

Rule 9502.0405

Subp. 3. Provider Policies. The provider shall have the following written information available for discussion with parents or the agency

CHILD CARE PROVIDER POLICIES

PROVIDER NAME: _____

SITE ADDRESS: _____

PARENT PRINTED NAME: _____

PARENT SIGNATURE: _____

CHILDREN CURRENTLY IN CARE

Ages and numbers of children (including provider's own children):

- Infants (under 12 months) Toddlers (12 to 24 months)
 Preschoolers (24 months to age 5) School Aged (Age 5 to 11)

DAYS AND HOURS OF OPERATION

Days: _____ through _____

Hours: _____ to _____

MEALS AND SNACKS TO BE SERVED

- Breakfast AM Snack Lunch PM Snack Dinner

Food Program Name: _____

-Food, lunches, and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after use.

-Food served during the day will include servings from each of the basic food groups as defined by the United States Department of Agriculture.

SLEEPING AND REST ARRANGEMENTS

- Infants** - Full-Size Crib Non-full-size Crib Mesh Pack & Play

-Wood and metal full-size and non-full-size cribs need to have a manufactured date of 6/28/11 or later.

-Monthly safety checks must be made on all crib, portable crib or mesh pack & play used or accessible to children.

- Toddlers / Preschoolers** - Mat Crib Cot Sofa Pack & Play Sleeping Bag

-Bedding: Clean, separate bedding must be provided for each child in care.

NON-DISCRIMINATION PRACTICES

Provider shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, gender, or disability.

THE CARE OF ILL CHILDREN

The provider shall notify the parent immediately when a child is in care develops any of the following symptoms:

- 1. Underarm temperature of 100 degrees F or over, or an oral temperature of 101 or over
- 2. Vomiting
- 3. Diarrhea
- 4. Rash, other than mild diaper or heat-related rash

Additional provider policies on the care of ill children: _____

Provider is unwilling to accept a child that is: _____

-Provider shall require that a child’s parent notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed in Chapter 4605 (copy is on hand).

-Provider shall inform a parent of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations listed in Chapter 4605.

-Provider shall notify the Minnesota Department of Health of any suspected case of reportable disease as specified in Chapter 4605.

-When a child has an allergy, the parent must complete and sign the DHS approved Family Child Care Allergy Information Form (DHS-7736). This must be completed before the child is admitted.

-IMMUNIZATION RECORDS must be kept for each child in care in accordance with MN Statutes 121A.15.

-Provider shall obtain written permission and instructions from the child’s parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellants.

-Provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child’s name and current prescription information on the label constitutes instructions.

EMERGENCY, FIRE, AND STORM PLANS

Provider has made emergency, fire and storm plans, keeps a monthly fire and storm drill log, and is required to complete an Emergency Preparedness Plan using forms provided by the County or State of Minnesota. The Emergency Preparedness Plan (DHS-7414C) is available for parents to read upon request.

TRANSPORTATION PLANS

Each child will be securely fastened in an appropriate passenger restraint system, as described in Rule 9502.0435, Subp. 9

Transportation of Children. A Child Restraint System Training, approved by the Department of Public Safety, must be taken before any transportation can be provided by caregivers. Training was taken on _____(date). Written permission to transport children must be obtained from parents. No child is permitted to remain unattended in any vehicle.

-Describe the circumstances under which the child will be transported: _____

[] I do not transport children in care

HELPERS AND SUBSTITUTES

“Helper” means a person at least 13 years of age and less than 18 years of age who assists the provider with the care of the children. An adult caregiver must always be present. “Substitute” means an adult at least 18 years of age who assumes the responsibility of the provider. The use of a substitute caregiver must be limited to a cumulative total of not more than 30 days in a 12 month period unless the substitute is also a licensed provider or the provider has the written consent of the agency and of a parent of each child in care. An “Adult Caregiver “ means a person at least 18 years of age that cares assists the provider or substitutes for the provider more than 30 days in a 12 month period. All Substitutes, Helpers and Adult Caregivers need a background study before they care for children.

Provider will arrange for a substitute during vacations and holidays

Parent will arrange for a substitute during vacations and holidays

Provider will make the following arrangements for emergencies: _____

PETS IN THE RESIDENCE

Yes No If yes, what kind of pet? _____

Last rabies shots _____ (date)

245A.152 CHILD CARE LICENSE HOLDER INSURANCE

The license holder will provide written notice to all parents or guardians of all children to be accepted for care prior to admission stating whether they have liability insurance on a form developed by the commissioner. (DHS7741)

SMOKING

Smoking is prohibited in licensed family child care homes during its hours of operation.

Smoking is permitted in the following areas outside of child care hours: _____

ALCOHOL & DRUG USE POLICY

MN Statutes 245A.04 Subd. 1 (c) requires provider have a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for the persons serviced by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual’s ability to provider services or care. The license holder must train employees, subcontractors, and volunteers about the program’s drug and alcohol policy.

-Provider has the following chemical use policy:

COMMUNICATION

- When a child is admitted in a child care program, a Family Child Care Admission and Arrangement Form (DHS-7776) **must be** signed completed and kept in the child’s record.
- The provider and parents shall discuss child rearing, sleeping, feeding, and discipline practices essential for the care of the child.
- The provider shall keep parents informed of the child’s progress and development

GRIEVANCE PROCEDURE

MN Statutes 245A.04 Subd. 1 (d) effective July 1, 2004, requires that an applicant and license holder must have a program grievance procedure that permits persons serviced by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.

Provider has the following grievance procedure:

MANDATED REPORTING

All caregivers including myself, assistants, substitute caregivers, and helpers are legally required to report suspected abuse or neglect. Please read the policy in your packet of forms.

ADDITIONAL INFORMATION:

PROVIDER HAS PROVIDED A SUMMARY OF THE CHILD CARE RULE (DHS-7747). A COMPLETE COPY OF THE FAMILY CHILD CARE RULE IS AVAILABLE FOR PARENTS TO READ UPON REQUEST.

PROVIDER-PARENT/GUARDIAN CHILD CARE CONTRACT

BASIC RATES

The payment fee shall be \$_____ per week or \$_____ per day or \$_____ per hour.

Care shall be provided from _____ AM to _____ PM on these days:
Mon Tues Wed Thurs Fri Sat Sun (Parent's Schedule)

Additional Fees: _____

Payment is due on : _____

OVERTIME RATES

For the purpose of this agreement, overtime will be considered as drop-off before _____ PM/ _____ PM and pick up after _____ am/ _____ pm

If the parent has not informed the provider that he or she will be arriving earlier or later than the agreed upon times, the following rate will be charged: \$_____ per _____ or a portion thereof.

Additional comments: _____

HOLIDAYS/VACATIONS/ABSENCES

The following are paid holidays when they fall on a day regularly schedule for care:

Charges for a child's absence will be: _____

Charges related to provider's illness or other emergency that prohibit care will be: _____

Charges related to provider's scheduled vacation are: _____

Charges related to parents scheduled vacation are: _____

The provider and the parent will give _____ weeks advanced notice of scheduled vacation or other leave:

Other: _____

OTHER CHARGES

There will be an extra charge for the following infant supplies when not provided by the parent:

There will be an activity fees/expenses for field trips, materials for special projects, i.e. that will be agreed upon in advance.

A holding fee (deposit) of \$ _____ is required to be paid on _____ which will be applied to the _____ last week's payment or forfeited if the child does not come for care as agreed.

A registration fee of \$ _____ is required to be paid two times per year, per child, due on the 15th of the months of _____ and _____.

TERMINATION PROCEDURE

This contract may be terminated by either parent or provider. The parent may terminate this contract by providing a _____ week written notice in advance of the ending date. Payment by the parent is due for the notice period, whether or not the child is brought to the provider for care. This provider may terminate the contract at will. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

SIGNATURES

By signing this contract, parents agree to abide by the written policies of the provider. The provider may amend the contract by giving the parents a copy of the new or changed policies at least _____ weeks before they go into effect.

Provider's Signature _____ Date : _____

Parent's Signature: _____ Date: _____
