE WASHED BEFORE DIAPERING WITH A SEPARATE CLOTH OR TOWEL.

12. CHILDREN SHALL BE OFFERED FREQUENT OPPORTUNITIES FOR TOILETING.

13. AN ADEQUATE SUPPLY OF CLEAN DIAPERS SHALL BE AVAILABLE. DIAPERS MAY BE PROVIDED BY THE PARENT. ALL DIAPERS SHALL BE STORED IN A SANITARY MANNER.

14. SOILED DIAPERS SHALL BE KEPT IN A CLOSED CONTAINER. THIS CONTAINER SHALL BE CLEANED DAILY AND SHALL NOT BE ACCESSIBLE TO THE CHILDREN.

VI. PHYSICAL ENVIRONMENT:

1. THE DAY CARE HOME MUST HAVE ADEQUATE TOILET (SEWAGE DISPOSAL), PROPER LIGHTING AND VENTILATION, AS DETERMINED BY THE COMMISSIONER IN CONSULTATION WITH THE DEPARTMENT OF HEALTH.

   Satisfactory Compliance:

   a.) Complete disposal of waste means toilet must flush thoroughly.
   b.) Outdoor toilets are permissable if local regulations permit.

2. THERE MUST BE SANITARY WATER AND MILK SUPPLY.

   Satisfactory Compliance:

   a.) Sample shall be taken of water from wells and tested by the State Health Department.
   b.) All milk must be pasturized.

3. BASEMENTS NOT CELLARS, IF WARM AND DRY, LIGHT AND WELL VENTILATED, MAY BE USED FOR SHORT PERIODS OF ACTIVE PLAY, BUT MUST NOT BE USED FOR SLEEPING.

Satisfactory Compliance:

a.) Furnace and hot water heater must be separated by a door, partition or barrier from play areas.
b.) Basements partly above ground level which are clean, warm and dry may be used for play periods; basements shall not be used for sleeping.
c.) Cellars wholly below ground level shall not be used for either play periods or sleeping.

4. ALL STAIRWAYS SHALL BE GUARDED FOR THE TODDLER AND CRAWLER.

Reason: Stairways present a substantial accident hazard to toddler and crawler.

Satisfactory Compliance:

a.) Area between guardrail and stair tread shall be enclosed on stairs used by the children.
b.) Open risers between steps shall not exceed $4\frac{1}{2}$" on stairs used by the children.
c.) Stairways used by children shall have handrails reachable by the children.
d.) Gates shall be used at both top and bottom of stairs accessible to the children where care is being provided to crawlers or toddlers.
e.) Stairways shall be free of clutter and possessions.

5. THE HOUSE AND PREMISES SHOULD BE CLEAN, REASONABLY NEAT AND FREE FROM HAZARDS WHICH JEOPARDIZE SAFETY.

Satisfactory Compliance:

a.) House and premises must be clean, neat and free from accumulations of dirt, rubbish or peeling paint which may contain lead.
b.) Combustible items shall not be located or stored near furnace area.
c.) Fireplaces, space heaters, steam radiators and hot surfaces such as steam pipes shall be protected by screens or guards.
d.) All medicines, chemicals, cleaning supplies and other toxic substances shall be stored out of the reach of children and must not be stored with or immediately adjacent to food products.
e.) Electric receptacles accessible to the children shall be protected when not in use.
f.) Scissors, knives, matches and other potential hazards to children shall be kept out of their reach. The use of potential hazardous materials and tools shall be supervised.
g.) FDC premises shall be inspected annually by a representative of the Commissioner.
h.) Outdoor garbage and rubbish containers accessible to the children shall be tightly covered.
i.) Outdoor play space shall be enclosed as necessary to provide protection.

6. FDC PROVIDER SHALL HAVE KNOWLEDGE OF WHERE EACH CHILD IN CARE IS AT ALL TIMES.

7. THE DAY CARE HOME MUST CONFORM TO MINNESOTA STATE BUILDING CODES, AS DETERMINED BY THE COMMISSIONERS UPON THE ADVICE OF THE LOCAL FIRE INSPECTOR OR STATE FIRE MARSHAL. EMERGENCY REVIEWS SHALL BE HELD.

Satisfactory Compliance:

a.) A fire inspection shall be made before licensing, and whenever a fire hazard appears to be present, in the estimation of the agency;

b.) An emergency review shall be held each time a new child is enrolled, but not less often than annually. There must be a planned procedure of evacuation. All persons present in the FDC shall participate. If possible, arrangements shall be made for temporary emergency shelter at least 50 feet from the main building;

c.) Emergency procedures shall be written and posted.

8. THE FDC PROVIDER SHALL BE PREPARED TO COPE WITH EMERGENCIES.

Satisfactory Compliance:

a.) The provider shall have information on file which will enable her to contact the parent of each child in care;

b.) The provider shall make arrangements for a substitute FDC provider who is able to care for the children during emergencies, the substitute FDC provider shall be eligible for the same training as the licensed FDC provider;

c.) A list of emergency numbers shall be prominently posted by the telephone;

d.) The provider shall make arrangements in advance for emergency transportation.

9. CHILDREN IN CARE SHALL NOT BE LEFT UNSUPERVISED.

VII. NUTRITION:

1. WELL-BALANCED MEALS AND SNACKS SHALL BE SERVED DAILY.

Reason: Balanced nutrition is basic to the attainment of good health. A child grows and develops rapidly during early life and this growth and development is related to nutrition. When the body is furnished with foods containing protein, vitamins and minerals the body is better able to function at optimum level.

Satisfactory Compliance:

Each meal served shall include servings from each of the basic four food groups as indicated in the Daily Food Guide.

DAILY FOOD GUIDE

FOODS	SERVINGS PER DAY	AVERAGE SIZE SERVING BY AGE*		
		1-3 years	3-6 years	6-9 years
MILK GROUP:				
Milk (Whole, homogenized and fortified Vitamin D)	2-3 servings	½-1 cup	½-1 cup	1 cup
Cheese and ice cream occasionally				
MEAT GROUP:				
Meat, Poultry, Fish	1-2 servings	1-3 tblsp.	2-4 tblsp. (1-2 oz. cooked)	4-6 tblsp. (2-3oz. cooked
As alternatives dried beans or peas or		1-3 tblsp.	2-4tblsp.	4-6 tblsp.
Peanut Butter				
Egg	1	1	1	1
VEGETABLE & FRUIT GROUP:				
Dark green vegetables and deep yellow vegetables and fruits for Vitamin A	1 serving	2-3tblsp.	2-4 tblsp.	¼ cup
Fruit for Vitamin C - citrus, tomato, cabbage	1 serving	1/3 - 2/3 c.	1/3 - 2/3 c.	½ cup
Other fruits and vegetables	2 servings	¼ - 1/3 cup	¼ - ½ cup	½ cup
BREAD AND CEREAL GROUP:				
Bread and cereal, whole grain or enriched	4 servings	½ - 1 slice ¼ cup cereal	½ - 1½ slices ½ cup cereal	2-3 slices ½ cup cereal
OTHER:				
Butter or Margarine	As spread or seasoning			

*Size of serving will differ with individual children, some may want smaller amounts and some larger.

2. FDC PROVIDER SHALL OBTAIN FROM THE PARENT AT THE TIME OF ENROLLMENT, WRITTEN INSTRUCTIONS ON EACH CHILD'S SPECIAL DIET OR FOOD NEEDS.

Satisfactory Compliance:

a.) Any special diet or food needs shall be recorded on the child's admissions and arrangements form;
b.) Parent's wishes on the serving and timing of snacks shall be observed as far as possible.

3. WHERE CARE IS PROVIDED TO CHILDREN FROM DIFFERENT ETHNIC GROUPS, PARENTS SHALL BE CONSULTED ABOUT SPECIAL FOOD PREFERENCES.

4. FLEXIBLE FEEDING SCHEDULES SHALL BE PROVIDED FOR INFANTS AND TODDLERS.

Satisfactory Compliance:

a.) The infant's or toddler's usual feeding schedule, as given by the child's parent, shall be recorded on the child's enrollment form;
b.) The infant's or toddler's usual feeding schedule shall be followed by the FDC provider insofar as is possible;

c.) Food and bottles brought from home shall be labeled with the child's name and refrigerated if necessary. Bottles shall be rinsed when empty.

5. DRINKING WATER SHALL BE AVAILABLE TO CHILDREN AND OFFERED AT FREQUENT INTERVALS.

Satisfactory Compliance:

a.) Water bottles for infants shall be identified for each individual infant. It shall be stored and handled to protect against contamination;

b.) Drinking water for toddlers and older children shall be provided in individual drinking utensils.

VIII. DAILY ACTIVITIES: DAILY ACTIVITIES SHALL BE DEFINED AS THE PROGRAM OF THE FDC FOR MEETING THE NEEDS OF CHILDREN RECEIVING SERVICE. DAILY ACTIVITIES SHALL FOSTER NORMAL PHYSICAL, MENTAL AND EMOTIONAL DEVELOPMENT OF CHILDREN.

1. INFANTS

A. EACH INFANT MUST BE HELD DURING BOTTLE FEEDINGS.

Reason: An infant's first sense of security is closely related to his food. Being held during feeding helps him to develop a trust relationship with the day care provider. It is possible for an infant to choke on milk or water from a propped bottle.

Satisfactory Compliance:

1.) Bottles shall not be propped;

2.) Until an infant is able to safely hold his own bottle, he must be held during bottle feedings.

B. EACH INFANT MUST BE HELD, CUDDLED AND PLAYED WITH.

Reason: Physical closeness to another person is necessary as a first step in social relationships.

Satisfactory Compliance:

Each infant shall be held, rocked, cuddled and played with during each day of care.

C. EACH INFANT'S ATTEMPTS TO COMMUNICATE MUST BE RESPONDED TO.

Reason: Baby sounds are the beginning of speech and language development. Socialization is encouraged when the infant receives a response to his babbling.

Satisfactory Compliance:

The FDC provider shall talk and listen to each infant.

D. THE INFANT MUST BE ALLOWED FREEDOM OF MOVEMENT DURING A LARGE PART OF HIS WAKING DAY.

Reason: The infant needs large muscle activity in order to develop properly, physically and mentally. The infant learns by exploring his environment.

Satisfactory Compliance:

1.) The non-creeping infant shall spend part of each day on a clean carpeted floor or large blanket;

2.) The creeping infant shall have freedom to explore outside of crib or playpen. A crib or playpen shall be used only for sleeping or for short periods of time when needed for safety or when provider is attending to other children. During the infant's waking hours, a playpen shall be placed where the infant can watch others. Several hours each day of care shall be spent outside the crib or playpen.

E. THE INFANT MUST BE PROVIDED WITH AN ENVIRONMENT WHICH STIMULATES ALL OF HIS SENSES.

Reason: The infant develops in response to stimuli; retarded development can occur when there is a lack of stimulation.

Satisfactory Compliance:

Infants should be provided with: (commercial, homemade or natural)

a.) things to look at (e.g., crib mobile)
b.) things to listen to (e.g., rattle, FDC provider's voice);
c.) things to feel (e.g., a soft ball);
d.) things to smell (e.g., new baked cookies);
e.) things to taste (e.g., objects which are non-toxic and too large to swallow or choke him).

F. WEATHER PERMITTING, EACH INFANT MUST SPEND SOME PART OF EACH DAY OUT-OF-DOORS.

Reason: Time spent in the outdoor environment helps to foster optimum physical well-being.

Satisfactory Compliance:

Except in inclement weather each healthy infant shall spend some time each day out-of-doors.

2. TODDLERS, PRE-SCHOOLERS AND SCHOOL-AGE CHILDREN

A. EACH CHILD SHALL BE ALLOWED AS MUCH INDEPENDENCE AS HE CAN SAFELY HANDLE.

Reason: The child needs to establish his own identity; children learn through exploring and manipulating their environment.

Satisfactory Compliance:

Each child shall be allowed and encouraged to move about and handle safe objects in the FDC.

B. EACH CHILD SHALL BE PROVIDED WITH LIMITS CONSISTENT WITH HIS AGE AND UNDERSTANDING.

Reason: The child needs to internalize some rules for his own and others safety.

Satisfactory Compliance:

Each child shall be taught to avoid behavior that would be dangerous to him or to others.

C. EACH CHILD SHALL BE ENCOURAGED TO COMMUNICATE VERBALLY.

Reason: Speech and language development occurs through practice and encouragement. Socialization is encouraged when the child receives a response to his talking.

Satisfactory Compliance:

The FDC provider shall talk to and listen to each child.

D. EACH CHILD SHALL BE GIVEN PHYSICAL SIGNS OF AFFECTION.

Reason: The child needs physical closeness, though he may reject it at times because of his growing need for independence. This independence must be respected, but rocking, hugging and other physical signs of affection must be offered.

Satisfactory Compliance:

Each child shall be given outward signs of affection by the FDC provider, as appropriate for his age and needs.

E. EACH CHILD SHALL BE PROVIDED WITH MATERIALS AND EQUIPMENT WHICH WILL FOSTER HIS DEVELOPMENT PHYSICALLY, MENTALLY AND EMOTIONALLY.

Reason: Appropriate materials and equipment encourage activities among children.

Satisfactory Compliance:

1.) The FDC home shall provide commercial, homemade or natural materials and equipment which encourage and stimulate:
   a. Large muscle activities (e.g., large blocks, cardboard cartons);
   b. Small muscle activities (e.g., small blocks);
   c. Creative activities (e.g., dress-up clothes);
   d. Cognitive activities (e.g., puzzles, books);
   e. Social activities (e.g., games).

2.) All equipment shall be of sound construction and in good operative condition.

F. WEATHER PERMITTING, EACH CHILD SHALL SPEND TIME OUT-OF-DOORS.

Reason: Time spent in the outdoor environment helps to foster optimum physical well-being.

Satisfactory Compliance:

Except in inclement weather, each healthy child shall spend some time each day out-of-doors.

G. TOILET TRAINING SHALL BE UNDERTAKEN WHEN APPROPRIATE TO EACH CHILD'S AGE AND STAGE OF DEVELOPMENT AND IN COOPERATION WITH THE PARENTS WISHES.

Satisfactory Compliance:

1.) FDC provider shall obtain written instructions from parent about timing and methods of toilet training. Any toilet training given by FDC provider shall be in cooperation with parent's plan and within the limits of the licensing standards.

2.) No child shall be punished for accidents occurring during toilet training.

H. EACH CHILD SHALL BE NAPPED AS APPROPRIATE TO HIS AGE AND STAGE OF DEVELOPMENT AND IN COOPERATION WITH THE PARENT'S WISHES.

Reason: Children's needs for naps differ even at similar ages.

Satisfactory Compliance:

FDC provider shall obtain instructions from parent concerning the child's (continued) need for naps and the parent's wishes about naps. Insofar as possible, each child shall be napped in accordance with the parent's wishes.

I. WHEN TRANSPORTATION IS GIVEN TO FDC CHILDREN BY PERSONS OTHER THAN THEIR PARENTS, ADEQUATE PRECAUTIONS FOR THEIR SAFETY MUST BE MADE.

Satisfactory Compliance:

a.) No child shall be permitted to remain unattended in any vehicle;
b.) Each child being transported shall use an approved safety seat, seat belt or harness;
c.) No more than three persons, including the driver, shall be permitted to occupy the front seat of the vehicle;
d.) Any vehicle operated for the transportation of children shall be licensed in accordance with the laws of the State of Minnesota and the driver shall hold a current and valid driver's license;
e.) Insurance coverage shall be provided.

IX. RECORDS:

1. FDC PROVIDER SHALL COMPLETE AN ADMISSIONS AND ARRANGEMENTS FORM FOR EACH CHILD IN CARE AT THE TIME OF FIRST ENROLLMENT.

Satisfactory Compliance:

a.) Admissions and Arrangements Form shall contain the following information:
    1. Name and birthdate of child;
    2. Full name of parent or guardian;
    3. Home address, work address and telephone numbers where parent or guardian can be reached;
    4. Name, address and telephone number of physician caring for the child who should be contacted for medical emergencies when parent or guardian cannot be reached;
    5. Name, address and telephone number of person to be notified in case of emergency, when parent or guardian cannot be reached;
    6. Names of all persons authorized to remove child from FDC home;
    7. Specific instructions from parent or guardian concerning toilet training, eating, sleeping or napping habits, allergies and other special health problems;
    8. Enrollment and termination dates; and
    9. Financial arrangements.
b.) For every infant and toddler, FDC provider shall get a written statement from the parent or guardian about the specific habits of eating, sleeping, toileting, communication and comforting.

c.) Written consent shall be obtained from the parent or guardian for emergency medical care or treatment, to be used only if the parent or guardian cannot be reached immediately. Medical care consent may be waived where in conflict with parent's religious beliefs.

2. FDC PROVIDER SHALL INFORM AGENCY OF EACH ADMISSION OR TERMINATION WITHIN TWO WEEKS OF SUCH ADMISSION OR TERMINATION.

X. GROUP FAMILY DAY CARE: IN ADDITION TO MEETING FAMILY DAY CARE STANDARDS, GROUP FAMILY DAY CARE FACILITIES AND PROVIDERS MUST MEET THE FOLLOWING STANDARDS.

I. LIMITATIONS OF LICENSE:

1. NO GROUP FAMILY DAY CARE FACILITY SHALL BE LICENSED FOR MORE THAN TWELVE (12) INFANT, TODDLER OR PRE-SCHOOL CHILDREN, INCLUDING THE PROVIDER'S AND/OR HELPER'S OWN CHILDREN UNDER SCHOOLAGE.

Satisfactory Compliance:

a.) A group family day care provider can care for no more than three children under the age of two years;

b.) The group FDC provider shall submit a program plan to the licensing representative indicating age composition of children, schedule of activities, and amount of support services provided by the provider and/or helper. The licensing representative, based on the program plan, will determine when an additional helper is required.

c.) A helper, in addition to the group family day care provider, is required when care is being given to either:
   1. More than ten children; or
   2. Children under two years of age.

II. STAFF QUALIFICATIONS:

1. GROUP FAMILY DAY CARE PROVIDERS SHALL HAVE EXPERIENCE AND/OR TRAINING IN PROVIDING DAY CARE TO CHILDREN.

Satisfactory Compliance:

a.) A minimum of one year's experience as a licensed family day care provider; or

b.) A minimum of one year's experience as a paid or volunteer staff member of a licensed group day care facility; or

c.) A minimum of one approved Child Development Course, as defined below:

Child Development Training Course - may include but is not limited to:

	Examples:
Child growth and development	Child psychology
Family relations	Parent effectiveness training
Preschool methods and curriculum development	Music, art

Human relations	Sensitivity training, study of ethnic backgrounds
Food and nutrition	Menu planning
Administration of programs	Budget, management

Training may be offered by County Welfare Departments, Family Day Care Associations, day care centers, groups of centers, related organizations (including professional organization activities such as conventions and seminars), businesses, agencies, vocational schools, colleges or universities.

One approved Child Development Training Course equals approximately three university or college credits or 30 clock hours in a vocational-technical institute. These Child Development Courses qualify staff for Group Day Care Homes and Group Day Care Centers, but do not imply certification through the Department of Education.

III. PHYSICAL ENVIRONMENT:

1. GROUP FAMILY DAY CARE FACILITIES SHALL BE LARGE ENOUGH TO PROVIDE SPACE FOR A VARIETY OF ACTIVITIES.

Satisfactory Compliance:

a.) There shall be a minimum of 35 square feet of useable indoor play area per child, excluding bathrooms. This may include basements, if warm and dry, for large-muscle activities.

b.) A crib or padded play pen shall be provided for each infant in attendance.

c.) A cot or bed shall be provided for each toddler and pre-school child in attendance.

IV. DAILY ACTIVITIES:

1. EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES WHICH DEVELOP BOTH LARGE AND SMALL MUSCLES.

Satisfactory Compliance:

a.) Daily activities shall include large muscle activities such as running, jumping, skipping, climbing, sliding, rolling, pulling and pushing;

b.) Daily activities shall include small muscle activities such as cutting, pasting, manipulating clay, crayons, and other small objects.

2. EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES WHICH DEVELOP CREATIVITY AND IMAGINATION.

Satisfactory Compliance:

a.) Daily activities shall include art and music which encourage individual creativity such as making collages, painting, developing rhythm, dancing;

b.) Daily activity shall include dramatic play such as "house" and "store".

3. EACH CHILD SHALL BE PROVIDED WITH ACTIVITIES THAT ENCOURAGE COGNITIVE DEVELOPMENT.

Satisfactory Compliance:

a.) Daily activities shall include the development of skills in recognizing colors, shapes, sizes, animals and so forth.

4. PERMISSION SHALL BE OBTAINED FROM PARENT BEFORE ALLOWING SCHOOL-AGE CHILDREN IN CARE TO PARTICIPATE IN ACTIVITIES OUTSIDE THE GROUP FAMILY DAY CARE FACILITY, SUCH AS SPECIAL INTEREST GROUPS, CLUBS, BIKE RIDING WITH FRIENDS, RECREATIONAL PROGRAMS AND THE LIKE.

GROUP FAMILY DAY CARE EQUIPMENT LIST

PRE-SCHOOL - 2½ THROUGH 5

Furniture:

Small tables and chairs
Availability of cots or beds
First Aid supplies
Fire blanket (100% wool)

Large-Muscle Play:

Large building blocks (may be of non-durable materials such as milk cartons)
One or more durable pieces of large-muscle equipment such as:
swing
balance beam
wheel toys
tunnel
climber
Other large-muscle toys such as:
balls, jump ropes

Small-Muscle and Ponder Play:

Books--one per child or use of public library
Games and toys to learn: number, letter shape, size and color concepts
Transportation toys (trucks, cars)
Construction toys (small blocks, lincoln logs, legos)

Music Activities:

Phonograph, piano or musical instruments (homemade or commercial)

Dramatic Play:

Dress up clothes (boys and girls)
Homemade play house (such as large cardboard box, blanket tent, etc.)
dolls

Art Activities:

clay or playdough
paper
paste
blunt scissors
scraps
paint (non-toxic)

Water Play:

Dishpan
Basters
Measuring cups

INFANTS AND TODDLERS - 0 - 2½

Equipment

Cribs
Mobiles (Homemade or commercial)
Safe seat (such as infant seat, high chair, jumber-walker)
Pull toys
Potty chair

PROPOSED-3

GROUP DAY CARE STANDARDS

DPW RULE #3

State of Minnesota
Department of Public Welfare
June, 1973

INTRODUCTION

The Day Care Standards Advisory Committee was appointed in the spring of 1971 by Mr. Webster C. Martin, Jr., Director, Division of Social Services of the Department of Public Welfare. The Committee was designed to reflect the broad spectrum of interests and ideas in the field of day care with the goal of providing the Department of Public Welfare with recommendations for changes in the standards for licensed day care centers in Minnesota.

Based on the work of this committee, the Department of Public Welfare presents for adoption the following rules and regulations governing the operating of group day care facilities for the care of infants, toddlers, pre-schoolers, and school-age children in Minnesota.

The intent of these rules is to protect and promote the health, safety, and well-being of children in group day care centers in Minnesota. They have the full force and effect of law as provided in Minnesota Statutes 257.101 - 257.123. Persons using these rules should also be aware of and familiar with the statutory sections on which they are based.

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EXPLANATION OF REPORT

The general format of the standards drafted by the Day Care Standards Advisory Committee is as follows:

RULE: Designated by all capital letters.

REASON: An explanation of the reason behind the rule.

SATISFACTORY COMPLIANCE: Method or methods which a center must follow in order to be in full compliance with the rule. Depending on the nature of the rule, SATISFACTORY COMPLIANCE may include a single requirement, several requirements, or alternative methods of satisfying the rule.

When the rule is self-explanatory, REASON and/or SATISFACTORY COMPLIANCE are not included.

I. DEFINITIONS:

Aide - See Staff - Child Care Assistant.

Affirmative Action Plan - Statement explaining how a center intends to recruit persons without discrimination.

Age Groupings:

Infant - Child aged 6 weeks through 15 months.

Toddler - Child aged 16 months through 30 months.

Preschool Child - Child aged 31 months (2-2½ years) through 5 years.

Primary School Child - Child aged 6 through 8 years.

Intermediate School Child - Child aged 9 through 12 years.

Child Development Training - Child Development Training may include, but is not limited to:

	Examples
Child growth and development	Child psychology
Family relationships	Parent effectiveness training
Pre-School methods and curriculum development	Music, art
Human relations	Sensitivity training, Study of Ethnic backgrounds
Food and Nutrition	Menu planning
Administration of programs	Budget, management

Training may be offered by day care centers, groups of centers, related organizations (including professional organization activities such as conventions and seminars), businesses, agencies, vocational schools, colleges or universities.

To be considered in staff qualification, training must be accredited, or approved by the Minnesota Child Care and Development Advisory Council or one of its subcommittees. One approved Child Development Training course equals approximately three university or college credits or 30 clock hours in a vocational-technical institute. These Child Development Training courses qualify staff for group day care centers but do not imply certification by the Department of Education.

Child Development Assistant Training Program - program offered by Vocational-Technical Institutes, junior colleges and the University Technical Institute involving a minimum of 1080 hours of activities and courses oriented to and focused on the practical application of child development.

Child Development Associate - person meeting the skill and competency requirements established by the Office of Child Development.

Commissioner - Commissioner of Public Welfare.

Day Care - The care of children outside of their home for part of a 24 hour day by persons unrelated to them by blood or marriage.

Drop-In Care - There are two types of drop-in care:

1.) Combined Program: The acceptance of additional children into a licensed child-care program on an irregular basis (not more than 1/5 of the center's week), but not to exceed the facility's licensed capacity during any part of the day. The percentage of drop-in children shall not exceed 10% of the total attendance.

2.) Total Drop-In Program: Center whose total licensed capacity is based primarily on children who attend on an irregular basis. The numerical limit of drop-in children plus any regular attendees shall be the programs licensed capacity.

Facility - Physical environment in which a group day care program takes place.

Group Day Care - Any facility that, for compensation or otherwise, provides day or night care for six or more children at one time. The term includes, but is not limited to, facilities for children known as nursery schools, day nurseries, child care centers, play groups, day care center for school-age children, after-school program, infant day care center, cooperative day care center.

In-Service Training - Program of practical education, formal or informal, for individuals or groups engaged in a common occupation for the purpose of job orientation, attitude development, learning or improving work techniques, and upgrading standards.

Licensed Capacity - Maximum number of children who can be in attendance at a center at a given time. Capacity is based on a minimum of 35 square feet per child and on staff ratios determined by the age of the children being served.

Person (operating a group day care facility) - Includes an individual, association, corporation, partnership, any political subdivision of the state and any agency, board or department of such a political subdivision.

Program - Combination of activities that, taken together, constitute the nonphysical environment of a center. Materials necessary to carry out the activities of the center are part of the program.

State Agency - Department of Public Welfare.

Staff:

Director - Person responsible for all aspects of the operation of the group day care center. (e.g., administrative duties, staff supervision and training, record keeping, program planning, budgeting, liaison with state and local agencies, etc.)

Teacher - Person responsible for planning and implementing the program of the group day care center, (e.g., plans and conducts daily program activities, prepare program materials, supervises and trains other staff.) Other titles used to designate persons with these responsibilities include teacher-director, head teacher, lead teacher.

Assistant Teacher - Works with the guidance of the teacher and director to carry out the program of the center.

Child Care Assistant - Assists the teacher or assistant teacher with all aspects of the planned program (other titles: aide, child care aide).

Volunteers - Persons offering their services to a group day care facility without reimbursement other than expenses. To be counted in the staff ratio, volunteers must meet the basic requirements of a child care assistant.

Waiver - Temporary or permanent permission to disregard a particular licensing requirement or rule.

Parent Cooperative - A nonprofit, incorporated group child care program which is governed by a democratically elected board. At least 70% of this board must be parent-users of the group child care program. The board must meet at least every six weeks; minutes of these board meetings shall be available for inspection by a representative of the state agency. This board shall make all on-going operational decisions about staff, program, budget and organizational structure.

Parent cooperative shall be specifically exempt from regulations in Sections IV (Program), VII (Staff), and VIII (Organization and Administration). In addition, any other regulation pertaining to group day care programs may be waived for a parent cooperative as long as the health and safety of children is not endangered.

However, information on Program, Staff and Organization and Administration shall be submitted to the state agency with the first year of licensure.

II. LICENSING LAWS AND PROCEDURES:

A. APPLICATION FOR LICENSE SHALL BE MADE ON THE FORM ISSUED BY THE STATE DEPARTMENT OF PUBLIC WELFARE. APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WELFARE, CENTENNIAL BUILDING, ST. PAUL, MINNESOTA 55155.

B. APPLICANTS FOR LICENSURE SHALL CONTACT THE DEPARTMENT OF PUBLIC WELFARE TO SCHEDULE PRE-LICENSING CONSULTATION. WITHIN 30 DAYS OF THE REQUEST, THE COMMISSIONER'S AGENT SHALL MEET WITH THE APPLICANT AND INSPECT THE PREMISES IF THE LATTER HAVE BEEN SELECTED.

C. WHEN APPLICATION FOR A LICENSE HAS BEEN MADE AND THE COMMISSIONER'S AGENT APPROVES A DAY CARE CENTER, A LICENSE IS ISSUED WHICH GIVES PERMISSION FOR OPERATION. THIS MUST BE DONE WITHIN 90 DAYS OF RECEIPT OF THE APPLICATION AND ALL SUPPORTING DOCUMENTS. (M. S. 257.101, SUBD. 3) THE LICENSE STATES THE MAXIMUM NUMBER OF CHILDREN TO BE PRESENT IN THE FACILITY AT ANY ONE TIME, THEIR AGES, HOURS OF OPERATION AND THE DATE OF VALIDITY. THE LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES.

D. A PROVISIONAL LICENSE SHALL BE GRANTED TO ALL NEW CENTERS FOR A DESIGNATED PERIOD AND MAY BE GRANTED FOR AN EXTENDED PERIOD TO A NEW CENTER WHICH DOES NOT MEET ALL STANDARDS FOR LICENSURE AND WHICH MEETS NECESSARY HEALTH AND SAFETY REQUIREMENTS.

Reason: In order to start a new center, some discretion is necessary to make requirements for operation eventually available.

Satisfactory Compliance:

A new center which does not meet all standards for licensure and which meets necessary Health, Nutrition and Safety requirements may be issued a provisional license for an extended period under the following terms:

1. The Health, Nutrition and Safety requirements of Section V must be met, except as noted. (See Section V)
2. The license is issued for a period up to one year and shall not be renewed after one year.
3. A plan for full compliance with Standards must accompany the application for licensure.
4. Written notification of the granting of a provisional license by the State Agency must be made to the child care operator specifying the reason, duration and conditions for continuing and/or terminating the provisional license. This will include the plan which is required above.

E. THE TERMS OF THE LICENSE ARE AS FOLLOWS:

1. THE LICENSE IS ISSUED FOR ONE YEAR AND IS NOT TRANSFERRABLE TO ANOTHER OPERATOR OR SITE.
2. THE LICENSE IS ISSUED AFTER THE CENTER HAS OPERATED UNDER A PROVISIONAL LICENSE FOR A DESIGNATED PERIOD (SEE II, D.)
3. THE LICENSE IS ISSUED WITHOUT CHARGE.
4. ANY CHANGES IN THE DATA SUBMITTED ON THE APPLICATION MUST RECEIVE PRIOR APPROVAL FROM THE STATE AGENCY.

F. ANY CENTER WHOSE LICENSE IS DENIED, REVOKED, OR NOT RENEWED, MAY APPEAL TO THE COMMISSIONER IN ACCORDANCE WITH M.S. 1969, CH. 15. THE STATE AGENCY SHALL NOTIFY BY CERTIFIED MAIL ANY FACILITY WHOSE LICENSE IS DENIED, REVOKED OR NOT RENEWED AS TO THE GROUNDS FOR THE STATE ACTION AND PROCEDURES FOR PERFECTING SUCH APPEAL. THE LICENSE MUST BE RETURNED TO THE STATE AGENCY AND ALL ADVERTISING FOR THE CENTER MUST CEASE.

G. WHEN THE GROUP DAY CARE CENTER DECIDES TO TERMINATE ITS SERVICE, NOTICE OF THE CLOSING MUST BE SENT TO THE STATE AGENCY AND THE LICENSE MUST BE RETURNED.

H. THE LICENSEE MUST RE-APPLY ANNUALLY FOR A RENEWAL LICENSE. THE STATE AGENCY SHALL MAIL PROPER NOTICE OF LICENSE EXPIRATION AND LICENSE RENEWAL FORMS NO LESS THAN 60 DAYS PRIOR TO EXPIRATION OF THE LICENSE. THE LICENSING AGENCY SHALL MAKE ARRANGEMENTS FOR THE RE-LICENSING VISIT TO DETERMINE WHETHER THE STATE AGENCY STANDARDS CONTINUE TO BE MET.

I. EVERY PERSON WHO OPERATES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO M. S., SEC. 257.081 THROUGH 257.111 WITHOUT A LICENSE, OR WHO VIOLATES ANY PROVISION OF THOSE SECTIONS SHALL BE GUILTY OF A MISDEMEANOR. ANY PERSON WHO OFFERS OR ADVERTISES A FACILITY REQUIRED TO BE LICENSED PURSUANT TO M.S., SEC. 257.081 THROUGH 257.111, PRIOR TO OBTAINING SUCH A LICENSE, EXCEPT FOR THE PURPOSE OF RECRUITING STAFF AND/OR CHILDREN, OR WHO OFFERS OR ADVERTISES ANY FACILITY IN VIOLATION OF ANY PROVISION OF M.S., SEC. 257.081 THROUGH 257.111 SHALL BE GUILTY OF A MISDEMEANOR.

J. THE STATE AGENCY IS GIVEN, PURSUANT TO MSA 257.102, THE RIGHT OF ENTRANCE AND PRIVILEGE TO INSPECT CENTERS DURING HOURS OF OPERATION TO DETERMINE WHETHER STANDARDS ARE BEING MET. THE CENTER DIRECTOR OR HIS REPRESENTATIVE SHALL BE PRESENT WHEN THE STATE AGENCY MAKES A REGULAR INSPECTION.

K. NO FACILITY MAY DISCRIMINATE IN ADMISSIONS ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN OR SOURCE OF PAYMENT.

IN EMPLOYMENT OF STAFF, NO FACILITY MAY DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN OR SEX.

Satisfactory Compliance:

1. When applying for licensure, every center shall submit:
   a. A signed statement regarding non-discriminatory admissions and hiring policy. Violation of this statement shall be cause for revocation of license, provided that 30 days notice shall be given to the center.
   b. An implementable affirmative action plan designed to recruit minority children and staff where such recruitment is feasible.
2. No otherwise eligible child can be excluded on the basis of the specified characteristics, except as indicated below:
   a. A program established to serve low-income children may serve children of this group only, but shall not discriminate within this group on the basis

of the specified characteristics.

b. A religious group may elect to serve children of a particular religious faith, but may not discriminate within the group on the basis of the specified characteristics

3. Employment practices shall be based on bona fide occupational qualifications. Employers shall not discriminate on the basis of the specified characteristics by:
   a. Refusing to hire a qualified applicant; or
   b. Discharging an employee; or
   c. Maintaining a system of employment which unreasonably excludes an applicant; or
   d. Establishing differences in tenure, compensation, terms of employment, upgrading, conditions of work, facilities or privileges of employment.

L. REGULATIONS MAY BE WAIVED WITH THE APPROVAL OF THE STATE AGENCY ACCORDING TO THE PROCEDURE ESTABLISHED FOR SUCH WAIVER. WAIVER MAY BE GRANTED ONLY IF THERE IS NO LOSS OF QUALITY IN THE FACILITY. DECISIONS OF THE STATE AGENCY MAY BE APPEALED ACCORDING TO THE PROCEDURE ESTABLISHED FOR SUCH APPEALS.

Satisfactory Compliance:

1. A complete explanation of the reasons and purposes of the waiver must be submitted to the State Agency at the time of application for licensure.
2. Waivers can be granted only in writing and only by the State Agency and must be signed prior to the beginning of program operation.

M. - EVERY APPLICANT FOR A LICENSE SHALL BE FURNISHED WITH A COPY OF THESE RULES AND REGULATIONS.

III. FACILITY:

A. BUILDING: 1. THE BUILDING MUST MEET LOCAL LEGAL REQUIREMENTS FOR ZONING, HOUSING, SANITATION, FIRE PROTECTION, WATER SUPPLY AND SEWAGE DISPOSAL. WHERE THERE ARE NO SUCH LOCAL REGULATIONS, THE REQUIREMENTS OF THE STATE DEPARTMENT OF HEALTH AND THE STATE FIRE MARSHAL SHALL BE MET. NEWLY CONSTRUCTED CENTERS MUST MEET THE STANDARDS OF THE STATE BUILDING CODE.

Reason: To protect the health and safety of all persons who occupy the building.

Satisfactory Compliance:

The center must obtain written verification from the various local legal bodies that requirements have been met. In cases where there are no local regulations, compliance shall be satisfied if the standards of the State Health Department, the State Fire Marshal are met, and it is so stated in writing. Where appropriate, compliance with the State Building Code must be satisfied.

2. THERE SHALL BE A MINIMUM OF 35 SQUARE FEET OF USABLE FLOOR SPACE PER CHILD IN ATTENDANCE, EXCLUSIVE OF HALLWAYS, BATHROOMS, LOCKERS, KITCHENS, AND FLOOR SPACE OCCUPIED BY SANITARY EQUIPMENT, BUT INCLUDING EQUIPMENT AND FURNISHINGS REGULARLY USED BY THE CHILDREN.

Reason: Program flexibility and child movement needs require that adequate space be available.

Satisfactory Compliance:

a. The applicant shall submit a floor plan of the proposed facility drawn to scale.
b. No more than 25% of the proposed primary space shall be occupied by equipment to be left stationary.
c. Where there is question about the adequacy of space or the number of children who can be accommodated, the licensing agentshall measure the available primary space.
d. The licensing agent shall designate the licensed capacity of the program.

3. SPACE DESIGNATED FOR THE PROGRAM SHALL BE AVAILABLE ONLY FOR THE CHILDREN WHEN THE PROGRAM IS IN OPERATION. THIS SPACE SHALL INCLUDE FURNISHINGS AND EQUIPMENT PRIMARILY FOR THE PROGRAM'S USE. SUPPLEMENTARY SPACE MAY BE SHARED.

4. IF CHILDREN IN A PROGRAM SLEEP MORE THAN FOUR TO FIVE HOURS, NO BEDROOM SHALL BE MORE THAN 50% BELOW GROUND LEVEL.

5. ALL STAIRWAYS AND CORRIDORS LEADING TO PRIMARY EXITS SHALL BE KEPT CLEAR AND FREE FROM OBSTRUCTIONS AT ALL TIMES.

6. ADEQUATE TOILET AND WASHBOWLS MUST BE PROVIDED IN A WELL VENTILATED FACILITY.

Satisfactory Compliance:

a. There must be at least one toilet and one washbowl provided for each 15 children and one additional toilet and washbowl for each additional 15 children or fraction thereof. Toilets and washbowls must be reachable.
b. Potty chairs, instead of the required number of toilets, must be provided for toddlers.
c. Water accessible to children shall not exceed 120° F.

7. CENTERS MUST MAKE ARRANGEMENTS FOR CARE OF A CHILD WHO BECOMES ILL. SUPERVISION MUST BE PROVIDED UNTIL THE CHILD IS PICKED UP.

Reason: Children who are not well should not be required to be with a group or involved in its activities. However, care must be exercised to avoid a solitary confinement situation.

Satisfactory Compliance:

Space designated for use by an ill child need not be permanently arranged, but shall be:

a. Used only for other compatible purposes, e.g., private office, library, staff's room; or
b. Effectively protected from the main activity area and the kitchen by screening.
c. Equipped with a child's cot.
d. Within sight and hearing of an adult.

8. FLOORS MUST BE [illegible]T CLEAN AT ALL TIMES, MUST NOT [illegible]VE SPLINTERS, CRACKS OR BROKEN LINOLEUM, AND MUST NOT BE SLIPPERY. CARPETING OR RUGS MAY BE USED, BUT RUGS MUST NOT BE HAZARDOUS. CONCRETE FLOORS SHALL BE TILED OR CARPETED.

9. A MINIMUM ROOM TEMPERATURE OF 68°F SHALL BE MAINTAINED IN SPACE DESIGNATED FOR THE PROGRAM.

10. VENTILATION AND LIGHTING IN EVERY FACILITY MUST MEET THE REQUIREMENTS OF STATE OR LOCAL ORDINANCES.

11. PREMISES SHALL BE KEPT CLEAN AND SANITARY.

B. EQUIPMENT: 1. A COT OR A CRIB MUST BE PROVIDED FOR EACH CHILD TAKING A NAP IN A PROGRAM WHICH INCLUDES A REST. ADEQUATE SPACE AND ACCESSIBILITY OF EXIT MUST BE MAINTAINED.

Reason: Children in a day care program need rest and quiet as part of the daily activity.

Satisfactory Compliance:

a. Infants must be provided with cribs or padded playpens, regardless of type or duration of program.
b. Toddlers and Pre-Schoolers under the age of 5 years, who are in programs lasting more than 5 hours, shall be provided with cots.
c. Children older than Infants, who are in programs lasting less than 5 hours, shall be provided with washable mats or rugs for taking rests.
d. A child sleeping more than 4 to 5 hours must be provided with a bed, cot or crib (depending on ability). The bed, crib or cot shall have a mattress, safe mattress protector and coverings. Pillows may be provided for children one year old or older, according to individual need.
e. Cribs, cots or playpens must be arranged so that there is easy access to each child and accessibility of exit is maintained.
f. A crib must be of adequate size for the child's length. Crib mattresses shall be covered.
g. Sheets, pillows and blankets must not be interchanged and must be kept clean at all times. Bed linens must be laundered at least once a week or when soiled or wet. Blankets, mattress protectors and pillow protectors shall be laundered when a new child uses the bed.
h. Beds used by members of the household must not be used by the children in the center.
i. When cribs are stacked, the bottom mattress must not rest on the floor and the top crib mattress must not be more than five feet from the floor. There must be ample headroom in each crib for sitting. No child who can pull up may use a stacked crib.

2. ALL EQUIPMENT AND FURNITURE MUST BE DESIGNED FOR THE AGE GROUP AND BE SUBSTANTIAL, EASY TO CLEAN AND FREE FROM SHARP POINTS OR CORNERS, SPLINTERS AND PAINTS THAT CONTAIN LEAD. THE FACILITY AND EQUIPMENT MUST ALSO BE KEPT IN GOOD REPAIR WITH NO PEELING PAINT, FREE FROM DEBRIS AND LITTER.

Reason: Children have certain developmental requirements that can be facilitated by use of equipment and furniture designed for their age group. The health and safety of the children must be protected by an environment and equipment that allows exploration without undue danger.

C. 1. OUTDOOR PLAY AREA OF AT LEAST 75 SQUARE FEET PER CHILD AND NO LESS THAN 1,000 SQUARE FEET MUST BE PROVIDED. OUTDOOR PLAY TIME MUST BE DIRECTLY SUPERVISED WITH THE REQUIRED STAFF-TO-CHILD RATIO

Reason: Good child education requires adequate room to engage in large muscle activity under safe conditions. Outdoor space is also appropriate for other learning activities.

Satisfactory Compliance:

This requirement will be considered fulfilled by any of the following:

a. An adjacent play area where children are rotated in appropriate numbers to maintain 75 square feet per child for outdoor play; or
b. Adjacent park facilities within two blocks; or
c. Park space that is more than two blocks from the center, where daily transportation is provided.

2. PLAY SPACE MUST BE ADEQUATELY ENCLOSED WHERE NECESSARY TO PREVENT CHILDREN FROM LEAVING THE PREMISES UNATTENDED.

IV. PROGRAM:

A. A GROUP DAY CARE PROGRAM MUST SHOW EVIDENCE, IN WRITING, OF PROVISION FOR THE PHYSICAL, INTELLECTUAL, EMOTIONAL AND SOCIAL DEVELOPMENT OF THE CHILD. EVERY PROGRAM MUST MEET THE VARIED NEEDS OF EACH CHILD. EVERY PROGRAM SHALL HAVE INTERNAL CONSISTENCY OF GOALS, OBJECTIVES AND ACTIVITIES. EVERY PROGRAM SHALL PROVIDE A MINIMUM OF EQUIPMENT AND MATERIALS.

Reason: To fit the developmental requirements and characteristics of each child, day care programs should consider:

1.) Health and nutrition needs
2.) Need for security
3.) Need for freedom
4.) Need for structure
5.) Need for compassion
6.) Need for challenge

Every child needs individualization and freedom of choice as well as whole group activities. Needs change as the child grows and develops.

Satisfactory Compliance:

1. A written program plan which is implementable and observable shall be submitted to the state agency. The program plan shall show how the program intends to meet the physical, intellectual, emotional and social needs of every child. The program plan shall include ethnic and cultural variations as appropriate for the needs of the children to be served.

2. The program must regularly provide a variety of daily activities for each child.
3. The group day care center shall organize an environment indoors and outdoors, which provides a wide range of materials to meet the varied developmental levels and cultural backgrounds of children, such as:
   Construction: blocks, sand table, workbench, water play, trucks, construction sets.
   Dramatic Play: Playhouse, puppets, phones.
   Art: easel, paints, chalk, crayons, clay.
   Ponder Play: flannel boards, chalkboard, pegboard, puzzles, beads, matching games.
   Science Learning: plants, animals, magnets, gears.
   Library: books, audio-visual materials.
   Music: rhythm instruments, tapes, records.
   Place To Be Alone: a corner or chair where a child can be by himself.
   Physical Development: climbing bars, balance bars, tumbling mats, tunnels for crawling.
4. The program plan shall include both indoor and outdoor activities.
5. Minimum equipment shall be provided as specified in Appendix A (Minimum Equipment and Supplies).

B. THERE SHALL BE OPEN SHELVES FOR PLAY MATERIALS AND BOOKS AND INDIVIDUAL SPACE MUST BE PROVIDED FOR EACH CHILD'S CLOTHING AND OTHER PERSONAL BELONGINGS.

C. THE CENTER SHALL ESTABLISH AND MAINTAIN CONTINUAL COMMUNICATIONS AND EXCHANGE OF IDEAS AND INFORMATION BETWEEN THE STAFF AND PARENTS.

Reason: Primary responsibility for a child's health, well-being and development rests with his parent. Day care staff must work cooperatively with parents.

Satisfactory Compliance:

The center must provide evidence of compliance with items 1 and 2:

1. The child's record shall show that planned conferences have been offered to parents in the center or at home. Conferences must be offered twice each year for children two years of age or older, and at least once every two months for children under two. Staff must make an effort to find out what parents want in the program and attempt to carry out those wishes.
2. Every center shall write a plan which will be kept on file and utilized in planning a program of activities which will facilitate parent involvement and encourage parent input.
3. A termination conference is suggested if possible.

D. CENTERS SERVING CHILDREN AGED TWO AND ONE/HALF (30 MONTHS) OR UNDER MUST PROVIDE FOR FLEXIBILITY IN FEEDING TIMES, TOILETING, ACTIVITY AND SLEEP. EACH CHILD MUST HAVE INDIVIDUAL PERSONAL CONTACT EACH DAY.

Reason: A young child needs prompt attention to his needs to encourage communication and build trust. Personal contact is needed to build perceptual skills, encourage consistency of handling, foster a warm relationship and provide a series of observations on the child's progress.

Satisfactory Compliance:

1. Before admission, the director shall obtain information about the child's eating, sleeping, toileting, communication and comforting habits.
2. Feeding time must meet individualized needs of children. Children shall be held or placed on a chair for all solid or bottle feedings. Self-feeding of solids shall be encouraged. Infants able to sit who show a preference for holding their own bottles may be allowed to do so providing an attendant is near and the child is not allowed to carry the bottle. At no time shall a child be placed in a bed or playpen with a propped bottle.
3. There must be a flexible plan for diapering and toileting. Children shall be kept dry and comfortable at all times. A complete change of clothing shall be brought from home to be used as needed. The child must be changed in his crib or on a table with a change of covering between each diaper change. Personnel shall wash their hands before and after changing each child. A child shall be washed before diapering with a separate towel or cloth.
4. An adequate supply of clean diapers shall be available. Diapers may be provided by the parent; when diapers are provided by the center, they shall be single-service and disposable. All diapers shall be stored in a sanitary manner.
5. Toilet training shall be undertaken when appropriate according to child's age and stage of development, and must be in cooperation with the parents' plan. Children shall be offered frequent opportunities for toileting.
6. Each child shall have individual personal contact and attention as much as possible from the same adult daily, such as being held, rocked, taken on a walk inside and outside the center, talked to and sung to.
7. Children unable to wash their own hands and faces shall have hands and faces washed before meals and after toileting.
8. Children under two and one/half ($2\frac{1}{2}$) must have a separate area and program from older children.
9. Potty chairs shall be washed with soap and water after each use.

E. NAPS AND REST IN A GROUP DAY CARE PROGRAM MUST MEET THE NEEDS OF THE CHILD AND THE WISHES OF THE PARENTS.

Satisfactory Compliance:

a. Each child shall be provided opportunity for enough sleep for his age at regular hours under conditions conducive to rest.

b. Scheduled hours for admitting children to a center providing sleep care of four to five or more hours and for picking them up after a period of sleep, shall be arranged so that no child is deprived of needed sleep or has it unnecessarily interrupted.

c. Quiet activities shall be provided before bedtime to aid relaxation for sleep.

F. NO CHILD SHALL BE SUBJECTED TO CORPORAL OR PSYCHOLOGICAL ABUSE BY STAFF.

Reason: Although families differ in their approach to discipline, harsh or threatening methods are not appropriate for non-family members. Compliance through fear is not the goal of discipline.

Satisfactory Compliance:

1. No child shall be hit in any way, such as slapping, spanking, kicking by staff.
2. No child shall be handled roughly, such as shoving, hairpulling, ear-pulling, shaking by staff.
3. Isolation and exclusion time shall be geared to age of child, not to exceed 10-15 minutes. If a child is isolated, the room must be well-ventilated and well-lighted and within sight and hearing of an adult.
4. No child shall be humiliated, shamed or labeled.
5. A child shall not be punished for lapses in toilet training.
6. Meals and snacks shall not be used as a form of punishment.
7. No discipline shall be delegated to another child.
8. Methods of discipline used by the center shall be discussed with each child's parent at the time of enrollment.

G. ADULT CARE GIVERS SHALL BE SEATED WITH CHILDREN AT SNACK AND MEAL TIMES.

V. HEALTH, NUTRITION AND SAFETY:

A. HEALTH: 1. THE DIRECTOR OF EACH FACILITY SHALL BE RESPONSIBLE FOR OBSERVATION OF HEALTH AND DEVELOPMENT OF CHILDREN, HANDLING ILLNESS AT THE CENTER, ACCIDENT PREVENTION AND EMERGENCY PROCEDURES, KEEPING HEALTH RECORDS COMPLETE AND INFORMING PARENTS ABOUT COMMUNITY RESOURCES.

Reason: Health promotion in young children requires regular observation, accurate record keeping, and systematic follow-up, best executed by one responsible person. Illness care policies must be understood by the entire staff and parents, but one person needs to attend to the details of maintaining health equipment and interpreting policies.

Satisfactory Compliance:

The director may perform the specified activities or he may delegate these duties to another paid staff member.

2. HEALTH SUPERVISION: THE CENTER MUST REQUIRE A HEALTH STATEMENT SIGNED BY EACH CHILD'S SOURCE OF MEDICAL CARE. THIS STATEMENT MUST BE SUBMITTED TO THE CENTER WITHIN 30 DAYS OF ENROLLMENT AND ANNUALLY OR THE CHILD MUST BE EXCLUDED. THE CENTER MAY REQUEST THAT A CHILD HAVE A NEW PHYSICAL EXAMINATION IF THE SITUATION WARRANTS.

Satisfactory Compliance:

a. The center shall have on file:
   1. The name and address of each child's source of regular health supervision;
   2. A Health Care Summary (See Appendix B) for each child containing:
      a.) His immunization record and the plan for getting and keeping it up-to-date as defined by the State Board of Health;
      b.) Evaluation of the child's health based on a physical examination within the previous year;
      c.) Results of a tuberculin test for each child who is of an appropriate age as recommended by the State Board of Health. If a tuberculin skin test or X-Ray is positive, evidence of satisfactory treatment or follow-up must be recorded.

b. If a child's Health Care Summary is not complete at the time of enrollment or within thirty days of enrollment, the child must be excluded.

c. If a child's immunizations are not up-to-date at the time of enrollment, evidence of a plan to get them up-to-date must be on file at the center within thirty days of that center's receipt of the child's Health Care Summary or the child must be excluded.

3. EMERGENCY AND ILLNESS CARE: THE CENTER SHALL HAVE A COMPLETE, WRITTEN POLICY REGARDING ILLNESS AND EMERGENCY CARE, ACCIDENTS, FIRST AID, AND EXCLUSION OF CERTAIN TYPES OF SICK CHILDREN. ALL STAFF MUST HAVE SOME TRAINING IN THE ADMINISTRATION OF FIRST AID.

Satisfactory Compliance:

a. At the time of registration, the parent must be given a copy of the policy regarding emergency and illness care and exclusion of sick children.

b. A plan must be made with each parent regarding emergency and illness care that shall include the information specified in Admission Section (VI, B.).

c. Any infectious and communicable disease must be reported to all parents.

4. MEDICATIONS POLICY: WHEN A CHILD IS TO BE GIVEN ORAL OR SURFACE MEDICATION, WRITTEN INSTRUCTIONS BY A PHYSICIAN OR DENTIST MUST BE PROVIDED AND WRITTEN AUTHORIZATION TO ADMINISTER MEDICATION MUST BE GIVEN BY A PARENT. MEDICATION MUST BE LABELED, STORED UNDER LOCK OR OUT OF THE REACH OF CHILDREN.

Satisfactory Compliance:

a. Center shall obtain written permission from the child's parent prior to the administration of any medication, prescription or non-prescription; and

b. Center shall obtain written instructions from a licensed physician or dentist prior to the administration of any prescription medication. Medication with current prescription information on the label shall constitute such instructions.

c. Medications must be labeled with the name of the medicine, its strength, the child's name, and the date obtained.

d. Medication must be stored out-of-the-reach of children or under lock.

e. Parent must be informed when any medication is given.

5. A FIRST-AID KIT AND DIRECTIONS FOR ITS USE MUST BE AVAILABLE.

Satisfactory Compliance:

The following minimum first-aid supplies must be accompanied by directions: band-aids, sterile bandages, sterile compresses, adhesive tape, magnifying glass with needles and tweezers for removing splinters, soap (with water) for cleaning cuts, abrasions, etc.

6. PAPER TOWELS, ROLLER TOWELS OR AIR DRYERS MUST BE PROVIDED FOR THE CHILDREN'S USE.

7. IN PROGRAMS PROVIDING SLEEP CARE OF FOUR TO FIVE HOURS OR MORE, EACH CHILD SHALL HAVE HIS OWN CLEARLY IDENTIFIED TOOTHBRUSH, COMB, TOWEL AND FACECLOTH. AT LEAST TWICE A WEEK TOWELS AND FACECLOTHS MUST BE LAUNDERED. SOAP AND TOOTHPASTE SHALL BE PROVIDED.

8. SOILED DIAPERS SHALL BE KEPT IN A CLOSED CONTAINER. THIS CONTAINER SHALL BE CLEANED DAILY AND SHALL NOT BE ACCESSIBLE TO THE CHILDREN.

9. PRE-SCHOOL CHILDREN MUST BE MONITORED IN WASHING THEIR HANDS AND TOILETING. CHILDREN SHALL BE ENCOURAGED AND HELPED TO KEEP THEMSELVES CLEAN. THEY SHALL RECEIVE SPECIFIC TRAINING IN PERSONAL HYGIENE.

B. NUTRITION: 1. A GROUP DAY CARE CENTER MUST PROVIDE OR INSURE THE AVAILABILITY OF ADEQUATE AND NUTRITIOUS MEALS AND SNACKS APPROPRIATE FOR THE AGES AND NEEDS OF THE CHILDREN SERVED. EACH REGULAR MEAL MUST PROVIDE 1/3 OF THE CHILD'S DAILY FOOD NEEDS, ONE MEAL AND TWO SNACKS OR TWO MEALS AND ONE SNACK SHALL BE PROVIDED DAILY FOR EACH CHILD IN CARE FIVE THROUGH SEVEN HOURS. AN ADDITIONAL MEAL MUST BE OFFERED TO CHILDREN IN CARE EIGHT OR MORE HOURS UNLESS FOUR OR MORE OF THESE HOURS ARE SPENT IN SLEEP.

Reason: Balanced nutrition is basic to health. Eating habits and attitudes about food are formed in the early years. Eating should be a pleasant social experience and staff should eat with the children. Children should be encouraged but not forced to eat.

Satisfactory Compliance:

a. The current U.S.D.A. Daily Food Guide shall be utilized in planning adequate quantities of the Basic Four food appropriate for the age of the child. Ethnic food shall be included where appropriate. (See Appendix C.)

b. The Daily Food Guide shall be used as a pattern not only for hot lunches served at the center, but also for the following:
   1.) Lunches brought from home. These are acceptable when parents are informed about nutritionally adequate lunches, the center provides supplements to bag lunches as needed and proper refrigeration.
   2.) Centers providing cold lunches. These must be carefully planned for nutrition adequacy.

c. Snacks shall include a beverage plus one or more of the following: raw vegetables, cheese, cereal product or fruit. Snacks must be provided at suitable intervals and served at least 1½ hours before meals.

d. The admission interview shall include information about food habits and practices; food likes and dislikes; cultural patterns of food selection and preparation which may be used by the staff in serving foods.

2. MENUS MUST BE PLANNED IN ADVANCE FOR A CYCLE OF AT LEAST ONE MONTH, POSTED FOR PARENTS' INFORMATION AND REVIEWED FOR NUTRITIONAL ADEQUACY AT LEAST ONCE A YEAR.

Reason: Cycle menu planning saves time and results in more carefully planned menus, better cost control through improved purchasing, better nutritionally balanced and more varied menus, easier advance planning of work schedules and more uniform and better food preparation. When menus are posted, parents will know what foods are served, thereby eliminating duplication of menus at home, and allowing parents to become involved in menu planning.

3. GROUP DAY CARE CENTER PERSONNEL SHALL BE INFORMED ABOUT PERSONAL SANITATION AND METHODS OF HANDLING, PREPARING AND SERVING FOOD IN A SAFE AND SANITARY MANNER. THE PREPARATION OF FOOD BY CHILDREN MUST BE CAREFULLY SUPERVISED.

4. CONSIDERATION MUST BE GIVEN TO THE MODIFIED OR THERAPEUTIC DIET NEEDS OF CHILDREN AS PRESCRIBED BY SOURCE OF HEALTH CARE.

Satisfactory Compliance:

a. The diet orders must be filed and the entire staff informed of the diet recommendations.

b. The director must check with the parents about the length of time the child is to be on the diet.

c. The diet plan is to be carefully followed by:
   1.) Securing the consultative services of a qualified nutritionist or dietitian to interpret the diet orders as needed.
   2.) For the child requiring a rigid diet such as severe diabetes, sodium restriction, ketogenic, phenylketonuria, food must be brought from home.

5. THE DIET OF INFANTS SHALL BE DETERMINED BY THE CHILD'S PARENT IN CONSULTATION WITH HIS SOURCE OF HEALTH CARE.

Reason: Nutritional adequacy and sanitation are the two "musts" of infant feeding.

Satisfactory Compliance:

a. Formula or milk and solid foods, including vitamin and iron supplements must be fed in prescribed quantities and at specified time intervals. Written diet instructions shall be obtained from the parent. All infant foods and supplements shall be properly stored.
b. Commercially-prepared formulas in individual disposable containers and whole homogenized milk fortified with Vitamin D in disposable containers shall be supplied. Nipples shall be sterilized.
c. Unopened containers of commercially-prepared baby food may be brought by parents.
d. Each parent shall be informed daily of the amount and kind of food intake of the infant.
e. Each infant's feeding schedule shall be available to staff.
f. Formula or milk remaining in a container at the end of a feeding shall be discarded along with the container.

6. DRINKING WATER SHALL BE AVAILABLE TO CHILDREN AND OFFERED AT FREQUENT INTERVALS.

Satisfactory Compliance:

a. Water bottles for infants shall be prepared, packaged and identified for each individual infant. It shall be stored and handled to protect against contamination. Each infant's usual need for water shall be recorded, as given by the infant's parent, on the individual enrollment form.
b. Drinking water for toddlers and older children shall be provided in individual drinking utensils or approved drinking fountains.

C. SAFETY: 1. EVERY CHILD CARE CENTER SHALL HAVE WRITTEN ACCIDENT PREVENTION PROCEDURES BASED ON COMMON CAUSES OF ACCIDENTS IN THE AGE GROUP SERVED.

Satisfactory Compliance:

a. At least twice a year a staff member shall inspect the center for hazards, using fire and home accident check lists. All hazards shall be discussed with staff and corrected, where possible. Procedures shall be devised to prevent accidents and eliminate hazards.
b. Burn prevention precautions shall be consistent with the State Fire Marshal's code.
c. Written procedures for accident prevention shall include at least poisoning, aspiration and choking, injury, burns and pedestrian accidents.
d. Accident reports or an accident log must be kept on all accidents, except minor scratches and abrasions. Reports should be analyzed at least annually and procedures adjusted to prevent recurring accidents.
e. Staff shall have a practical understanding of at least the center's safety procedures, special hazards and common accidents occurring at the center, detailed

instruction in evacuation procedures, use of the fire extinguisher, and how to report accidents.

2. CENTERS SHALL ESTABLISH PROCEDURES TO BE FOLLOWED IN CASE OF EMERGENCIES OR ACCIDENTS.

Reason: Advance planning is necessary to insure safe, efficient actions in a period of emergency.

Satisfactory Compliance:

a. Procedures for fires, tornadoes, blizzards, illness of staff, accidents, breakdown of transportation, shall be determined. Where appropriate, plans for emergency shelter of children and staff must be designated.

b. All staff and children shall participate in monthly fire drills based on fire evacuation procedures.

3. CENTERS MUST BE EQUIPPED WITH THE NUMBER OF FIRE EXTINGUISHERS DETERMINED BY THE STATE FIRE MARSHAL. EXTINGUISHERS MUST BE IN WORKING ORDER AND RECHARGED ANNUALLY.

4. ALL ELECTRICAL OUTLETS MUST BE COVERED WHEN NOT IN USE.

5. EVERY FACILITY MUST HAVE A PHONE WHICH IS READILY ACCESSIBLE.

6. A LIST OF EMERGENCY NUMBERS SHALL BE PROMINENTLY POSTED BY THE TELEPHONE.

7. THE CENTER SHALL MAKE ARRANGEMENTS IN ADVANCE FOR EMERGENCY TRANSPORTATION.

8. RADIATORS, FIREPLACES, HOT PIPES, SPACE HEATERS AND STEAM RADIATORS AND OTHER HOT SURFACES SHALL BE PROTECTED BY SCREENS OR GUARDS.

9. SHARP SCISSORS, KNIVES, MATCHES AND OTHER POTENTIAL HAZARDS TO CHILDREN SHALL BE KEPT OUT OF THEIR REACH. THE USE OF POTENTIALLY HAZARDOUS MATERIALS AND TOOLS BY CHILDREN SHALL BE SUPERVISED.

10. STAIRWAYS USED BY THE CHILDREN SHALL HAVE REACHABLE HAND RAILINGS.

VI. ADMISSIONS:

A. EACH FACILITY SHALL HAVE AN ADMISSION POLICY WHICH SPECIFIES THE AGE RANGE OF CHILDREN BEING SERVED:

1. INFANTS: SIX WEEKS THROUGH FIFTEEN MONTHS;
2. TODDLERS: SIXTEEN MONTHS THROUGH THIRTY MONTHS;
3. PRESCHOOL: TWO AND ONE/HALF YEARS THROUGH FIVE YEARS;
4. PRIMARY: SIX YEARS THROUGH EIGHT YEARS; and
5. INTERMEDIATE: NINE YEARS THROUGH TWELVE YEARS.

B. ADMISSION PROCEDURES DEVELOPED MUST PROVIDE THE CAREGIVER WITH SUFFICIENT INFORMATION AND INSTRUCTION FROM THE PARENT TO ENABLE THE CAREGIVER TO MAKE DECISIONS OR ACT IN BEHALF OF THE CHILD'S WELFARE.

Satisfactory Compliance:

Prior to admission of the child, the caregiver shall obtain written information from the person or persons legally responsible for the child covering the following items:

1. The child's full name, birth date and current address;
2. The name and address of the parent or parents, or of the person(s) legally responsible for the child;
3. Telephone number or instructions as to how the person(s) responsible for the child may be reached during the hours the child is in the day care facility;
4. Names of persons authorized to take the child from the day care facility and their address;
5. Name, address and telephone number of the health care source to be called in case of emergency;
6. Names, address and telephone numbers of person(s) who can assume responsibility for the child if for some reason the parent cannot be reached immediately in an emergency;
7. Health statement and immunization data as specified in the Health Section;,(V, A-2)
8. Signed authorization to the effect that the parent gives permission to the center to act in a grave emergency health situation when the parent cannot be reached or is delayed in arriving.
9. The center must obtain written permission for participation in specific research, experimentation or publicity activities.

C. AT ADMISSION, A PLAN SHALL BE MADE IN WRITING BY THE PARENT AND THE CENTER TO PROVIDE EMERGENCY AND ILLNESS CARE AND TO EXCLUDE SICK CHILDREN IN ACCORDANCE WITH THE CENTER'S POLICY. (SEE HEALTH, V, A-3)

D. ADMISSION POLICIES AND PROCEDURES MUST ASSURE INITIAL AND CONTINUING COMMUNICATION BETWEEN THE FAMILY AND THE FACILITY TO ASSURE COMPATIBILITY IN THEIR MUTUAL RESPONSIBILITY FOR THE CHILD'S WELFARE.

Satisfactory Compliance:

1. A plan for admission of the child which includes a preadmission conference with parent and child.
2. A plan for continuing contact between the parents and the center. (See Program IV,B)

VII. STAFF:

A. STAFF QUALIFICATIONS: EACH STAFF PERSON MUST BE APPROPRIATELY QUALIFIED THROUGH TRAINING, EXPERIENCE AND PERSONAL QUALITIES FOR THE AGE GROUP AND CULTURAL BACKGROUND WITH WHICH HE WORKS. (NOTE: For an explanation of the term Child Development Training Course used in this section, see page one - Definitions. The qualifications indicated for staff positions relate strictly to group day care positions and do not imply certification by the Department of Education.)

Reason: The relationships that a child develops with important adults are regarded as vital for his emotional security, intellectual development and healthy psychological growth.

Satisfactory Compliance:

1. Director: (of all programs) Person or persons responsible for administration of a program must have administrative and supervisory experience or capability as well as knowledge of program, staff relationships and day care operations. Administrators with teaching duties must also possess the qualifications of a teacher.

Satisfactory Compliance:

2. Teacher - Alternatives For Qualification

	TRAINING		EXPERIENCE		NUMBER OF APPROVED CHILD DEVELOPMENT TRAINING COURSES
a.	Post-secondary certificate in Child Development Assistant Training Program (minimum of 1080 hours)	PLUS	1 year (1250 hours) as Assistant Teacher **	PLUS	1
OR b.	(no requirement)		2 years (2500 hours) as Assistant Teacher **	PLUS	3
OR c.	BA or BS in any field from an accredited college or university	PLUS	** *	PLUS	6 (May be included as part of BA or BS degree)
OR d.	A degree in Child Development or Nursery Kindergarten Education from an accredited college or university	PLUS	**		(no requirement)
OR e.	Certification by the State Department of Education for Nursery School	PLUS	**		(no requirement)
OR f.	Compliance with the competency level requirements of Child Development Associate		(no requirement)		(no requirement)
OR g.	INFANT-TODDLER ONLY (no requirement)		3 years (3250 hours) as a licensed Family Day Care Provider or Group Family Day Care Provider	PLUS	3
OR h.	SCHOOL-AGE ONLY Certification by the State Department of Education for Elementary or Secondary Education		(no requirement)		(no requirement)

**INFANT-TODDLER ONLY - 3 months (300 hours) of required experience must be in an infant and/or toddler program.

*SCHOOL-AGE ONLY - 6 months (600 hours) experience in a related field (e.g., playground leader, tutor, student teaching, teacher's aide).

Satisfactory Compliance:

3. Assistant Teacher - Alternatives for Qualification

	TRAINING		EXPERIENCE		NUMBER OF APPROVED CHILD DEVELOPMENT TRAINING COURSES
a.	Post-secondary certificate in Child Development Assistant Training Program (minimum of 1080 hours)	PLUS	**		(no requirement)
OR b.	(no requirement)		6 months (600 hours) as Child Care Assistant (Child Care Aide) or Student Teacher	PLUS	3
OR c.	2 years of post-secondary education	PLUS	**	PLUS	3
OR d.	INFANT-TODDLER ONLY (no requirement)		6 months (600 hours) with infants and/or toddlers as a licensed Family Day Care Provider or a Group Family Day Care Provider	PLUS	3
OR e.	SCHOOL-AGE ONLY (no requirement)		1 year (1250 hours) in a related field (e.g., playground leader, tutor, student teaching, teacher's aide)		(no requirement

**INFANT-TODDLER ONLY - 150 hours of experience in an infant and/or toddler program.

4. Teachers and assistant teachers employed on the date of promulgation of these standards must comply with one of the alternatives for qualification within three years of that date.
5. To maintain the position of teacher, 3 approved courses in child development training are required every 2 years.
6. To maintain the position of assistant teacher, 1 approved course in child development training is required every year.
7. Child Care Assistant (Child Care Aide) for all age-groupings:
   a. The following alternatives are available for qualification:
      (1.) High-school vocational child care training course; or
      (2.) Orientation training course in the center.
   b. To maintain position, one approved Child Development Training Course is required every year.

8. Volunteers: <u>for all age-groupings:</u>
To be counted in staff-to-child ratio, volunteers must meet requirement for Child Care Assistant (Child Care Aide) (#7: a: (1) or (2))

B. IN-SERVICE TRAINING FOR ALL REGULAR ADMINISTRATIVE, TEACHING AND SUPPORTS SERVICES STAFF MEMBERS, INCLUDING VOLUNTEERS, MUST BE A PART OF EVERY CENTER'S EDUCATIONAL PROGRAM.

<u>Reason:</u> Proper preparation and continuous training of the total staff will better assure development and maintenance of high quality day care services.

<u>Satisfactory Compliance:</u>

Compliance may be satisfied by 1 or 2:

1. A center or a group of centers must plan and arrange a minimum of 2% of each staff members paid working time to be spent in an in-service program.
2. This training can be provided by individual centers, a sponsoring agency, community sources, local school systems, professional groups, colleges, universities or area vocational schools.
3. This training may be used to satisfy all or part of the on-going requirements for teacher and assistant teacher certification. (See VIII A, 5 and 6).

C. PHYSICAL AND MENTAL HEALTH: ALL PERSONNEL IN REGULAR CONTACT WITH CHILDREN, INCLUDING VOLUNTEERS AND DRIVERS, SHALL BE PHYSICALLY, MENTALLY AND EMOTIONALLY COMPETENT AND FREE FROM SERIOUS COMMUNICABLE DISEASE.

<u>Satisfactory Compliance:</u>

1. References must be required by the director from all child care staff relating to their ability to care for young children.
2. Prior to employment, the paid employee must submit a statement signed by his source of medical care and based on a thorough examination within three months. Statements must be submitted every two years thereafter.
3. All staff must submit evidence of freedom from tuberculosis before employment and annually.
4. A probation period must be set for new employees, during which physical, mental and emotional competence to care for children is evaluated and discussed with the employee by the employer.
5. Employees with communicable disease presenting an important health hazard to the group, shall be excluded.

D. STAFF RATIO AND DISTRIBUTION: STAFF RATIO MUST BE MET AND MAINTAINED BY OPERATORS OF ALL PROGRAMS. APPROPRIATE DISTRIBUTION OF STAFF SHALL INCLUDE A TEAM THAT HAS INDIVIDUALS WITH COMPETENCIES OF A TEACHER, ASSISTANT TEACHER AND CHILD CARE ASSISTANT. VOLUNTEERS UNDER SUPERVISION MAY BE COUNTED IN THE STAFF RATIO IF THEY MEET THE QUALIFICATIONS IN A.8. IN ORDER TO BE INCLUDED IN A STAFF RATIO, THE STAFF MEMBER MUST BE WITH CHILDREN AT THAT TIME. WHEN THERE ARE CHILDREN OF DIFFERENT AGES IN A GROUP, THE RATIO FOR THE YOUNGER AGE GROUP SHALL PREVAIL. COOKS, JANITORS AND BUS DRIVERS SHALL NOT BE COUNTED

IN THE STAFF RATIO WHEN PERFORMING THESE DUTIES.

Reason: The administering agency must assure that capable staff in the recommended ratio is always present and is capable of providing for health and safety of each child, and that each member of the staff has a clear understanding of his responsibility as explained in orientation sessions and provided in a written form.

Satisfactory Compliance:

1. Infants: 6 weeks through 15 months
   Staff Ratio: 1 to 4
   Group Size: No more than 8 in an activity group
   Staff Distribution: 1 teacher for every 16 children,
   +
   1 teacher or assistant teacher for every group
   +
   child care assistants and volunteers as needed to meet staff ratio.
2. Toddlers: 16 months through 30 months
   Staff Ratio: 1 to 7
   Group Size: No more than 14 children in an activity group
   Staff Distribution: 1 teacher for every 28 children
   +
   1 teacher or assistant teacher for every group
   +
   child care assistants and volunteers as needed to meet staff ratio.
3. Pre-School: 31 months through 5 years
   Staff Ratio: 1 to 10
   Group Size: No more than 20 children in an activity group
   Staff Distribution: 1 teacher for every 40 children
   +
   1 teacher or assistant teacher for every group
   +
   child care assistants and volunteers as needed to meet staff ratio.

   Note: There shall be no more than 10 - $2\frac{1}{2}$ year olds in any activity group of 20 children.
4. School-Age: 6 years through 12 years
   Staff Ratio: 1 to 15
   Group Size: No more than 30 children in an activity group
   Staff Distribution: 1 teacher for every 60 children
   +
   1 teacher or assistant teacher for every group
   +
   child care assistants and volunteers as needed to meet staff ratio.

E. PERSONNEL POLICIES: EACH CENTER WITH MORE THAN ONE STAFF MEMBER MUST SET PERSONNEL POLICIES RELATING TO HEALTH, WORKING CONDITIONS, IN-

SERVICE TRAINING, PROBATION PERIOD, EVALUATION, SICK LEAVE, VACATION, BENEFITS AND SALARY INCREMENTS.

Reason: It is important that there be a clear understanding between administration and staff regarding the work situation and the responsibilities of both the administration and the staff member.

Satisfactory Compliance:

Each center with more than one staff member must have a written statement of personnel policies. This statement should include:

1. Policies in accordance with Fair Employment rules and regulations.
2. Job description for all staff.
3. Description of probation period and method of evaluation.
4. A clearly defined in-service training program.
5. The employee shall be informed of the center's policies relating to salary increments.

F. IN CENTERS PROVIDING SLEEP CARE OF FOUR TO FIVE HOURS OR MORE, STAFF RATIOS SPECIFIED IN VII. D. SHALL BE MAINTAINED UNTIL THE CHILDREN ARE SETTLED FOR SLEEP. WHILE CHILDREN ARE SLEEPING A MINIMUM NUMBER OF ADULTS MUST REMAIN AWAKE AND AVAILABLE TO THE CHILDREN THROUGHOUT THE SLEEP PERIOD.

Satisfactory Compliance:

1. One adult for every four infants, but no fewer than two adults for the center.
2. One adult for every ten toddlers, but no fewer than two adults for the center.
3. One adult for every twenty pre-schoolers, but no fewer than two adults for the center.
4. One adult for every twenty-five school-age children, but no fewer than two adults for the center.

G. THE DIRECTOR SHALL MAKE ADEQUATE ARRANGEMENTS FOR SUBSTITUTE STAFF.

VIII. ORGANIZATION AND ADMINISTRATION:

A. A GROUP DAY CARE PROGRAM SHALL HAVE WRITTEN POLICIES AVAILABLE FOR INSPECTION BY THE STATE AGENCY. THESE POLICIES SHALL BE MADE AVAILABLE TO PARENTS AND STAFF MEMBERS.

Reason: Established policies and procedures facilitate consistency and promote understanding.

Satisfactory Compliance:

There shall be written policies covering the following areas:

1. The type of program offered to children and their parents;
2. The ages and numbers of children in each age group to be served;
3. Hours of operation;
4. Days of operation;
5. Meals and snacks to be served;
6. Provisions which can be made for special needs of individual children;

7. Admission requirements and enrollment procedures;
8. Affirmative action plan;
9. Plan for parent involvement;
10. Fees and the plan for payment;
11. Insurance coverage;
12. Procedures concerning the handling of sick children;"
13. Provisions for illness and emergency care;
14. Accident prevention procedures;
15. Requirements about personal belongings brought to the center;
16. Transportation arrangement;
17. Permission for trips;
18. Personnel policies.

B. LEGAL RESPONSIBILITY AND ADMINISTRATIVE AUTHORITY MUST BE CLEARLY DEFINED FOR EVERY GROUP DAY CARE FACILITY.

Satisfactory Compliance:

1. The name, address and telephone number of the individual or governing body legally responsible for the center shall be supplied to the licensing agent.
2. The legally responsible individual or group shall be held accountable for:
   a. Determining policies and implementing policies;
   b. The performance of the director of the program;
   c. Adequate financing to carry out the planned program;
   d. The adherence to all rules and regulations which affect the program and the facility.

C. WITHIN 48 HOURS AFTER THE OCCURRENCE OF AN UNUSUAL ACCIDENT, SUCH AS THE DEATH OR SERIOUS INJURY OF A CHILD, A REPORT SHALL BE SUBMITTED TO THE STATE AGENCY. A SERIOUS INJURY SHALL BE DEFINED AS ONE WHICH REQUIRES THE HOSPITALIZATION OF THE CHILD. A REPORT SHALL ALSO BE SUBMITTED FOLLOWING THE OCCURRENCE OF A FIRE WHICH REQUIRES THE SERVICES OF THE FIRE DEPARTMENT.

D. A GROUP DAY CARE PROGRAM MUST ESTABLISH AND MAINTAIN REQUIRED RECORDS. ALL PERSONAL RECORDS MUST BE KEPT CONFIDENTIAL.

Satisfactory Compliance:

The following shall be made available to the licensing agent:

1. Daily attendance records for children;
2. Current staff records containing, as a minimum, identifying and emergency information; health clearances; education, experience and current training; terms of employment;
3. Current record for each child containing information specified in Section VI. B and C.

E. WHEN TRANSPORTATION IS PROVIDED BY A GROUP DAY CARE CENTER, CHILDREN MUST BE PROTECTED BY PROPERLY OPERATED AND MAINTAINED VEHICLES, ADEQUATE STAFF SUPERVISION, LICENSED DRIVERS, SAFETY PRECAUTIONS AND PROVISION FOR LIABILITY INSURANCE AND FOR ADEQUATE MEDICAL CARE.

Reason: A group of young children, particularly when infants and toddlers are included, traveling together in cars or buses presents a special hazard which is different from that of school children or of the normal passenger traffic which was considred in the development of protective laws concerning transportation in most states. For the children's safety, it is therefore important to require additional provisions appropriate to the age and development of the children.

Satisfactory Compliance:

1. Vehicles must meet requirements specified for school buses in Highway Safety Program, Standard No. 17 of the U. S. Department of Transportation.
2. All drivers must meet requirements for a Minnesota School Bus Drivers License as specified in the Minnesota School Bus Driver's Handbook (requirements one and two are available from the School Transportation Section, Minnesota Department of Education, Capitol Square Building, 550 Cedar Street, St. Paul, 55155).
3. If infants or toddlers are transported, there must be a minimum of one adult for every five infants and toddlers in addition to driver.
4. There must be at least one adult in addition to the driver in every vehicle if five or more children are being transported.
5. Each child transported shall have a seat and remain seated while the bus or car is in motion. Infants shall be transported in special infant safety seats, toddlers in toddler seats.
6. Children must be protected by liability insurance and provisions for adequate medical care must be made.
7. A preschool child or toddler may not be left unattended at time of pick-up or delivery.
8. It is desirable that the driver have training and orientation in work with children.
9. Except in unusual circumstances, children are not to be transported more than one hour per trip.
10. No more than three persons, including the driver, shall occupy the front seat of any vehicle.

F. GROUP DAY CARE CENTERS SHALL PROVIDE INSURANCE COVERAGE FOR CHILDREN AND EMPLOYEES.

Satisfactory Compliance:

A certificate of insurance shall be obtained:

1. General liability coverage for bodily injury ($100,000 per person; $300,000 per suit);
2. Property damage ($50,000);
3. Products completed ($100,000 per person; $300,000 per suit);
4. Transportation where provided by the center including secondary coverage on automobile owned by staff member and used to transport children ($100,000 per person; $300,000 per suit; $25,000 property damage),

IX. SUPPLEMENTARY REGULATIONS: GROUP DAY CARE CENTERS SERVING THE EDUCATIONALLY OR DEVELOPMENTALLY HANDICAPPED CHILD.

A. WRITTEN PERMISSION MUST BE OBTAINED FROM THE LICENSING AGENT PRIOR TO SERVING HANDICAPPED CHILDREN.

Reason: Centers are encouraged to integrate handicapped children into a group of normal children whenever feasible for the center and for the child. The special needs of the handicapped child must be met. Handicapped is defined as a sensory defect, physical or mental deficiency, or emotional disturbance.

B. THE GROUP DAY CARE CENTER SHALL OBTAIN THE ASSISTANCE OF A QUALIFIED CONSULTANT PRIOR TO THE ENROLLMENT OF ANY HANDICAPPED CHILD.

Satisfactory Compliance:

1. The center shall have written program modifications based on the determination of the qualified consultant and the needs of the individual handicapped child. These program modifications shall be understood by program staff.
2. Additional staff as recommended by the consultant shall be available.
3. Modified equipment and supplies as recommended by the consultant shall be available.
4. Training of staff as recommended by the consultant shall be arranged.
5. Modifications of the physical facilities as recommended by the consultant shall be made available.

C. PRIOR TO THE ADMISSION OF ANY HANDICAPPED CHILD, THE GROUP DAY CARE CENTER SHALL OBTAIN INFORMATION FROM THE PARENT AND THE PHYSICIAN CONCERNING ANY SPECIAL PROBLEMS OR NEEDS WHICH MAY AFFECT THE CHILD'S USE OF THE PROGRAM. WHERE INDICATED, A PSYCHOLOGICAL EVALUATION SHALL BE MADE AND BE AVAILABLE TO THE CENTER.

D. THE PROGRESS OF THE HANDICAPPED CHILD SHALL BE EVALUATED NO LESS THAN ANNUALLY BY A QUALIFIED CONSULTANT.

APPENDIX A

MINIMUM EQUIPMENT AND SUPPLIES - PRE-SCHOOL PROGRAMS

	PROVISIONAL LICENSE	REGULAR LICENSE (additional equipment and supplies)	PROGRAMS OPERATING LESS THAN FOUR HOURS (exceptic permitted)
Furniture:	Sufficient tables and chairs with backs (children) (One chair per child - no folding chairs) One cot per licensed capacity Firs Aid Kit Cot with blanket (For ill child) Chairs with backs (For staff) Low open shelves and bookcases (1' per child) Space/equipment for maintenance or records Fire blanket (100% wool) Individual spaces for outer clothing		Mats instead of cots Blanket not necessary ur less cooking is done.
Active, large muscle play:	Large building blocks (may be of non-durable material) at least 24. Two pieces of large, durable muscle equipment per every 20 children such as: climber rocking boat swing large wheel toys tunnel walking plank water play equipment	Large building blocks at least 48 per every 20 children. Three pieces per every 20 children. work bench (wood work) and tools wheel toys sand play equipment	One piece per every 20 children. (Provisional) Two pieces per every 20 children. (Regular)
Art and music activities:	Phonograph or piano Records - at least 6 1 Easel	Easels - 1 for each 15 children Rhythm band Area rug or carpeting Records - at least 10	

	PROVISIONAL LICENSE	REGULAR LICENSE (additional equipment and supplies)	PROGRAMS OPERATING LESS THAN FOUR HOURS
Dramatic play:	Small blocks (at least 200 pieces) 3 small transportation toys per every 20 children. One spontaneous dramatic play area with at least 2 pieces of permanent equipment: pretend area housekeeping area - e.g., doll bed, stove, sink, refrigerator, cupboard, etc. dolls	6 small transportation toys per every 20 children for block area. At least two areas for spontaneous dramatic play each having at least 3 pieces of equipment. at least 1 full length mirror Dress up clothes	
Ponder play:	Books - 1 per every child Puzzles - 1 per every 4 children Cognitive games - 1 per every 4 children - e.g., number concepts letter " shape " size " color "	2 per every child 1 per every 3 children - puzzle rack 1 per every 3 children flannel board science items - e.g., magnet magnifying glass, pets, plants	
Expendable supplies:	Clay or playdough Tempera or finger paints (non-toxic) Paper (colored and white) Paste (non-toxic) Scraps - collage materials Paint brushes Crayons Blunt scissors Aprons-smocks		
Fine-motor development:	Manipulative toys - 1 per every 4 children, e.g., pegs and peg boards beads and strings, interlocking plastic forms	1 per every 3 children	
Language development:	Pictures Bulletin boards		

	INFANT PROGRAMS	TODDLER PROGRAMS
Furniture:	One crib for each infant (with blanket) (licensed capacity) Diaper pails with lids Tub for bathing Chairs with backs for staff Space/equipment for maintenance of records Fire blanket (100% wool) First aid kit Rocking chair (adults)	One cot for each toddler (Programs over 5 hours) Potty chairs Child-size tables and chairs Chairs with backs for staff Space/equipment for maintenance of records Fire blanket (100% wool) First aid kit
Active, large muscle play:	Safe seats (such as infant seat, high chair, jumper-walker) Pull toys: 1 per every 2 walking infants	Riding toys: 1 per every 5 toddlers Two step slides Pull toys: 1 per every 2 toddlers
Quiet play:	Crib toys and mobiles: 2 per crib Area rug or carpeting Soft dolls and animals	Small blocks Manipulative toys (no small pieces) Balls Soft dolls and animals Books: 1 per every toddler

APPENDIX B

HEALTH CARE SUMMARY

(To be completed by Health Care Source)

NAME OF CHILD_____ Birth Date_____

ADDRESS_____ Telephone_____

PARENT(S) OR GUARDIAN_____

Date of last physical examination:

How long have you been seeing this child?

How frequently do you see this child when he is not ill?

Does this child have any allergies (including allergies to medications)?

Is a modified diet necessary?

Is there any condition present that might result in an emergency?

What is the status of child's Vision_____

Hearing_____

Speech_____

Please list below the important health problems. Indicate if you or someone else is following the child for the problem and check which problems require special attention at the center:

Important Health Problems	Followed By You	Followed by Other Medical Source (name)	Requires Special Attention at Center

Immunizations and Tuberculin Test Records:

*D(P)T 1st date _____
* 2nd " _____
* 3rd " _____
*Booster date _____

*Rubeola date _____
*Rubella date _____

*Poliomyelitis 1st date _____
* 2nd " _____
* 3rd " _____
*Booster date _____

Mumps date _____

*Required

Tuberculin Test _____ _____
date results

If positive, what are the plans for treatment and/or follow-up?

Are the immunizations up-to-date?

If not, what is the plan to bring them up-to-date?

Other information helpful to the group day care center:

_____
Source of health care

_____
Associates or Clinic

_____
Address

_____
Date

-xxxxx-

APPENDIX C

DAILY FOOD GUIDE

FOODS	SERVINGS PER DAY	AVERAGE SIZE SERVING BY AGE*		
		1 - 3 years	3 - 6 years	6 - 9 years
MILK GROUP				
Milk (whole, homogenized and fortified Vitamin D	2 - 3 servings	½ to 1 cup	½ to 1 cup	1 cup
Cheese and ice cream occasionally				
MEAT GROUP				
Meat, poultry, fish	1-2 servings	1 to 3 tbs.	2 to 4 tbs. (1 to 2 oz. cooked)	4 to 6 tbs. (2 to 3 oz. cooked)
As alternates dried beans or peas or Peanut Butter		1 to 3 tbs.	2 to 4 tbs.	4 to 6 tbs.
Egg	1	1	1	1
VEGETABLE AND FRUIT GROUP	4 or more servings			
Dark green vegetables and deep yellow vegetables tables and fruits for Vitamin A	1 serving	2 to 3 tbs.	2 to 4 tbs.	¼ cup
Fruit for Vitamin C citrus, tomato, cabbage	1 serving	1/3 - 2/3 cup	1/3 to 2/3 cup	½ cup
Other fruits and vegetables	2 servings	¼ - 1/3 cup	¼ - ½ cup	½ cup
BREAD AND CEREAL GROUP				
Bread and cereal, whole grain or enriched	4 servings	½ to 1 slice ¼ cup cereal	½ to 1½ slices ½ cup cereal	2 to 3 slices ½ cup cereal
OTHER				
Butter or Margarine	As spread or seasoning			

*Size of serving will differ with individual children; some may want smaller amounts and some larger.

-xxxxxx-

PROPOSED-5

As a result of the 1973 amendments to Minnesota Statutes, Sections 257.081 through 257.124, the following changes are proposed in DPW Rule 5, Standards for Child-Caring Institutions.

(a) Definition

(4) A child is defined as meaning a person under the age of ~~16~~ 18 years ~~(Minn.-Stat.,-Sec.-257.081)~~.

(b) Procedures for Licensing

(1) Applicants desiring a license or a renewal of license shall make application--in the case of new applications prior to caring for children--to the Commissioner of Public Welfare who shall make a determination according to DPW Rule No. 5 of the suitability of such applicant to be licensed for the purpose of giving care to children. In making this determination the Commissioner shall be guided by the rules in this and subsequent sections. Where an initial license is being issued to any facility it shall remain in force for one year. Where a license is being renewed it may be issued for a period of up to two years, in the discretion of the commissioner of public welfare. Every license shall prescribe the number and age groupings of children who may receive care at any one time. ~~All licenses-shall-expire-one-year-from-date-of-issuance-unless-sooner-revoked. Updating-of-the-license-material-will-be-made-annually.-~~

PROPOSED - 8

As a result of the 1973 amendments to Minnesota Statutes, Sections 257.081 through 257.124, the following changes are proposed in DPW Rule 8, Standards for Group Homes and Licensing Procedures.

(b) Definition

(2) Children--Persons under the age of ~~16~~ 18 years ~~of age or persons over 16 years of age if for reasons of mental retardation they still require the protection needed by persons under 16 years of age (Minnesota Statutes, Section 257.081, Subdivision 6).~~

(h) Procedure for licensing

(6) ~~All licenses will expire one year from date of issuance unless otherwise specified or sooner revoked.~~ Where an initial license is being issued to any facility it shall remain in force for one year. Where a license is being renewed it may be issued for a period of up to two years, in the discretion of the commissioner of public welfare. Every license shall prescribe the number and age groupings of children who may receive care at any one time.

(i) Provisional license

(1) A provisional license may be issued by the Department of Public Welfare for a period not to exceed ~~six months~~ one year to allow an agency reasonable time to become eligible for a regular license. A written statement describing the need for a provisional license and the length of the provisional license shall be on file in the agency record and with the Department of Public Welfare.

DPW 9 Funding of Child-Care Services

I. Minnesota Statutes, 1971, Chapter 848 (codified as Sections 245.83 through 245.87), as amended by Minnesota Statutes, 1973, establishes the authority of the Commissioner of Public Welfare, with the advice of an advisory committee on child care, to make grants to child-care facilities, supervise the operation thereof, and establish such rules and regulations as are necessary to carry out the purpose of this statute. This rule, therefore, carries the force and effect of law.

II. The terms used in this rule shall mean:

A. Commissioner - The Commissioner of Public Welfare.

B. Child Care Service - A facility for child care, including family day-care homes, group family day-care homes, group day-care centers, nursery schools, day nurseries, play groups, and child-care centers, holding a current and valid license issued by the Commissioner of Public Welfare and meeting the requirements of DPW Rule 2 or DPW Rule 3. For the purposes of this rule, a child-care facility other than a family day-care home must have an advisory committee whose composition represents the groups named in III, A, 1, 2, 3, and 4.

C. Applicant for Grant-In-Aid - Any municipality, county, corporation, or combination thereof may apply to the Commissioner of Public Welfare for assistance in establishing, operating, planning, or coordinating licensed child-care facilities.

D. Child - Any person 14 years of age or younger.

E. Interim Financing - Funds to carry out such activities as are necessary for family day-care homes, group family day-care homes, and cooperative child-care centers to receive state licensing, and operating funds for a period of six consecutive months following receipt of state licensing by a family day-care home, group family day-care home, or cooperative child-care center. Interim financing may not exceed a period of 18 months. Exceptions to this 18-month limit will be made only with the approval of the Advisory Committee and the Commissioner.

F. Matching Funds - Funds used as matching funds for grants-in-aid. They may come from any source, including fees for service, federal funds, local tax levies, or foundation monies. An in-kind match may be used.

G. Planning and Coordination Projects - Programs that are established to carry out the functions of planning, evaluation, staff development, resource development, program development, community organization, information and referral, and similar projects for the development of child care in a defined geographic area. Planning and coordination projects do not include the direct operation of child-care facilities.

H. Advisory Committee on Child Care - The Minnesota Child Care and Development Advisory Council.

I. Governor's Economic Regions - The twelve regions of Minnesota designated pursuant to Minnesota Statutes, Sections 462.381 - 462.396.

III. State Advisory Committee for Child Care

A. Composition - The State Advisory Committee shall consist of not more than 25 nor fewer than nine persons who shall represent the following groups on a state-wide basis:

1. Parent-User - defined as a person who currently has a child enrolled in a licensed child-care facility or who has applied for such enrollment or who has had a child enrolled in a licensed child-care facility within the past 12 months, but who is not involved as paid staff in providing, planning, or coordinating child-care services. Parent-users shall constitute one-third of the Advisory Committee.

2. Public Agencies - defined as state or local welfare, education, health, or other agencies interested in or with responsibility for child-care services.

3. Private and Voluntary Agencies - defined as state or local, profit or nonprofit agencies and associations interested in or with responsibility for child-care services.

4. Private Individuals - defined as professional and lay citizens interested in child-care services.

B. Function - The State Advisory Committee shall be appointed by the Commissioner to review and make recommendations to the Commissioner on applications for grants-in-aid made pursuant to Laws 1971, Chapter 848, as amended by Laws 1973. The Advisory Committee shall consider for determining its recommendations the following priorities but not necessarily in the following order of importance:

--Priority shall be given to the funding of new programs or projects, or the expansion or enrichment of existing programs or projects.

--Priority shall be given to the funding of programs or projects where a demonstrated need for child-care facilities has been shown. The written evaluation of need and of the value of individual proposed programs or projects shall be prepared by appropriate personnel of the Department of Public Welfare and local or regional child-care coordinating groups where such groups exist.

--Priority shall be given to the funding of programs or projects that include supplementary service components such as health, social services, bi-cultural programming, or staff development.

--Priority shall be given to the funding of programs or projects that include ten per cent or less of their total budget designated for new construction or major renovations of existing premises.

--Priority shall be given to the funding of programs or projects using a combination of funding sources such as state and local tax monies, parent fees, and public and private donations or match.

--Funds shall be allocated, in so far as is possible, to include the use of state child-care facility funds as all or part of the local matching for federal child-care funds.

--Priorities for direct-service funding for facilities shall be, in order:

(1) Full-day group day care (including full-day Head Start)
(2) Full-day family day care and group family day care
(3) Head-Start programs (part-day)
(4) Migrant day care programs
(5) Other part-day programs

C. Authority

1. The State Advisory Committee shall request information on all applications from regional or sub-regional child care planning and coordinating bodies, where such bodies exist.

2. The State Advisory Committee shall report to the Commissioner its recommendations on all applications received by the Committee within 30 days after the closing dates for receiving such applications.

D. Limitations - Members of the State Advisory Committee who may also be associated with an applicant submitting an application for grant-in-aid pursuant to Laws of 1971, Chapter 848, as amended by Laws 1973, and this rule may review such application but shall be prohibited from providing a recommendation about that applicant to the Commissioner as provided for in this rule.

IV. Disposition of Grants-In-Aid

A. The monies appropriated by the Minnesota Legislature for child-care services shall be equally distributed between (1) Governor's Economic Region 11 and (2) Governor's Economic Regions 1, 2, 3, 4, 5, 6E, 6W, 7E, 7W, 8, 9, and 10, so that no more than 55 per cent of the total monies goes to either (1) or (2).

B. Need and Population Formula

1. For the purpose of dividing monies among the counties of Governor's Economic Region 11, the following formula shall be used:

   Fifty per cent of the monies on a ratio of the number of working parent families with a child under six years of age in each county against the total number of working parent families with a child under six years of age in all counties of Region 11.

   Fifty per cent of the monies on a ratio of economically disadvantaged children in each county (number of children receiving AFDC grants) against the total number of economically disadvantaged children in all counties of Region 11.

2. For the purpose of dividing monies among Governor's Economic Regions 1, 2, 3, 4, 5, 6E, 6W, 7E, 7W, 8, 9, and 10, the following formula shall be used:

   Fifty per cent of the monies on a ratio of the number of working parent families with a child under six years of age in each Region against the total number of working parent families with a child under six years of age in all Regions (1 through 10).

   Fifty per cent of the monies on a ratio of the number of economically disadvantaged children in each Region (number of children receiving AFDC grants) against the total number of economically disadvantaged children in all Regions (1 through 10).

C. No grant shall exceed 50 per cent of the costs of establishing and operating a program, or up to 25 per cent of the costs of establishing and operating a program when the grant-in-aid is used as local matching for federal funds under Title IV-A of the Social Security Act of 1967. Interim financing grants shall not exceed 75 per cent of costs.

D. Funds may be allocated by the Commissioner up to and including the last day of any biennium.

E. A minimum of ten per cent of the total monies shall be designated for interim financing.

F. Funds unallocated by January 1 of the second year of the biennium may be allocated without reference to the requirements stated in IV, A and B.

G. All applications for grants-in-aid that have been denied by the Committee shall be reviewed and reconsidered between January 1 and April 1 of the second year of the biennium.

H. All applications for grants-in-aid shall specify the time period for which funds are being requested. Grants-in-aid shall be made for the specified time period, and no grant-in-aid may be renewed or extended unless there has been an evaluation of the previous project and a new application for grant-in-aid has been made by the grantee and approved by the Committee and the Commissioner.

V. Coordination and Planning Projects

Coordination and planning organizations may be funded for the performance of functions necessary to the development of child-care programs. Such functions shall include projects for staff-development and training, resource development, community organization, program development, information and referral, planning, evaluation, and similar projects.

No more than 15 per cent of the monies appropriated may be used for projects that are primarily for coordination and planning.

VI. Application Process

A. Applications shall be acted upon quarterly by the Committee on January 1, April 1, July 1, and October 1.

B. Applications shall be made only on the form supplied by the Commissioner for such applications.

C. Applications shall be submitted in triplicate. One copy shall go to the Commissioner, one to the State Advisory Committee, and one to the Regional or Sub-Regional Planning and Coordinating Group, where such group exists.

D. Regional or Sub-Regional Planning and Coordinating Groups, where such groups exist, shall be encouraged to provide child care information and other recommendations about applications to the State Advisory Committee. This information should be submitted to the State Advisory Committee within 30 days of the receipt of the application by the Regional or Sub-Regional Group.

E. The Committee shall read and review all applications submitted to it. The Committee shall send these applications, together with its recommendations, in writing, to the Commissioner no more than 30 days following the Committee's action.

F. The Commissioner shall decide, based on the recommendations of the State Advisory Committee and the Commissioner's own judgment, which grants-in-aid shall be awarded. Grants will be awarded directly to applicant agencies by the Commissioner.

G. The Committee shall advise each applicant of its recommendation to the Commissioner and the reasons for that recommendation at the same time as the Committee's recommendation is sent to the Commissioner.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF PUBLIC WELFARE

In the Matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

ORDER FOR HEARING

To effectively implement Minnesota Statutes §§ 245.83 -.87 and 257.081 - 257.124 (1971), the Minnesota Commissioner of Public Welfare deems it necessary to consider adoption of the proposed amendments to DPW Rules 1, 2, 3, 5, 8 and 9 pursuant to the authority vested in me by Minnesota Statutes §§ 245.85 and 257.101, Subd. 2 (1971).

NOW THEREFORE, IT IS ORDERED this 13th day of June, 1973, that a public hearing on the proposed rules captioned above be held in the Auditorium, Arts and Science Center, 30 East 10th Street, St. Paul, Minnesota, on the 17th day of July, 1973, commencing at 9:30 a.m. and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard.

IT IS FURTHER ORDERED, that notice of said hearing be given all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose.

Dated: June 13, 1973.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins
Commissioner

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF THE DEPARTMENT
OF PUBLIC WELFARE

In the matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to M.S. 1971, Section 15.0412, Subdivision 4, in the above-entitled matter in the auditorium, Arts and Science Center, 30 East 10th Street, St. Paul, Minnesota, on the 17th day of July, 1973, commencing at 9:30 a.m., and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed rules captioned above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

A copy of the proposed rules is attached hereto. (Copies of the proposed rules are now available and may be obtained by writing to: Licensing Division, Department of Public Welfare, 4th Flocr, Centennial Building, St. Paul, Minnesota 55155.)

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins
Commissioner

PUBLIC WELFARE

Blade, Joe -Mpls Star, 425 Portland Ave., Mpls

Central Minnesota Mental Health Center, 215 S. 3rd Ave., St. Cloud

Community Mental Health Board of the Northern Pines Mental Health Center
103-105 1st St. S.E., Little Falls

Curtis, Dr. E. Louise, Prof. Education, U of M, Morris 56267

Duluth Mental Hygiene Clinic, 1112 E. Superior St., Duluth

Kurtz, Mrs. Kirsten, Minn. Nurses Assn., 1821 Univ Ave., St. Paul 55104

Legal Aid Society, 501 Park Ave., Minneapolis 55415

Local #34, AFSC & ME, Box 2016, Commerce Sta., Minneapolis 55415

Minneapolis & Hennepin County Mental Health Clinic, 619 S. 5th St., Mpls.

Minnesota Legislative Comm. of Blind, 1605 Eustis, St. Paul 8

Minn. State Pharmaceutical Ass'n., 2388 Univ. Ave., St. Paul 4

Neff, Dr. Walter S., Virginia

Northland Mental Health Center, 415 S. Pokegema, Grand Rapids

Public Relief, BD. of Public Welfare, Attn.Dir.Jensen, 250 S. 4th St., Mpls. 55415

Southwestern Mental Health Center, 306 N. McKenzie St., Luverne

Upper Mississippi Mental Health Center, Attn: Dr. Howard C. Reid, 510 Beltrami Ave.

Veterans' Affairs, Veterans Service Bldg., St. Paul

Vilmer, Sally, 2026 Bradley St., St. Paul 55117 (Day Care only)

Welfare Rights Organization, c/o Stephen Parsons, 1118 Newton Ave. N. Minneapolis 55

West Central Mental Health Center, 323 W. 6th St., Willmar

NURSING HOMES ONLY

ALBERT,AA CALDER CORP
366 JACKSON ST
ST PAUL MN
55101

AM CAMPING ASSN MRS LEACOCK
1235 BRIGHTON SQ
NEW BRIGHTON MN
55112

AM INST PROF GEOLOGISTS
2201 PRINCETON AVE
ST PAUL MN
55105

ANTHONY R.S. E.L.M.
1222 FOURTH ST. S.E.
MINNEAPOLIS MN
55414

ARMOUR AND COMPANY
UNION STOCK YARDS
SO ST PAUL MN
55075

ASSOCIATED INDUST OF MPLS
NATIONAL BLDG
MPLS MN
55402

ASSN OF MINN COUNTIES
55 SHERBURNE AVE #203
ST PAUL MN
55103

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

BENSONI PETER USW OF AM.
609 PROVIDENCE BLDG.
DULUTH MN

BEUTEL ROBERT
BOX 1205
ST CLOUD MN
56301

BREHL JAMES W
332 HAMM BLDG
ST PAUL MN
55102

BROWN D M GOODRIDGE PUB SCH
IND DIST #561
GOODRIDGE MN
56725

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

BUR.ENGR.IND.DIV. MR.KIBIGER
219 N. 2ND ST.
MPLS. MN

BUR NATL AFFAIRS INC
1231 25TH ST NW
WASHINGTON DC
20037

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

CENTRAL BUSINESS DATA
BENSON RADIO ARCADE BLD
BENSON MN

ALLEN CLAUDE H
1200 N W BK BLDG
ST PAUL
55101

ALTMAN MILTON H
707 DEGREE OF HONOR BLD
ST PAUL MN
55101

ANDERSON HERBERT
418 8TH ST. SO.
VIRGINIA MN
55792

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

ASMUSSEN,DENNIS,MPIRG
3036 UNIV AVE SE
MPLS MN
55414

AUTOMOBILE MFRS ASSN INC
55 SHERBURNE AVE
ST PAUL MN
55103

BARTHOLOW HAROLD E FIRE CHF
1327 COON RAPIDS BLVD
COON RAPIDS MN
55433

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BEST FLANAGAN ET AL
1ST NATL BANK BLDG
MPLS MN
55402

BROEKER JOHN M
2850 METRO DR SUITE 513
BLOOMINGTON MN
55420

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

BRUNING C.R.DEPT.CLINIC.EXP.
BURTON HALL
MPLS. MN
55455

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

CARPENTER MRS MARY LEE
DOW CHEMICAL 47 BLDG
MIDLAND MICH.
48640

CHAMBER OF COMMERCE
30 SO 1ST AVE EAST
ELY MN
55731

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

CHAMBERLAIN WARREN D
887 SW 4TH AVE
FARIBAULT MN
55021

CHERCHES CHRIS CITY MGR
5005 MTKA BLVD
ST LOUIS PARK MN
55416

CLARKSON J.B.
2350 I.D.S. CENTER
MINNEAPOLIS MN
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COLEMAN NICHOLAS D
700 LINWOOD AVE
ST PAUL MN
55105

CONSUMER SERVICES DEPT COMM
230 STATE OFF BLDG
ST PAUL MN
55101

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

DANFORTH & ALLEN
731 NW BANK BLDG
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DAYTON CHAS. SIERRA CLUB
555 WABASHA
ST PAUL MN
55102

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DOYTON MAURICE, MET SEWER BD
350 METRO SQ BLDG
ST PAUL MN
55101

DUDLEY E H
RT 7 BOX 122
EXCELSIOR MN
55331

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

EDINA FIRE D JAMES MCNELLIS
4801 W 50TH ST
EDINA MN
55424

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

EMP HANDICAPPED PERSONS COMM
527 JACKSON RM 227
ST PAUL MN
55101

EVANS CHAS.L. PRENTICE-HALL
ENGELWOOD CLIFFS
NEW JERSEY

EVERETT JERRY NW PETRO ASSN
512 NICOLLET MALL RM917
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55402

FAEGRE & BENSON ATTN LIBR
1260 NW BANK BLDG
MPLS MN
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CHRISTIAN SCI COMM ON PUB
1821 UNIV AVE SUITE 271
ST PAUL MN
55104

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

COLLIN LAURENCE
RT 2
ISANTI MN
55040

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

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DAVIS HENRY
6301 SHINGLE CREEK
BROOKLYN CTR MN
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DOUGLASS BELL
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ELDRED R W ARMOUR & CO
UNION STOCK YARDS
SO ST PAUL MN
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ERNEST K LEHMANN & ASSOC.
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42 ASTAR RD
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FELHABER R S
W 1ST NATL BANK BLDG
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FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FINNEGAN [illegible].R.
55 E. 4TH
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55101

FLEMING FREDERICK A
360 HIGHLAND PARKWAY
ST PAUL MN
55116

FOX W.E. LINDQUIST & VENNUM
4200 IDSCTR 80 S.8TH ST
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GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

HARVEY MICHAEL
1390 W M HAHA PKWY
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55409

HESS DONALD MIDWEST PLANNING
2101 HENN BLDG
MPLS MN
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HARTFELDT WILL
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HILL JIM ASSOC.MILK PROD.
~~BOX 55~~ 7850 metro Pkwy
~~NEW ULM~~ Hyes MN
~~56073~~ 55420

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HOUSE ED STANDING SUB COMM
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55378

HUTCHISON R.M. ANOKA CO.COMP
COURT HOUSE
ANOKA MN
55303

INGVALSON VERN MN.FARM BUR.
3110 WOODDALE DR PO 337
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902 SOO LINE BLDG
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FORBES GORDON MINN RRS AS
207 UNION DEPOT
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FURLONG DR JOHN
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F W WOOLWORTH CO
3316 W 66TH ST
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GAS HUT INC
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55812

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1007 SOO LINE BLDG
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55402

HENN CO WELFARE BRD RM 26
COURT HOUSE
MPLS MN
55415

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HUMAN RIGHTS DEPT
60 STATE OFF BLDG
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HUNT MRS CHAS L MECCA
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IUOE LOC 49 CHAS SWENSON
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ST OLAF COLLEGE
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55057

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JOHNSON M.D. FRUNDT & FRUNDT

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LEAGUE MINN MUNICIPALITIES
314 SOC SCIENCES BLDG
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55455

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CHASKA MN
55318

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55706

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55101

MANKATO STAT STUDENT SENATE
CENTENNIAL STUDENT UN
MANKATO MN
56001

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MECCA R.F. NELSON
26 E EXCHANGE ST
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55101

MET TFR MEN ASSN A ROSENTHAL
1821 UNIV AVE
ST PAUL MN
55104

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

JENOS INC
525 LAKE AVE SO
DULUTH MN
55801

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

KABLE RICHARD W

BETHEL MN
55006

KANE ANTHONY
LAW DEPT BUR RWY CO
ST PAUL MN
55101

KNOWLES, LARRY D
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CRYSTAL MN
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ST CLOUD STATE
ST CLOUD MN
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INVER GR HGHT MN
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ST PAUL MN
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215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MANTHEY T J PICKANDS MATHER
2000 UNION COMM BLDG
CLEVELAND OH
44115

MASTOR MATTSON HART ET AL
414 ROANOKE BLDG
MPLS MN
55402

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

MERRITT GRANT POLLUTION C
OAK & DELAWARE
MPLS MN
55440

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

MINN AFL CIO, L O LA SHOMB
414 AUDITORIUM ST
ST PAUL MN
55102

MINN ASN C&IND H D PETERSON
~~[illegible] UNIV BK BLDG~~ 480 Cedar St
ST PAUL MN
55101

MINN ASSN PET RETAILERS
~~800 [illegible] 1514 [illegible]~~
MPLS 55403 MN
1115 2nd Ave So.

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

MINN DEPT HEALTH J C MCKASY
717 DELAWARE S E
MPLS MN
55440

MINN HWYS MANAGEMENT SERVICE
410 HWY BLDG
ST PAUL MN
55101

MINN ENV CONTROL CITIZEN ASN
CENTRAL MANOR 26 E EXCH
ST PAUL MN
55101

MINN ENV LAW INST INC
PO BOX 15076 COMM STA
MPLS MN
55415

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN. HOTEL & MTR. ASSN
2001 UNIVERSITY AVE
ST PAUL MN

MINNESOTA MASONRY ASSOC.
8053 BLOOMINGTON FREEWAY
MPLS MN
55420

MINN.MTR.TRANSP. .J.N.DEN
1821 UNIV.
ST.PAUL MN
55104

MINN PUB INT RES DAYTON
2418 UNIV AVE SE
MPLS MN
55414

MINN RESTAURANT ASSN
2001 UNIVERSITY AVE.
ST PAUL MN 55
104

MINN SCH BUS OPERATORS ASSN

FARIBAULT MN
55021

MINN SOCIETY ARCHITECTS AIA
NW NATL BK BLDG
ST PAUL MN
55101

MINN ST BD PHAR P G GRUSSING
1965 FORD PKWY
ST PAUL MN
55116

MINN STATE CAPITOL EMP UNION
PO BOX 3215
ST PAUL MN
55165

MINN STATE RETIREMENT SYSTEM
529 JACKSON ST
ST PAUL MN
55101

MINN TURKEY GROWERS ASSN
1563 UNIV AVE
ST PAUL MN
55104

MINN ASSN COOP[illegible]TIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN A[illegible]N ELEC COOPERATIV
4901 W [illegible]7TH ST
MPLS MN
55435

MINN BD PODIATRY EXAM & REG.
1111 W 2ND ST.
CROOKSTON MN
56716

MINN COUNCIL STATE EMP NO
475 RICE ST
ST PAUL MN
55103

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

MINN ELECTRICAL ASSN INC
525 SO 7TH
MPLS MN
55415

MN FARM BUR FED V INGVALSON
3110 WOODDALE DR
ST PAUL MN
55119

MINN FARMERS UNION PRES O
1275 UNIV AVE
ST PAUL MN
55104

MINN HOUSING INST N T CARTER
7801 METRO PKWY
MPLS MN
55420

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINN PETROLEUM COUNCIL
446 BUILDERS EXCH BLDG
MPLS MN
55402

MINN POULTRY & HATCHERY A
BOX 158
MADELIA MN
56062

MINN RETAIL FEDERATION
7600 PARKLAWN STE 457
MPLS MN
55435

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 31[illegible]
MPLS MN
55416

MINN SOC CERTIFIED PUB ACCTS
1102 WESLEY TEMPLE BLDG
MPLS MN
55403

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

MINN STATE OPTOMETRIC ASS
333 E HENNEPIN AVE
MPLS MN
55414

MINN-WISC BOUNDARY AREA COMM
600 2ND ST
HUDSON WI
54016

MOFFITT R.C. DIR.ENV.CONT
MPLS.CITY HALL RM 301M
MPLS MN
55415

MOOD R BLOOMINGTON HLTH DEPT
10200 PEN[redacted]SO
BLOOMINGTON MN
55431

MOONEY, MICHAEL A.
BOX 903, ST.JOHN'S UNIV
COLLEGEVILLE MN
56321

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NAT'L SOLID WASTES-R. GRASSO
1730 RHODE ISLAND AV.NW
WASHINGTON DC
20036

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

NIELSEN STOCK & BLACKBURN
415 73C BLDG
MPLS MN

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

NURSING HOME ADMRS BD EXAMRS
277 W UNIV AVE
ST PAUL MN
55103

O'BRIEN J.DENNIS
1200 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

OHMAN W C NATL ELEC CONTRS
608 AM NATL BK
ST PAUL MN
55101

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PHAR MFGRS ASSN WM D PATTON
1155 15TH ST NW
WASHINGTON DC DC
20005

PHILLIPS LEGISLATIVE SERVICE
113 W UNIV AVE
ST PAUL MN
55103

PORT AUTH CITY OF ST PAUL
330 MINNESOTA BLDG
ST PAUL MN
55101

PRAUSE JOS.C.
2220 105TH AVE.N.W.
COON RAPIDS MN
55433

RACHNER MARY JANE
1917 PINEHURST AVE
ST PAUL MN
55116

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NCEC INC C/O DR DAHLBERG
CONCORDIA COLLEGE
MOORHEAD MN
56560

NELSON DONALD E NSP CO
414 NICOLLET AVE
MPLS MN
55401

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NOBLES COUNTY FARM BUR AS
710 10TH ST
WORTHINGTON MN
56187

NW BELL TEL CO LEGAL DEPT
224 S 5TH ST RM 2000
MPLS MN
55402

NYQUIST DEAN A
3707 53RD PL N
BROOKLYN CTR MN
55429

OCONNELL THOMAS
941 LAUREL
ST PAUL MN
55104

OCONNOR GREEN THOMAS ET A
845 NW BANK BLDG
MPLS MN
55402

OLD COLONY GAS & OIL COMPANY
17TH AVE N AT 2ND ST
MPLS MN
55411

OTTER TAIL POWER CO.
215 S. CASCADE ST.
FERGUS FALLS MN
56537

PAYNE COL ALVIN

DEGRAFF MN
56233

PETERSEN JOHN W
525 OSBORN BLDG
ST PAUL MN
55102

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

PORTER LYLE O

TRACY MN
56175

PULSCHER RBT SPRINGSTED INC
813 OSBORN BLDG
ST PAUL MN
55102

RENNER R.H. ST PAUL AREA CC
300 OSBORN BLDG.
ST PAUL MN
55102

RAMSEY CO MEDICAL SOCIETY
1500 LOURY MEDICAL BLDG
ST PAUL MN
55102

RICHARDS MONTGOMERY ET AL
1430 RA[redacted] TOWER
MPLS MN
55402

ROBBIE JOSEPH
[redacted]04 CARGILL BLDG NO CTR
MPLS MN
55402

ROCHE T E
5007 FREMONT AVE S
MPLS MN
55419

ST PAUL ASSN PLBG HTG MECH
614 AM NATL BK
ST PAUL MN

ST PAUL BUR HLTH DR P COX
555 CEDAR ST
ST PAUL MN
55101

SCHMIDT H W TCHRS RETIREMENT
302 CAPITOL SQ BLDG
ST PAUL MN
55101

SCHMIDT LARRY WCCO-TV NEWS
50 S 9TH ST
MPLS MN
55402

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SEARS ROEBUCK & CO
2929 ELLIOT AVE D 703MW
MPLS MN
55401

SHABATURA EUGENE H
2833 LAKE AVE SO
DULUTH MN
55811

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

SKELLY OIL CO R R WELLINGTON
PO BOX 436
KANSAS CITY MO

SMERIKA WN.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

STATE BD VETERINARY EXAMINER
C/O DR A C SPANNAUS DVM
WACONIA MN

STD AM LIFE & ANNUITY CO
3801 W 50TH ST
MPLS MN
55410

SUMMIT NATL BANK D L MORRILL
205 AURORA AVE
ST PAUL MN
55103

SUSSEL CO. ATTN: TED SCHWENKER
1850 COMO AVE.
ST PAUL MN
55108

TETZLOFF ROBERT E
5620 W BROADWAY
MPLS MN
55428

TWIN CITY RETAIL DRUGGIST AS
2388 UNIV AVE
ST PAUL MN
55104

ROSS ALFRED
3345 NICOLLET AVE
MPLS MN
55408

ROBERTS DAVID E
1260 NW NATL BK BLDG
ST PAUL MN
55101

SAN SIMEON DEVELOP CORP
OLD 1ST STATE BK BLDG
PAYNESVILLE MN

SATHRE, HARVEY
77 SHERBURNE
ST PAUL MN
55103

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

SCARBOROUGH WILLIAM
DIV.ED. U.M.
MORRIS MN
56267

SCHWINN ROBT.P.
1400 SOO LINE BLDG.
MPLS. MN
55402

SCHNEIDER & NEESER
706 1ST ST SO PO BX 875
WILLMAR MN
56201

SENATE COUN OFF J ST MARIE
STATE CAPITOL
ST PAUL MN
55101

SENATE FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL MN
55101

SHELL OIL CO. W.A. ROQUET
ONE SHELL PLAZA BX 2463
HOUSTON TX
77001

SHINER JOHN T.
297 GOODRICH AVE
ST PAUL MN
55102

SOLOMON ARNOLD 603 CAP SQ BL
550 CEDAR ST
ST PAUL MN
55101

STATE BD.BARBER EXAMINERS
555 WABASHA
ST PAUL MN
55102

STENSLAND M.E. PRES. MVMA
203 NW 22ND ST.
AUSTIN MN
55912

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

SWANSON BURT E
W-2162 1ST NATL BK BLDG
ST PAUL MN
55101

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

[redacted] CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VOGEL HOWARD G
814 FLOUR EXCH BLDG
MPLS MN
55415

VOLDNESS PERRY
IDS 8TH & MARQUETTE
MPLS MN
55402

WEST & GOWAN
ATTORNEYS AT LAW
PINE ISLAND MN
55963

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

WOZNIAK D D
828 MINN BLDG
ST PAUL MN
55101

ZATARGA A E CPA
1800 MIDWEST PLAZA BLDG
MPLS MN
55402

VERRILL JOHN E
DEPT SECONDARY [redacted] UOF M
DULUTH MN
55812

VILLAGE OF WOODBURY-F.STR
561 TO[redacted] DRIVE
NEWPORT MN
55055

WELLS G W INS FED OF MINN
RT 4 BOX 194
WAYZATA MN
55391

WM.MITCHEL COLLEGE LAW LIB.
2100 SUMMIT AVE.
ST.PAUL MN
55105

WIS FEEDER PIG MARKET CO-

FRANCIS CREEK WI

WYANT CLINTON W ATTY

ATKIN MN
56431

AFFIDAVIT

Marlene Veitch, being duly sworn on oath deposes and says:

1) That she is an employee of the Department of Public Welfare of the State of Minnesota.

2) That on the 12th day of June, she went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3) That on the 14th day of June, 1973, in response to the above request, the Secretary of State provided her with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Marlene Veitch

Marlene Veitch

Subscribed and sworn to before me

this 19 day of June, 1973.

Lorraine C. Pfeffer

[illegible]

My Commission Expires Sept. 23, [illegible]

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF PUBLIC WELFARE

In the matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

AFFIDAVIT OF MAILING

Marlene Veitch, being first duly sworn, deposes and says:

That on the 14th day of June, 1973, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Marlene Veitch
Marlene Veitch

Subscribed and sworn to before me this 19 day of June, 1973.

Lorraine C. Pfeffer

LORRAINE C. PFEFFER
Notary Public, Dakota County, Minn.
My Commission Expires Sept. 29, 1973

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF THE DEPARTMENT
OF PUBLIC WELFARE

In the matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

STATEMENT OF NEED

The above captioned rules are amendments to existing rules of the Department of Public Welfare. The last time the above captioned rules were amended was: Rule 1 -- December 27, 1956, Rule 2 -- December 27, 1956, Rule 3 -- December 14, 1971, Rule 5 -- November 12, 1971, Rule 8 -- July 8, 1969, and Rule 9 -- May 30, 1972.

The need to adopt these rules arises because of the enactment of Minnesota Laws 1973, Chapters 195, 102, 584, and to bring the rules up to date with changing practices and procedures in the field of child care service.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins
Commissioner

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF THE DEPARTMENT
OF PUBLIC WELFARE

In the matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

FINDINGS OF FACT

The above-entitled matter came on for hearing before Vera J. Likins, Commissioner of Public Welfare of the State of Minnesota on the 17th day of July, 1973, at 9:30 a.m., in the auditorium, Arts and Science Center, 30 East 10th Street, St. Paul, Minnesota, after proper notice required by M.S. 1971, Section 15.0412 was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, and applicable statutory standards or criteria, I find the following:

1. That the enactment of Minnesota Laws 1973, Chapters 195 and 102 requires the amendment of DPW Rules 1, 5, and 8.

2. That the enactment of Minnesota Laws 1973, Chapter 584 requires the amendment of DPW Rule 9.

3. That changing practices and procedures in the field of child care services require the amendment of DPW Rules 2 and 3.

Dated:

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins
Commissioner

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER OF THE DEPARTMENT
OF PUBLIC WELFARE

In the matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing Standards for Foster Boarding Homes for Children, Family Day Care Homes, Group Day Care of Pre-School and School-Age Children, Child Caring Institutions, and Group Homes and Licensing Procedures, and Funding of Child Care Facilities. Amending DPW Rules 1, 2, 3, 5, 8 and 9.

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Department of Public Welfare Commissioner of the State of Minnesota on the 17th day of July, 1973, at 9:30 a.m., in the auditorium, Arts and Science Center, 30 East 10th Street, St. Paul, Minnesota, after proper notice required by M.S. 1971, Section 15.0412 was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, and applicable statutory standards or criteria, and having confirmed the need for the above captioned rules.

NOW, THEREFORE, IT IS ORDERED that these rules identified as DPW Rules 1, 2, 3, 5, 8 and 9 are adopted this 29th day of November, 1973, pursuant to authority vested in me by Minn. Stat. Chapters 245 and 257.

STATE OF MINNESOTA

Vera J. Likins

Vera J. Likins
Commissioner