

SHERBURNE COUNTY CHILD CARE LICENSING ORIENTATION



Definitions

Licensed – you have completed and met all the requirements for a license AND have been issued a license from the State of Minnesota.



Legally Unlicensed –

- 1) Child care provided to your own relatives;
and
- 2) Child care provided to children from one unrelated family

- 3) This refers to children on the premises at any one time. If you have two unrelated families attending on alternate days, this is legal. If they attend on the same day, this is not legal.



Related – by marriage, blood, or adoption:

The provider's spouse, parent, grandparent, child, sibling, aunt, uncle, niece, nephew, or legal guardian.



License Capacity Limits

Licenses specify the total number of children and the age distributions of the children that may be in care.

Most applicants start out with a Class A license, which allows 10 children in care. Your children and any visiting children under the age of 11 count in your capacity, even if you are not being paid to care for them. This is true even if the visiting children's parent is present.



Infants – age 6 weeks to 12 months (the licensed provider's newborn may be in care prior to age 6 weeks)

Toddler – 12 months to 24 months

Preschool – 24 months up to age 5

School Age – age 5 through age 10

A child no longer counts against your capacity limits on their 11th birthday.



CAPACITY AND AGE DISTRIBUTION LIMITS

- A Class A license allows you:
 - 10 children in care
 - 6 of those 10 children can be under age 5
 - Of those 6 children, 3 may be under age 24 months
 - Of those 3 children, 2 may be under age 12 months

Remember, all children on the premises under age 11 count against your capacity and age distribution limits. This includes your children, and any children who are visiting, with or without their parents.



Understand that licensed family child care is a business that you will operate in your home.

Success and quality as a provider depend on:

- **Good communication,**
- **Organizational skills,**
- **Ability to follow rules/laws,**
- **Knowledge of child development,**
- **The ability to relate to and nurture children,**
- **Professionalism, and**
- **A sense of humor.**



Mandated Reporter – As a licensed provider you are mandated to report any suspected physical abuse, sexual abuse or neglect to Child Protection or the Police. Specific directions on this will be provided at your home visit.

Data Privacy – Information about the children and their families enrolled in your program is private data and cannot be shared, including on social media. However, the county does have access to these records.



Benefits of Becoming Licensed

- Support from Child Care Licensing Unit
- Professional networking with other licensed providers
- Food program eligibility
- Tax deductions
- Apply for loans/grants/quality rating
- Being your own boss
- Having fun, teaching children!



Pre-service training

Orientation 2 will have directions about training

1. Infant-Child CPR and Pediatric First Aid within the last 2 years

(This training must be certified by the American Red Cross or American Heart Association)

2. CARS (Children And Restraint Systems) (3 hours) within the last 5 years if transporting any child under age 9 years

****NO online training will be accepted for the above trainings****

3. Sudden Unexpected Infant Death within the last 2 years (alternated with watching 6 review videos every other year) if caring for any infant

4. Abusive Head Trauma within the last 2 years (alternated with watching 6 review videos every other year) if caring for any child under age 5 years

5. Developmentally Appropriate Behavior Guidance

6. Supervising for Safety for Family Child Care

****These 4 trainings may be taken online, if you wish****



RULE AND STATUTE GOVERNING LICENSED CHILD CARE IN MN

- Rule 2 – Chapter 9502, parts 9502.0300-9502.0445
- 245A – Human Services Licensing Act

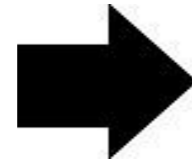
Sherburne Website: www.co.sherburne.mn.us

Select “Health & Human Services,” then “Child Care,” then
“Legislation, Rules, and Policies.”



CHILD CARE LICENSING PROCESS
Sherburne County Health & Human Services

**Do you want
to become a
child care
provider?**



1. Go to the Sherburne County Child Care Licensing website at: www.co.sherburne.mn.us and watch both orientations in their entirety. You will complete a Google Form at the end of Orientation 1 to have Orientation 2 sent to you. You must complete the Google Form at the end of Orientation 2 to submit the application.

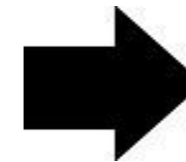
* If you do not have access to the internet or need an interpreter; please contact our office at: 763-765-4000



2. Complete the application forms, using the second video to guide you.

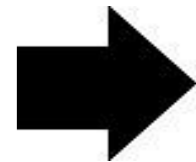
- **Child Care License Application (must be Notarized)**
- **MN Workers' Compensation Law form**
- **Your Privacy Rights**
- **Initial Licensing Evaluation**
- **Physician's Report**
- **Fact Sheet**
- **\$50 licensing fee, made out to Sherburne County HHS**

Heather Knutsen, Licensor: (763) 765-4335 or heather.knutsen@co.sherburne.mn.us



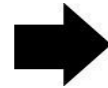
3. Mail/hand-deliver forms and **\$50 fee** to:

Sherburne County HHS
13880 Business Center Drive
Elk River, MN 55330-1692



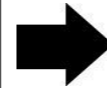
CHILD CARE LICENSING PROCESS
Sherburne County Social Services

Child Care Licensing reviews your application forms, sends a confirmation letter with a list of any missing forms / information, contacts your references, and initiates your background studies. You will receive instructions on how to be fingerprinted.

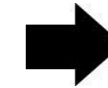


4. Obtain training:

- **CPR/1st Aid**
- **SUID/AHT**
- **Developmentally Appropriate Behavior Guidance**
- **Supervising for Safety for Family Child Care**
- **CARS (if needed)**



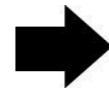
5. Complete home visit forms, obtain Rabies vaccinations for cats and dogs, and test your well water for Nitrates and Bacteria. City water does not have to be tested. Bottled water may be used for drinking/cooking instead of a test.



6. You will contact Heather Knutsen, Licensor, to schedule your home visit when you have received your background study clearance letter and have completed:

- Home visit forms
- Training requirements
- Pet shots, if applicable
- Well water test, if applicable.

Heather Knutsen – (763) 765 4335 or Heather.knutsen@co.sherburne.mn.us



When the licensing requirements are completed and your home is determined to be in full compliance with Licensing Rules & Statutes, Sherburne County will recommend your licensure to DHS.



CHILD CARE LICENSING WEBSITE/RESOURCES

www.co.sherburne.mn.us/361/Child-Care

Click on “Child Care” (third link on the page)

- Training
- Forms
- Rule/Statute

Email questions to:

heather.knutsen@co.sherburne.mn.us

Call (763) 765-4335 – Heather’s number





What does Child Care Aware offer?

- ✓ Referrals for families - ParentAware.org
All licensed early care/education programs are listed on the website
- ✓ To contact Milestones, your local Child Care Aware office, call 320-251-5081, or see their website: www.milestonesmn.org
- ✓ In-person training, found at www.developoolmn.org
- ✓ Online training, found at www.eagertolearn.org



What are Parent Aware Star Ratings?

- ★ Minnesota's Quality Rating and Improvement System
- ★ Programs use best practices for kindergarten readiness
- ★ On-site quality coaching

develop

The Minnesota Quality Improvement & Registry Tool

- 🏠 Developtoolmn.org is the one-stop-shop where you will go for the training required for licensure.
- 🏠 Register for in-person and online training
- 🏠 Document training on your Develop Learning Record
- 🏠 Career Lattice Step for members (membership not required to register for training)
- 🏠 Parent Aware tools
- 🏠 For help with a Develop account or membership, call 320-251-5081

TO RECEIVE THE ORIENTATION PACKET...

Please email FCC Licensors, Heather Knutsen, using the link below. Please provide your email address, name, & telephone number. You will receive your application materials and Orientation 2 within 2 business days:

heather.knutsen@co.sherburne.mn.us

