

# Provider Reporting Responsibilities

**In accordance with Family Child Care Licensing Rule  
(9502.0375 & 9502.0435, Subp. 16),  
Licensing family child care providers are  
Required to report the following:**

<b>Type of Event</b>	<b>Report to Whom</b>	<b>Timeline</b>
Serious Injury(treated by a physician) or death of a child within child care residence	Licensing Agency	Immediately/Same day
Animal bit that breaks the skin	Parent Agent of the Board of Health (local law enforcement)	Same day as bite
Change in household membership or addition of employee/person who will have regular contact	Licensing Agency	Within 30 days of change
Possible crime or maltreatment committed by anyone subject to a background study for the program	Licensing agency	Immediately, as soon as known
Suspected physical or sexual abuse or neglect	Child Protection @ 763-327-1440 and Licensing Agency	Immediately and within the same day
Fire that requires service of fire department	Licensing Agency	Within 48 hours
Ill children Underarm –temp 100 or over Oral temp – 101 or over Vomiting, Diarrhea or Rash other than diaper related	Parent of Child	Immediately/Same Day
Position diagnosis for any reportable illness or parasitic infestation	Parent of each exposed child	Same day provider is notified
Suspected case of a reportable disease as specified in 4605.7040	MN Department of Heath @ 651-201-5414 and Brown County Public Health 507-233-6820	Immediately/Same day