

Thank you for your interest in becoming licensed to provide child care in Brown County.

The first step in becoming licensed is to attend an orientation meeting at Brown County Family Services, 1117 Center Street, in New Ulm. These meetings are held every other month. To see the orientation schedule click here: [Schedule](#) The orientation lasts from 8:30 a.m. to approximately 12:30 p.m. **PLEASE CALL AHEAD TO LET US KNOW IF YOU ARE PLANNING TO ATTEND SO WE CAN HAVE THE MATERIALS READY FOR YOU; (507)359-6576 OR 1-800-450-8246.**

At the orientation meeting, the day care licensing rule will be reviewed, so please read through the [rule](#) before the meeting **and** print and bring your copy with you.

All of the forms, which you need to become licensed for child care, will be given to you at orientation and reviewed with you. These include:

- Order for a State Fire Marshal Inspection (if not already ordered; this is required of all licensed providers if they meet one of the triggers in the child care licensing rule)
- Permission to do child care in rental property (if applicable)
- Application for licensure
- Request for three persons who can be contacted as references
- Releases to allow Brown County Family Services to conduct an Applicant Background Study with law enforcement and social service agencies (this will be required on all persons age 13 or older who live or work in your child care home)
- Social history forms for all persons age 18 or older who live in your home.
- Request for Physician's Statement of Health for applicant(s)
- Licensing evaluation form
- Fire Escape Plan
- Other miscellaneous licensing forms

Effective September 1, 2003 Brown County has a new policy on licensing fees. Anyone issued a license after this date will be charged a \$150 fee for their initial one year license. After your first year of care you will be licensed for two year periods. Cost is \$200 for each license renewal.

New state mandates effective January 1, 2006 require additional training for daycare providers. Prior to caring for children, a provider must complete SIDS/Shaken Baby Syndrome training. This is incorporated right into the orientation session. Also be aware that prior to caring for children, the caregiver must be certified in CPR and 1st Aid. You can contact the licensing staff for training dates. The last change is that prior to transporting children under the age of 9, providers must complete a three hour car seat training. Different options for this training will be reviewed at orientation.

The length of time it may take for you to become licensed depends a great deal on how long it takes you to return the forms, listed above, that are needed to conduct your licensing study. The process is set into motion when you submit a signed application to Brown County Family Services. Once all background information is gathered, two home visits are scheduled. At the first visit the Licensor concentrates on licensing you. At the second visit the emphasis is on licensing your home and yard. The licensing process is considered complete when you have complied with all of the requirements for licensure. At that time, our agency has 20 working days to make a licensing recommendation to the Commissioner of Human Services.

You are considered licensed by our office on the date we submit the recommendation to the Commissioner. You will receive a letter from our agency confirming the effective dates of your license. An initial license is good for one year; subsequent licenses will be effective for two years.

The above process may sound complex and time consuming but we feel the time and energy are worth it in order to obtain the best possible child care providers. If you have additional questions, please feel free to contact our office and ask for Denise K., Deanna or Bonnie.