

Family Child Care Licensing Checklist

Date(s) of Review: _____
 Program Name: _____
 Program Address: _____


License #: _____
 Report #: _____
 Licensor Name(s): _____

Review Type: Relicensing

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
Licensing Process					
9502.0335, subpart 10	Posting License The provider has posted the license in the residence in a prominent place.				
9502.0335, subpart 10	[FXT] Posting License The provider has posted the license in the residence in a prominent place.				
Licensed Capacity, Ratios, and Age Distributions					
9502.0365, subpart 1.A	Capacity Limits - # of Children The provider is licensed for the total number of children, ten years of age or younger, who are present in the residence at any one time. The licensed capacity includes all children of any caregiver when the children are present in the residence.				
9502.0365, subpart 1.B	Capacity Limits - Age of Children The provider adhered to the age distribution restrictions that specify the number of children under school-age, infants, and toddlers who are in care.				
9502.0365, subpart 5	Supervision by a Caregiver Children in care are supervised by a caregiver.				
9502.0367;9502.0365	Ratios/Age Distribution All providers must follow ratios for the number of children to adults and restrictions to the distribution of the ages of children in care.				
9502.0367, A	<input checked="" type="checkbox"/> Licensed Capacity - Family (A) A family day care provider cares for no more than 10 children at a time.				
	no more than 6 under school-age - a family day care provider cares for no more than 6 children under school-age at a time				
	combined, no more than 3 infants/toddlers - of the total children under school-age, a family day care provider cares for no more than three infants and toddlers at a time				

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	no more than 2 infants - of the total children under school-age, a family day care provider cares for no more than two infants at a time				
9502.0367, B.1	<input checked="" type="checkbox"/> Licensed Capacity - Specialized Infant and Toddler Care (B1) A specialized infant and toddler family day care provider (B1) cares for no more than 5 children at a time.				
	no more than 3 under school-age - a specialized infant and toddler family day care provider (B1) cares for no more than 3 children under school-age at a time				
	no more than 3 infants - a specialized infant and toddler family day care provider (B1) cares for no more than 3 infants at a time				
9502.0367, B.2	<input checked="" type="checkbox"/> Licensed Capacity - Specialized Infant and Toddler Care (B2) A specialized infant and toddler family day care provider (B2) cares for no more than 6 children at a time.				
	no more than 4 under school-age - a specialized infant and toddler family day care provider (B1) cares for no more than 4 children under school-age at a time				
	no more than 2 infants - a specialized infant and toddler family day care provider (B1) cares for no more than 2 infants at a time				
9502.0367, C.1	<input checked="" type="checkbox"/> Licensed Capacity - Group Family Day Care (C1) A group family day care provider (C1) cares for no more than 10 children at a time.				
	no more than 8 under school-age - a group family day care provider (C1) cares for no more than 8 children under school-age at a time				
	combined, no more than 3 infants/toddlers - of the total children under school-age, a group family day care provider (C1) cares for no more than three infants and toddlers at a time				
	no more than 2 infants - of the total children under school-age, a group family day care provider (C1) cares for no more than 2 infants at a time				
9502.0367, C.2	<input checked="" type="checkbox"/> Licensed Capacity - Group Family Day Care (C2) A group family day care provider (C2) cares for no more than 12 children at a time.				

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	no more than 10 under school-age - a group family day care provider (C2) cares for no more than 10 children under school-age at a time				
	combined, no more than 2 infants/toddlers - of the total children under school-age, a group family day care provider (C2) cares for no more than two infants and toddlers at a time				
	no more than one infant - of the total children under school-age, a group family day care provider (C2) cares for no more than one infant at a time				
9502.0367, C.3	<input type="checkbox"/> Licensed Capacity - Group Family Day Care (C3) A group family day care provider (C3) cares for no more than 14 children at a time.				
	no more than 10 under school-age - a group family day care provider (C3) cares for no more than 10 children under school-age at a time				
	combined, no more than 4 infants/toddlers - of the total children under school-age, a group family day care provider (C3) cares for no more than four infants and toddlers at a time				
	no more than 3 infants - of the total children under school-age, a group family day care provider (C3) cares for no more than three infants at a time				
	second ADULT caregiver used when 13/14 children present including more than 1 infant/toddler - a second adult caregiver is used when more than 12 children are in care including more than one infant or toddler				
	helper or second adult caregiver used when 13/14 children present and no more than 1 infant/toddler - a helper or second adult caregiver is used to assist the provider with the care of children when more than 12 children are in care including fewer than two infants or toddlers				
9502.0367, D	<input type="checkbox"/> Licensed Capacity - Specialized Infant and Toddler Group Family Care (D) A specialized infant and toddler group family care provider (D) cares for no more than 9 children at a time				
	no more than 7 under school-age - a specialized infant and toddler group family day care provider (D)				

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	cares for no more than 7 children under school-age at a time				
	no more than 4 infants - a specialized infant and toddler group family day care provider (D) cares for no more than 4 infants at a time				
	second ADULT caregiver used - a second adult caregiver assists in the provision of care				
Reporting to Agency					
9502.0375, subpart 2	 Other Reporting Communicated events and changes to the agency as required.				
	Within 30 days, changes in HH membership reported to agency Within 30 days, the provider notified the agency of any change in the regular membership of the HH within the day care residence				
	Within 30 days, notified agency of new employee who will be regularly provide care Within 30 days, the provider notified the agency of the addition of an employee who will regularly be providing care				
	Immediately notified agency of suspected abuse/neglect The provider immediately notified the agency of any suspected physical or sexual abuse or neglect				
	Within 48 hours notified agency of request for service from fire dept Within 48 hours, after the occurrence of a fire that requires the service of a fire department, the provider notified the agency				
	Immediately notified agency of serious injury/death of child in care The provider immediately notified the agency after the occurrence of any serious injury or death of a child				
9502.0375, subpart 2	[FxT] Other Reporting Within 30 days, the provider notified the agency that a household member has moved out.				
Behavior Guidance					
9502.0395, subpart 1	Behavior Guidance - Methods Guidance provided by caregivers helps each child acquire a positive self-concept, self-control, and teaches acceptable behavior.				
9502.0395, subpart 1.A	Behavior Guidance - Parental Input The provider discusses methods of behavior guidance with parents at the time of admission and considers the parents' input when providing				

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	behavior guidance to each child.				
9502.0395, subpart 1.B	Behavior Guidance - Style Behavior guidance provided by caregivers is constructive, positive, and suited to the age of the child and includes methods of intervention, guidance, and redirection.				
9502.0395, subpart 2	<input checked="" type="checkbox"/> Behavior Guidance - Standards All caregivers followed the standards when guiding the behavior of children.				
	A. Children are free of corporal punishment/emotional abuse A. All children are free of corporal punishment and emotional abuse				
	B. food, light, warmth, clothing, and medical care provided to each child B. Food, light, warmth, clothing, and medical care are provided to each child				
	C. Discipline and punishment by caregivers not other children C. Discipline and punishment of children in care is administered by caregivers				
	D. Separating a child only when age appropriate and circumstances warrant D. Separation of a child from a group to guide behavior is appropriate to the age of the child and the circumstances requiring the separation				
	E. Infants not separated to discipline E. The use of separation from the group is restricted to children who are toddler aged or older				
	F. Separation of a child is less than 10 minutes F. Separation of a child from the group is limited to a duration of ten minutes or less				
	G. When separated, children are in a well-lit/hazard free/well-ventilated space visible to caregiver G. When a child is separated from the group, the child is placed in an area or separate room that is well-lighted, free from hazards, ventilated, and open to the view of caregivers				
	H. Children who are separated are not placed in locked rooms H. When a child is separated from the group by placing a child into a separate room or space, the room or space remains unlocked				
9502.0395,	Toilet training is planned between the provider and parent				

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subpart 3	If toilet training is undertaken, the provider and parent shall cooperatively develop a plan for the timing and method of training				
9502.0395, subpart 3	☐ Toilet training Toilet training procedures				
	A. Children are free of punishment for toileting accidents A. Children are free of punishment for toileting accidents				
	B. Children are offered chance to toilet B. Children are offered the opportunity to toilet				
Admissions, Provider Records, Reporting					
9502.0405, subpart 3	Provider policies are in writing Written policies available for discussion				
9502.0405, subpart 3	[FXT] Provider policies are in writing Written policies available for discussion.				
9502.0405, subpart 3	☐ Policies are available for discussion The policies include the following:				
	A. Policies identify the ages/numbers of children in care A. the ages and numbers of children in care in the residence				
	B. Policies identify the hours/days of operation B. the hours and days of operation				
	C. Policies identify what meals/snacks will be served C. meals and snacks to be served				
	D. Policies explain requirement to label food brought from home D. labeling requirements for food brought from the child's home				
	E. Policies describe sleep/rest arrangements E. sleeping and rest arrangements				
	F. Policies explain nondiscrimination practices F. nondiscrimination practices to comply with subpart 6				
	G. Care of ill children, notify of disease, immunizations, med admin G. policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies				
	H. Plans for emergencies, fires, and storms including logs of drills H. emergency, fire, and storm plans and the monthly fire drill log				

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	I. Seat belt/transport plans including permission I. seat belt and transportation plans and field trip and transportation permission requirements				
	J. Fees J. fees				
	K. Termination and notice procedures K. termination and notice procedures				
	L. Plans for helper/sub for emergencies, etc L. plans for a helper and substitute for emergencies, vacations, or holidays				
	M. Pets M. the presence of pets in the residence				
	N. Copy of rule N. a complete copy of the family child care rule				
	O. Insurance O. insurance coverage				
	P. Smoking P. whether or not smoking is permitted in the residence during the hours children are in care				
Activities and Equipment					
9502.0415, subpart 1	<input type="checkbox"/> General Activities General activities provide for the physical, intellectual, emotional, and social development of the child. These activities must:				
	A. Weather permitting, activities are scheduled indoors/outdoors A. Be scheduled indoors and outdoors, weather permitting				
	B. Developmentally Appropriate B. Be appropriate to the developmental stage and age of the child				
	C. Active and Quiet C. Include active and quiet activity				
	D. Provider-directed and child-initiated D. Include provider-directed and child-initiated activity				
9502.0415, subpart 3	<input type="checkbox"/> Equipment Equipment is new, used, commercial, or homemade and is age appropriate for the children and activities. The equipment is:				

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	Age Appropriate - appropriate for the ages of the children				
	Activity Appropriate - appropriate for the activity				
	Safe and Good Repair - safe and in good repair				
9502.0415, subpart 4	<input type="checkbox"/> Newborn and Infant Activities Newborns and infants are cared for as required.				
	A. Provider holds while bottle feeding until independent A. The provider holds the infant or newborn during bottle feedings until the child is able to hold the bottle independently				
	B. Responsive to infant/newborn communication B. The provider responds to the infant's or newborn's attempts to communicate				
	C. Freedom of Movement C. To the extent that safety and weather permits, the provider allows freedom of movement to the infant or newborn during a large part of the waking day. This is evidenced by allowing all infants and newborns to spend part of each day outside of a crib/infant seat				
	D. Stimulate the Senses D. The provider offers a variety of activities and objects to the infant or newborn that stimulates the child's senses through sight, touch, scent, sound, and taste				
	E. Provider offers activities to develop skills E. The provider offers activities to the infant or newborn that develop the child's manipulative and fine motor skills, self-awareness, and social responsiveness				
9502.0415, subpart 5	<input type="checkbox"/> Newborn and Infant Equipment The provider has the following pieces of equipment for each infant/newborn child in care:				
	A. Infant seat or high chair for each infant/newborn A. An infant seat or high chair				
	B. Crib for each infant/newborn B. A crib, portable crib, or playpen with waterproof mattress or pad that complies with MR 9502.0425, subpart 9				
9502.0415,	<input type="checkbox"/> Toddler Activities				

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subpart 6	<input type="checkbox"/> Toddlers are cared for as required.				
	A. Freedom of Movement A. The provider allows freedom of movement and freedom to explore outside the crib or playpen				
	B. Language development is encouraged B. Language development is encouraged by speaking to, listening to, and interacting with each toddler				
	C. Large Muscle Activities C. The provider offers large-muscle activities to toddlers				
	C. Small Muscle Activities C. The provider offers activities which develop the toddler's small muscles and manipulative skills				
	D. Picture books shown/story books read to toddlers D. The provider looks at picture books or reads stories to the toddlers				
	E. Stimulate the Senses E. The provider offers a variety of activities and objects to the toddler child that stimulate the child's senses through sight, touch, scent, sound, and taste				
9502.0415, subpart 7	Toddler Equipment The provider has a mat, crib, cot, bed, sofa, or sleeping bag for each toddler child in care.				
9502.0415, subpart 8	<input type="checkbox"/> Preschooler Activities Preschoolers are cared for as required.				
	A. Encourage Conversation A. Encourages conversations between the preschooler and other children and adults				
	B. Time to play near and with other children B. Ensures preschoolers have an opportunity to play near and with other children				
	B. Space to play alone and in groups B. Ensures preschoolers have time and space to play alone and in groups				
	B. Experience quiet time, rest time, talk time B. Ensures preschoolers have the opportunity to experience quiet				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	time, rest time, and time to talk				
	B. Allow for unplanned time and individual play time B. Ensures preschoolers have unplanned time and individual play time				
	C. Fosters understanding personal/peer feelings. Allows constructive expression of feelings C. Fosters an understanding of personal and peer feelings and actions and allows for the constructive release of feelings and anger through discussion or play				
	D. Assists with toileting D. Offers assistance in toileting				
	D. Time to build self-help skills D. Allows time to carry out self-help skills				
	D. Opportunity to put toys away and help around house D. Ensures preschoolers have an opportunity to be responsible for activities like putting away play equipment and helping around the house				
	E. Decision making E. Ensures preschoolers have the opportunity to make decisions about daily activities and to take credit for the consequences of decisions				
	F. Large muscle activities F. Ensures preschoolers have time and areas for age appropriate large muscle play				
	G. Small muscle activities G. Offers learning, small muscle, manipulative, creative or sensory activities				
	H. Read stories/books and talk about new words/ideas H. Reads stories, looks at books together, and talks about new words and ideas with the preschool-aged child				
9502.0415, subpart 9	Preschooler equipment The provider has a mat, bed, cot, sofa, or sleeping bag for each preschooler in care				
9502.0415, subpart 10	<input checked="" type="checkbox"/> School-age activities School- age children are cared for as required.				
	Personal expression				

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	Offers opportunities for individual discussion about the happenings of the day and planning for activities				
	Large muscle activities Offers space and opportunities for games, activities, or sports that use their whole body and when permitted by the weather, occur outdoors				
	Space for individual rest/quiet time Offers space and opportunity for individual rest and quiet time				
	Freedom and responsibilities Allows increased freedom as the child demonstrates increased responsibility				
	Experiences with peers Offers opportunities for group experiences with other children				
	Skill-building Offers opportunities to develop or expand self-help skills or real-life experiences				
	Learning and art Offers opportunities for creative and dramatic activity, arts and crafts, or field trips				
9502.0415, subpart 3	Amt of Equipment The quantity of equipment is adequate based on the number and ages of children in care.				
Physical Environment					
9502.0425, subpart 1	35 square feet indoors per child A minimum of 35 square feet of usable indoor space is available for each child.				
9502.0425, subpart 1.B	Basement Is Safe The basement is free of hazard				
9502.0425, subpart 1.B	[FxT] Basement is safe The basement is free of hazard				
9502.0425, subpart 2	Outdoor Play Space Size There is adequate outdoor play space including at least 50 square feet per child in attendance.				
9502.0425, subpart 2	Outdoor Play Space - Supervision On-site supervision is provided by a caregiver for children of less than				

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	school-age when play space is not adjacent to the residence.				
9502.0425, subpart 2	Outdoor Play Space - Enclosure When required, outdoor play space is enclosed to provide protection from rail, traffic, water, or machinery hazard.				
9502.0425, subpart 2	Outdoor Play Space is Safe Outdoor play space is free of litter, rubbish, toxic materials, water hazards, machinery, unlocked vehicles, human or animal wastes, and sewage contaminants.				
9502.0425, subpart 3	Water Hazards Swimming and wading pools, beaches, or other bodies of water on or adjacent to the site of the residence are inaccessible to children except during periods of supervised use.				
9502.0425, subpart 3	Wading Pools Wading pools are kept clean.				
9502.0425, subpart 3	Trained Pool Attendant When children use a swimming pool or a beach, an attendant trained in first aid and resuscitation is present.				
245A.52, subdivision 1(a) (1)	Means of escape At least one emergency escape route separate from the main exit from the space is available in each room used for sleeping a child in care.				
245A.52, subdivision 1(a)(2)	Basement exit The basement used for childcare has at least two exits.				
245A.52, subdivision 1(a)(2)	Escape to floor with exits At least one of the means of escape from each room is a stairway or door leading to a floor that exits outside.				
245A.52, subdivision 1(a)(2)	Escape to outside At least one means of escape from each room is a door or window leading directly outside.				
245A.52, subdivision 1(a)(2)	Special knowledge Windows used as exits open without special knowledge.				
245A.52, subdivision 1(b)	<input type="checkbox"/> Window Exit/Constr. Before May 2, 2016 Windows used as exits meet the following requirements				
245A.52,	<input type="checkbox"/> Window Exit/Contr. On or After May 2, 2016				

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subdivision 1(c)	☑ Windows used as exits meet the following requirements				
	Clear Opening - exit windows have a clear minimum opening of 20 inches wide and a minimum 24 inches high				
	Distance from the floor - exit windows are within 44 inches of the floor				
245A.52, subdivision 1(d)	Exterior ground level escape window Escape windows within 44 inches above or below ground level have a minimum opening of 5 square feet.				
245A.52, subdivision 1(d)	Exterior non-grade level escape window Non-grade level emergency escape windows must have a minimum opening of 5.7 square feet.				
9502.0425, subpart 5;245A.52 subdivision 2	Occupancy Separation -Door Material When there is an attached garage, the door to the residence has a fire protection rating of 20 minutes or greater or is made of solid wood or insulated steel and is at least 1 3/8 inches thick.				
9502.0425, subpart 7.A	Stove and Heater Locations Fire escape paths are free from stoves and heaters.				
245A.52, subdivision 3	Combustible items 18 inches from heat Items that can be ignited and support combustion are kept at least 18 inches from the furnace or other heating sources.				
9502.0425, subpart 7.D	No Access to Hot Surfaces When in use, fireplaces, wood-burning stoves, solid fuel appliances, space heaters, steam radiators, and other potentially hot surfaces, such as steam pipes, are protected by guards to prevent burns.				
9502.0425, subpart 7.E	Separate Utility Areas The furnace, water heater and workshop are inaccessible to children.				
9502.0425, subpart 7.E	Furnace Ventilation There is allowance for air circulation to the furnace				
9502.0425, subpart 7.F	Screens on Exterior Doors/Windows Exterior doors and windows used for ventilation in summer months are screened when biting insects are prevalent.				
9502.0425, subpart 8	Indoor Air Temp Indoor air temperature is a minimum of 62 degrees Fahrenheit				

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9502.0425, subpart 8	[FxF] Indoor Air Temp Indoor air temperature is a minimum of 62 degrees Fahrenheit.				
9502.0425, subpart 10	☐ Stairway Safety Stairway safety				
	A. Three or More Steps - Handrails A. All stairways, both indoors and outdoors, with three or more steps are equipped with handrails				
	B. Handrail/Stair Tread Area Enclosed Properly B. The area between the handrail and the stair tread are enclosed properly				
	B. Back of the Stair Riser Enclosed B. The back of the stair riser is enclosed				
	C. Gate on Stairway - 6 to 18 Mo C. A gate, barrier, or door on your stairways is in use when children between 6 and 18 months of age are in care				
	D. Stairs Are Well Lit and Safe D. Stairways are well-lit, in good repair, and free of clutter and obstruction				
9502.0425, subpart 10	[FxF] Stairway Safety Stairways are free of clutter and obstruction.				
9502.0425, subpart 11	☐ Deck Safety Deck Safety				
	Deck Guard Rail Height - decks that are more than 30 inches above the ground also have a guard rail (not less than 36 inches in height) to comply with State Building Code				
	Free of Splinters - wooden decks are free of splinters				
	Wooden Deck Treatment - wooden decks are coated with wood preservative, paint, or constructed with treated wood				
9502.0425, subpart 12	☐ Door Lock and Latch Safety Door locks and latches meet the following guidelines:				
	A. Closet Doors - Open From Inside A. Children can open a closet door from the inside of the closet				

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	B. Bathroom Door Unlocks from Outside B. The bathroom door can be unlocked from the outside				
	B. Bathroom Doors Locks - Accessible Key B. The opening device is readily accessible to all caregivers				
	C. Free of Double Cylinder Locks C. Double cylinder (key required both side) locks in exit doors are prohibited				
9502.0425, subpart 13	Operable Toilets Toilets flush thoroughly.				
9502.0425, subpart 14	Remodeling/Construction Areas Children do not have access to dangerous remodeling and/or construction areas.				
245A.52, subdivision 4	Fire Extinguisher Near Kitchen There is a fire extinguisher with a minimum rating of 2A10BC located near the kitchen.				
245A.52, subdivision 4	Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
245A.52, subdivision 4	[FXT] Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
245A.52, subdivision 5 (a)	Carbon monoxide alarm An approved and operational carbon monoxide alarm is within 10 feet of each room used for sleeping a child in care.				
245A.52, subdivision 5(b)	Smoke alarms Smoke alarms are listed by the Underwriter Laboratory and are properly installed and maintained on all levels including basements and in hallways outside rooms used for sleeping a child in care.				
245A.52, subdivision 5(c)	Smoke alarms/Constr. on or after May 2, 2016 Smoke alarms are properly installed and maintained in each room used for sleeping children.				
9502.0425, subpart 18	<input checked="" type="checkbox"/> Electrical Services The following electrical guidelines are met:				
	A. Outlets are Shielded A. All electrical receptacles accessible to children under first grade are tamper-proof or shielded when not in use				
	B. Electrical Appliances are Properly Installed				

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	B. All major electrical appliances are properly installed, grounded in accordance with the state electric code, and in good working order				
	C. Extension Cords are Only Temporary C. Extension cords are only used on a temporary basis				
	D. Electrical Wiring is in Good Repair D. Electrical wiring is sized to provide for the load and is in good repair				
9502.0425, subpart 18	[FxF] Electrical Services All electrical receptacles accessible to children under first grade are tamper-proof or shielded when not in use.				
9502.0425, subpart 19	Smoking The family child care home is free of smoking during hours of operation.				
Sanitation and Health					
9502.0435, subpart 1	No Dirt Rubbish or Peeling Paint The residence is free from accumulations of dirt, rubbish, or peeling paint.				
9502.0435, subpart 2	Pest Control via Use of Chemicals Areas that are accessible to children are free from application of chemicals for the purpose of insect and rodent control.				
9502.0435, subpart 3	Indoor Garbage or Rubbish Containers Indoor and outdoor garbage and rubbish containers are made inaccessible to infants and toddlers.				
9502.0435, subpart 4	<input checked="" type="checkbox"/> Toxic Substances are Inaccessible Toxic substances are inaccessible.				
	Toxic Substances are Inaccessible Other toxic substances are inaccessible to children				
	Toys are Free of Lead Equipment or toys which are mouthed or may be chewed must be free of lead-based paint				
	Chemicals/Detergents are Inaccessible All chemicals and detergents are inaccessible to children in care				
	Poisonous Plants are Inaccessible Poisonous plants are inaccessible to children in care				
	Alcoholic Beverages are Inaccessible				

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	Alcoholic beverages are inaccessible to children in care				
	Toxic Substances Not Stored by Food All toxic substances are stored away from food products				
	Medicines and/or Vitamins are Inaccessible Medicines and/or Vitamins are inaccessible to children in care				
	Toys/Equipment with Chipped, Cracked, or Peeling Paint Test Lead-Free Toys and equipment with chipped, cracked, or peeling paint must be tested to verify the absence of lead or be replaced				
9502.0435, subpart 5	<input type="checkbox"/> Firearms All firearms were:				
	Unloaded - unloaded				
	Inaccessible to Children - inaccessible to children				
	Firearms are Stored Separately from Ammunition - stored separately from ammunition				
	Stored in Locked Area - stored in a locked area				
9502.0435, subpart 5	Ammunition storage Ammunition was stored in a locked area				
9502.0435, subpart 6	<input type="checkbox"/> Hazardous Activity Materials are Out of Reach Hazardous activity materials were used and stored as required. /> Hazardous activity materials were kept out of reach of infants, toddlers, and preschoolers, including:				
	Sharp Knives are Innaccessible - sharp knives				
	Matches and Lighters are Innaccessible - matches and lighters				
	Plastic Bags/Wrap are Innaccessible - plastic bags/wraps				
	Scissors are Innaccessible - scissors				

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	Tools are Inaccessible - tools				
9502.0435, subpart 6	Use of Hazardous Activity Materials The use of potentially hazardous materials and tools is supervised.				
9502.0435, subpart 7	First Aid Kit The provider has a first aid kit				
9502.0435, subpart 7	<input type="checkbox"/> First-Aid Kit Contains Required Items The first-aid kit contains all required items.				
	Bandages (first-aid) - bandages				
	Sterile Compresses (first-aid) - sterile compresses				
	Scissors (first-aid) - scissors				
	Ice Pack/Cold Pack (first-aid) - ice pack and/or cold pack				
	Thermometer (first-aid) - oral or surface thermometer				
	Mild Liquid Soap (first-aid) - mild liquid soap				
	Tape (first-aid) - tape				
	Manual (first-aid) - first-aid manual				
9502.0435, subpart 7	<input type="checkbox"/> [FxT] First-Aid Kit Contains Required Items The first-aid kit contains all required items.				
9502.0435, subpart 7	First Aid Kit accessible The first-aid kit and manual are accessible				
9502.0435, subpart 7	First Aid Kit Taken on Field-Trips The first-aid kit is taken on field-trips				
9502.0435, subpart 8	<input type="checkbox"/> Emergency Preparedness License holder is prepared for emergencies				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	A. Working Telephone in Home A. an operable telephone must be located within the residence				
	C. Emergency Numbers are Taken on Field-Trips C. the emergency phone numbers of the parents and child's physician and dentist are readily available and are taken on field trips				
	D. Arrangements for Sub During Emergencies D. prior arrangements must be made for a substitute to provide care during emergencies				
9502.0435, subpart 8.E	<input type="checkbox"/> Designated Severe Weather Cover Area For severe storms and tornadoes, the provider has:				
	Designated Area - a designated area within the residence for children to take cover				
	Operable Flashlight - an operable battery flashlight				
	Portable TV or Radio - a portable radio or TV				
9502.0435, subpart 8.E	<input type="checkbox"/> [FxT] Designated Severe Weather Cover Area For severe storms and tornadoes, the provider has:				
9502.0435, subpart 8.F	Fire Escape Plan The provider has a written fire escape plan approved by the agency				
9502.0435, subpart 8.F	<input type="checkbox"/> Fire Escape Plan Includes The license holder's written fire escape plan:				
	Emergency Phone Numbers - includes emergency phone numbers				
	Outdoor Meeting Space - includes a place to meet outdoors for roll call				
	Smoke Detector and Fire Extinguisher Location - identifies where smoke detectors and fire extinguishers are located				
	Monthly Fire/Tornado Drills - includes a plan for monthly fire and tornado drills				
	Escape Routes to Outside - includes escape routes to the outside from all levels used by children				
	<input type="checkbox"/>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0435, subpart 9	<input checked="" type="checkbox"/> Safe Transportation of Children LH provides safe transportation as part of the child care services.				
	A. Use of Safety Seat, Seat Belt, or Harness A. Children are fastened in a safety seat, seat belt, or harness appropriate to the child's weight				
	B. Proper Use of Vehicle Restraint System A. The vehicle restraint is installed and is used in accordance with the manufacturer's instructions				
	C. Licensed Vehicle C. Vehicle is licensed according to state law				
	C. Drivers License C. Driver of the vehicle has a current, valid driver's license				
	D. Written Permission to Transport D. Prior to transporting a child, written permission to transport was obtained from each child's parent(s)				
	E. Supervised While in Vehicle E. LH ensures that no child is permitted to remain unattended in any vehicle				
9502.0435, subpart 10	Separate Hygiene Items Each child uses a separate towel, wash cloth, drinking cup, comb, and other personal articles.				
9502.0435, subpart 10	<input type="checkbox"/> [FxT] Separate Hygiene Items Each child uses a separate towel.				
9502.0435, subpart 11	Bedding Each child is provided with clean and separate bedding				
9502.0435, subpart 12	<input checked="" type="checkbox"/> Pets Pets that are housed within the residence are in good health and maintained as required.				
	Pet Type Pets are limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds				
	Chlamydia-Psittaci Free Birds are clear of chlamydia-psittaci				
	Pet Health All pets housed within the residence are maintained in good health				
	<input checked="" type="checkbox"/>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0435, subpart 12	<input checked="" type="checkbox"/> Pet Responsibilities A provider with pets ensured				
	A. Pet Notification A. parents are notified prior to admission of the presence of pets in the residence				
	B. Pet Handling B. children handle animals only with supervision				
	C. Pet Vaccinations and Registration C. rabies shots and tags are current for all dogs and cats				
	D. Pet Cages D. pet cages are located and cleaned away from any food preparation, storage, or serving areas				
	E. Pets and Play Areas E. play areas are free of animal excrement not confined to pet cages				
	F. Parent Notification of Animal Bites F. when a child's skin is broken due to a bite or scratch of a pet/animal, the parent(s) of the child are notified on the same day the injury occurred				
	G. Health Board Notification of Animal Bites G. prior to destroying an animal, the agent of a board of health is immediately notified after a child in care is bitten by an animal				
	G. Confinement of Biting Animal G. reasonable steps were taken to confine an animal that has bitten a child in care				
	[FxF] Pet Responsibilities A provider with pets ensured that rabies shots and tags were current for all dogs and cats.				
	<input checked="" type="checkbox"/> Diapers Children in diapers are kept clean and dry, and all required sanitary procedures are followed.				
	A. Diaper Supply A. An adequate supply of clean diapers is available for each child				
	A. Diaper Supply Storage A. Clean diapers are stored in a clean place that is inaccessible to children				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	<p>A. Cloth Diaper Covers A. Parents who have provided cloth diapers have also provided outer plastic pants for each fecally soiled diaper change</p>				
	<p>A. Cloth Diapers Labeled A. Unless supplied by a commercial diaper service, cloth diapers and plastic pants are labeled with the child's name when provided by the child's parent(s)</p>				
	<p>B. Diapers Clean and Dry B. All diapers and clothing are changed when wet or soiled</p>				
	<p>C. Soiled Disposable Diaper Container C. A covered diaper disposal container is located in the diaper changing area</p>				
	<p>C. Lined Disposable Diaper Container C. The disposable diaper container is lined with a disposable plastic bag</p>				
	<p>C. Emptied Disposable Diaper Container C. The disposable diaper container is emptied when full, and at least daily</p>				
	<p>D. Diapering Location D. Diapering occurs in a non-food preparation area</p>				
	<p>D. Non-Absorbent Surface D. Diaper changing area is covered with a smooth, nonabsorbent surface</p>				
	<p>D. Diaper Surface Cleaning When Wet/Soiled D. Prior to following disinfection procedures, a non-disposable diaper changing surface that is wet or soiled is cleaned with a solution of soap and water to remove debris</p>				
	<p>D. Diaper Surface Disinfection D. The non-disposable diaper-changing surface is disinfected as required after each diapering</p>				
	<p>E. Washed Before Rediapering E. A child who is soiled or wet is washed with a disposable wipe or a freshly laundered cloth before re-diapering</p>				
	<p>F. Cloth Diaper Disposal F. Unless supplied by a commercial diaper service, plastic pants and soiled clothing are placed in a plastic bag after removal and sent home with the parent(s) daily</p>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0435, subpart 13.A	[FXT] Diaper Clean diapers are stored in a clean place that is inaccessible to children.				
245A.148	<input checked="" type="checkbox"/> Alternative Diapering Disinfectant The established criteria are followed.				
	Disinfectant - EPA Requirement (1) If a disinfectant other than chlorine bleach and water is used, the product's label states that it is registered with the US Environmental Protection Agency				
	Effectiveness (2) the manufacturer's label or instructions state that the disinfectant is effective against Staphylococcus aureus, Salmonella enterica, and Pseudomonas aeruginosa				
	10 Minutes (3) the manufacturer's label or instructions state that the disinfectant is effective within a ten minute or less contact time				
	Clear Mixing and Use Directions (4) the disinfectant is clearly labeled by the manufacturer with directions for mixing and use				
	Follow Directions (5) the disinfectant is used only in accordance with the manufacturer's directions				
	No Triclosan (6) The product does NOT include triclosan or derivatives of triclosan				
245A.148	<input checked="" type="checkbox"/> [FXT] Alternative Diapering Disinfectant The established criteria are followed.				
9502.0435, subpart 14	Toilet Training Items Cleaned At least daily and when soiled, toilet training chairs, stools, and seats are washed with soap and water				
9502.0435, subpart 15	<input checked="" type="checkbox"/> Children's Handwashing All handwashing procedures are followed.				
	Soap and Water When Soiled - washed with soap and water when soiled				
	After the Use of a Toilet or Toilet Training Chair - washed with soap and water after the use of a toilet or toilet training chair				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	Before Eating a Meal or Snack - washed with soap and water before eating a meal or snack				
	Children are Monitored While Washing Their Hands - monitored while washing their hands				
	Children Are Assisted With Hand Washing When the Child Needs Help - assisted with hand washing when the child needs help				
9502.0435, subpart 15	[FxF] Children's Handwashing All handwashing procedures are followed.				
9502.0435, subpart 15.A	Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower				
9502.0435, subpart 15.A	[FxF] Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower.				
9502.0435, subpart 15.B	<input checked="" type="checkbox"/> Caregiver's Handwashing All handwashing procedures are followed; caregivers:				
	Soap and Water After Each Diaper Change - wash their hands with soap and water after each diaper change				
	After Assisting a Child on the Toilet - wash their hands with soap and water after assisting a child on the toilet				
	After Washing the Diapering Surface - wash their hands with soap and water after washing the diapering surface				
	Before Food Preparation - wash their hands with soap and water before food preparation				
	Single-Use Towel - dry their hands with a single-use towel				
9502.0435, subpart 15.B	[FxF] Caregiver's Handwashing Soap All handwashing procedures are followed by caregivers.				
9502.0435, subpart 15.B	[FxF] Caregiver's Handwashing Single-Use Towel All handwashing procedures are followed. Each time a caregiver washes their hands, the caregiver dries their hands with a single-use towel.				
	<input checked="" type="checkbox"/>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0435, subpart 16	☐ Care of Ill Children and Medicine Administration All provisions for the care of ill children and the administration of medicine are followed:				
	A. (1) Ill Child With Temperature Notification A. (1) the provider immediately notified the parent(s) when a child in care developed an underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over				
	A. (2) Ill Child With Vomiting Notification A. (2) the provider immediately notified the parent(s) when a child in care began vomiting				
	A. (3) Ill Child With Diarrhea Notification A. (3) the provider immediately notified the parent(s) when a child in care had diarrhea				
	A. (4) Ill Child With Rash Notification A. (4) the provider immediately notified the parent(s) when a child in care developed a rash, other than mild diaper or heat-related rash				
	B. Ill Child Follow Physician Instructions B. the provider followed written instructions from an authorized agent or the physician of an ill child placed in the provider's care if the child had any of the illnesses specified in item E				
	C. Ill Child Notification of Contagious Diseases C. the provider required parents of all children in care to notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed in item E				
	D. Ill Child Timely Notification D. the provider informed a parent of each exposed child the same day the provider received notification that a positive diagnosis has been made for any of the illnesses or parasitic infestations in item E				
	E. Ill Child MDH Notification E. The provider notified the authorized agent or MDH of any suspected case of reportable disease as required in Minnesota rules, chapter 4605				
	F. (1) Permission to Administer F. (1) the provider obtained written permission from the child's parent prior to administering medicine, diapering products, sunscreen lotions, and insect repellents				
	F. (1) Follow Manufacturer Instructions When Administering Nonprescription Medicines				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	F. (1) administration of non-prescription medicines, diapering products, sunscreen lotions, and insect repellents was in accordance with manufacturer's instructions, unless written instructions were provided by a physician or a dentist				
	F. (2) Obtain/Follow Prescription F. (2) the provider obtained and followed written instructions from licensed physician or dentist prior to administering each prescription medicine				
Water, Food, and Nutrition					
9502.0445, subpart 1	Safe Water Supply There is a safe water supply in the residence				
9502.0445, subpart 1.A	Safe Well-Water Water from privately owned wells is tested annually by a MN Health Department certified laboratory for coliform bacteria and nitrate nitrogens to verify safety.				
9502.0445, subpart 1.B	Accessible Drinking Water Drinking water is available to children and offered at frequent intervals.				
9502.0445, subpart 1.B	Separate/Single-Serve Cups Children are each provided with separate or single-service drinking cups or bottles.				
9502.0445, subpart 2	Milk Milk served to children in care is pasteurized.				
9502.0445, subpart 3	Well-Balanced Meals and Snacks Well-balanced meals and snacks are offered daily.				
9502.0445, subpart 3.A	Basic Food Groups Food served during the day includes servings from each of the basic food groups.				
9502.0445, subpart 3.B	Special diets The provider follows written instructions obtained from the parents on each child's special diet or food needs.				
9502.0445, subpart 3.B	Food Preferences The provider consults with parents about special food preferences.				
9502.0445, subpart 3.C	Flexible Feeding Schedule Flexible feeding schedules are provided for infants and toddlers.				
9502.0445,	Feeding Schedule				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subpart 3.C	Infants or toddlers usual diet and feeding schedule is followed.				
9502.0445, subpart 3.D	Labeled Food Food, lunches, and bottles brought from home are labeled with the child's name and refrigerated when necessary.				
9502.0445, subpart 3.D	[FxF] Labeled Food Bottles brought from home are labeled with the child's name.				
9502.0445, subpart 3.D	Clean Bottles Bottles are washed after use.				
9502.0445, subpart 4.A	Food and Cooking Storage All food and cooking utensils are stored to protect them from dust, vermin, pipe leakage, or other contamination.				
9502.0445, subpart 4.B	Proper Refrigeration Food requiring refrigeration is maintained at no more than 40 degrees Fahrenheit.				
9502.0445, subpart 4.B	[FxF] Proper Refrigeration Food requiring refrigeration is maintained at no more than 40 degrees Fahrenheit.				
9502.0445, subpart 4.C	Food Storage Appliances Appliances used in food storage and preparation are safe and clean				
9502.0445, subpart 4.D	Canned nonacid/low-acid food Canned nonacid/low-acid food that is served to children was commercially produced				
Application for Licensure					
245A.04, subdivision 1.c	Drug and Alcohol Policy Training The license holder has trained employees, subcontractors, and volunteers about the program's drug and alcohol policy.				
245A.04, subdivision 14.c	Accessible and Organized The license holder has kept program policies and procedures readily accessible to staff and has indexed the policies and procedures with a table of contents or another method approved by the commissioner.				
245A.04, subdivision 15	Pandemic Planning Upon request, the license holder has cooperated with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.				
Systems and Records					

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.041, subdivision 3.a	Record Retention The license holder maintains and stores records in a manner that allows for review by the commissioner as identified in section 245A.04, subdivision 5.				
245A.041, subdivision 3.a	[FXT] Record Retention The license holder/primary caregivers have verification of completing 16 hours of ongoing training each year.				
245A.041, subdivision 3.a.2	Personnel Records The license holder maintains personnel records for a minimum of five years following termination of employment.				
Correction Orders and Conditional Licenses					
245A.06, subdivision 8	Requirement to Post Conditional License Upon receipt of an Order of Conditional license, the license holder has posted the order of conditional license in a place that is conspicuous to the people receiving services and all visitors to the facility for two years.				
245A.07, subdivision 5	Requirement to Post Licensing Action Upon receipt of any licensing action, the license holder has posted the order in a place that is conspicuous to the people receiving services and all visitors to the facility for two years.				
Special Conditions for Nonresidential Programs					
245A.14, subdivision 10	Portable Wading Pools Prior to allowing a child to use a portable wading pool at a family day care or group family day care home, the license holder has obtained written consent from the parent or legal guardian.				
245A.14, subdivision 11.a.2	Swimming Pools - Consent Prior to allowing a child to use a swimming pool, that is located at the family or group family day care home, the LH has obtained written consent from the parent or legal guardian of the child.				
245A.14, subdivision 11.a.1	Swimming Pools - Use Before initial use and annually thereafter, the license holder notifies the county agency prior to using the swimming pool.				
245A.14, subdivision 11.a.3	Swimming Pools - Contract The LH has entered into a written contract with each child's parent or legal guardian that specifies that the provider agrees to perform all of the requirements in this subdivision.				
245A.14, subdivision	Swimming Pools - Contract Update The LH renewed the written contract annually.				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
11.a.3					
245A.14, subdivision 11.a.4	Swimming Pools - Pool Operator The LH has attended and successfully completed a swimming pool operator training course within the past five years.				
245A.14, subdivision 14.b	Attendance Records for Publicly Funded Services Documentation of actual attendance is maintained for each child receiving care when the LH is reimbursed for the care by a governmental program.				
245A.14, subdivision 14.b	Attendance Records - Accessible The records are accessible to the commissioner during the program's hours of operation.				
245A.14, subdivision 14.b	Attendance Records - Timely The records are completed on the actual day of attendance.				
245A.14, subdivision 14.b	Attendance Records - Thorough The records include the first and last name of the child; the time of day that the child was dropped off; and the time of day that the child was picked up.				
245A.14, subdivision 15	Parental access during child care License holder allowed access to the parent's or legal guardian's child at all times while the child is in care.				
Reduction of Risk of SUID					
245A.1435, a	SUID - Back to Sleep When placing an infant to sleep, the infant is placed on the infant's back, unless there is documentation from the infant's physician or advanced practice registered nurse directing an alternative sleeping position for the infant.				
245A.1435, a	SUID -Physician/ Advanced PRN Directive The physician/advanced PRN directive is on a form approved by the commissioner and is on file at the licensed location.				
245A.1435, a	SUID - Rolling Infant Unless the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home, an infant, who is younger than six months of age, is placed on the infant's back to sleep, and is returned to their back, if the infant is observed to be in another position while sleeping.				
Reporting Notification					
245A.145,	Reporting Policies and Procedures				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subdivision 1.b	The policies and procedures for reporting maltreatment and complaints are provided to the parents of all children at the time of enrollment and are made available upon request.				
Infant Sleep Supervision					
245A.147, subdivision 1.a	In-Person Checks A license holder is encouraged to monitor sleeping infants by conducting in-person checks on each infant in their care every 30 minutes.				
245A.147, subdivision 1.b	Newly Enrolled Infant Upon enrollment, a license holder is encouraged to conduct in-person checks on the sleeping infant every 15 minutes, during the first four months of care.				
245A.147, subdivision 1.c	Infant with Upper Respiratory Infection When an infant has an upper respiratory infection, the license holder is encouraged to conduct in-person checks on the sleeping infant every 15 minutes throughout the hours of sleep.				
245A.147, subdivision 2	Audio or Visual Monitoring In addition to conducting the in-person checks that are encouraged, license holders serving infants are encouraged to use and maintain an audio or visual monitoring device to monitor each sleeping in infant in care during all hours of sleep.				
Insurance					
245A.152, (a)	Insurance - Notification Prior to enrollment, the LH has provided to all parents or guardians of children in care a written notice that states whether the LH has liability insurance.				
245A.152, (b)	<input type="checkbox"/> Insurance - Liability License holders who have liability insurance;				
	Written notification (1) have informed parents and prospective parents in writing that a current certificate of coverage for insurance is available for inspection				
	Expiration (2) provide written notice that includes the date of expiration or next renewal of the policy				
	Update (3) upon expiration of the policy or a change in coverage, provide a				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	new written notice informing all parents or guardians of children receiving services of the change and indicating whether the policy has lapsed				
245A.152, (c)	Insurance - No Liability LH's who do not have liability insurance have provided an annual notice, on a form developed and made available by the commissioner, to the parents or guardians of children in care indicating that the LH does not carry liability insurance.				
245A.152, (d)	Insurance - Change The LH has notified all parents and guardians in writing immediately of any change in insurance status.				
245A.152, (e)	Insurance - Certificate Upon request, the LH has made available the certificate of liability insurance to the parents of children in care, to the commissioner, and to the county licensing agents.				
245A.152.e	[FXT] Insurance - Certificate Upon request, the LH has made available the certificate of liability insurance to the parents of children in care, to the commissioner, and to the county licensing agents.				
245A.152, (f)	Insurance - Signatures The LH has documented, with the signature of the parent or guardian, that they have received the notices required by this section.				
Notification of Variance					
245A.16 subdivision 1(a)(8)	Notification of variance Parents and guardians are notified when a variance to use a substitute caregiver for more than 500 hours annually is granted.				
Child Passenger Restraint Systems					
245A.18, subdivision 1; 245A.51 subdivision 4	Seat Belt Use When a child is transported, the license holder complies with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686.				
Additional Health and Safety					
245A.51, subdivision 1(a)	Allergy Info-Prior to Admission Prior to admission, the provider obtained any known allergy information about the child.				
245A.51,	Allergy Info-Child's Record				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subdivision 1(a)	The provider maintains current allergy information in the child's record.				
245A.51, subdivision 1(a)	<input type="checkbox"/> Allergy Info-Maintained The allergy information maintained by the provider in the child's record is:				
	Current - current				
	Complete - complete				
245A.51, subdivision 1(b)	Allergy information documented The provider, who has a child with known allergies enrolled, has the child's allergy information documented.				
245A.51, subdivision 1(b)	<input type="checkbox"/> Allergy form, access, review The provider ensured that a child's allergy information was:				
	Documentation - documented on a form approved by the commissioner				
	Available - readily available to all caregivers				
	Reviewed - reviewed annually by the provider and each caregiver				
245A.51, subdivision 2(1)	Surfaces The license holder cleaned and disinfected surfaces that came in contact with potentially infectious bodily fluids, including blood and vomit, as described in section 245A.148.				
245A.51, subdivision 2(2)	Blood-contaminated material The license holder disposed of blood-contaminated material in a plastic bag with a secure tie.				
245A.51, subdivision 2(3)	Sharps Container The license holder used a sharps container to dispose of sharp items used for a child with special care needs.				
245A.51, subdivision 2(3)	Sharps Container Location The sharps container is stored out of the reach of children.				
245A.51,	<input type="checkbox"/> Handling and disposal of bodily fluids				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subdivision 2(4)	☑ License holder had bodily fluid disposal supplies, including:				
	Disposable gloves - disposable gloves				
	Disposable bags - disposable bags				
	Eye protection - eye protection				
245A.51, subdivision 3(a)	Emergency Preparedness Written plan License holder has a written emergency plan.				
245A.51, subdivision 3(a)	☑ Emergency Preparedness Plan License holder has a written emergency preparedness plan that is:				
	Commissioner form - on a form developed by the commissioner				
	Updated annually - updated at least annually				
245A.51, subdivision 3(a)	☑ Emergency Preparedness Plan Contents The license holder's emergency preparedness plan includes:				
	Procedures for evacuation - procedures for an evacuation, relocation, shelter-in-place, or lockdown				
	Designated evacuation/ relocation site - a designated relocation site and evacuation route				
	Procedure for notifying and reunifying with parents - procedures for notifying a child's parent or legal guardian of the evacuation, shelter-in-place, or lockdown, including how they would reunify with families				
	Accommodations for a child with a medical condition - accommodations for a child with a disability or a chronic medical condition				
	Procedures for storing medicine - procedures for storing a child's medicine in a way that is easy to				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	remove during an evacuation or relocation.				
	Procedures for continuing operations - procedures for continuing to operate during and after a crisis.				
	Procedures for communication with local emergency management officials - procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities				
245A.51, subdivision 3(b)	Emergency Preparedness Training The license holder trained caregivers on the emergency preparedness plan.				
245A.51, subdivision 3 (b)	Emergency Preparedness Training - Annual On an annual basis, the license holder trained caregivers on the emergency preparedness plan.				
245A.51, subdivision 3 (b)	Emergency Preparedness Training - Documented The license holder documented completion of training on the emergency preparedness plan.				
245A.51, subdivision 3(c)	<input checked="" type="checkbox"/> Fire and storm drills License holder met monthly storm/fire drills requirements by:				
	Conducted - conducting monthly storm/fire drills				
	Documentation - documenting date and time drills were conducted				
245A.51, subdivision 3(d)	Emergency Preparedness Plan Available The emergency preparedness plan is available for review.				
245A.51 subdivision 5	Cellphone charged A charged cellphone is available for use.				
Substitute Tracking					
245A.53, subdivision 1	Supervision- Use of substitute Use of a substitute caregiver is limited to a cumulative total of not more than 500 hours annually.				
245A.53, subdivision 1	Documentation of substitute Provider documented names, dates, and number of hours a substitute				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	provided care.				
245A.53, subdivision 2(a)	Emergency Adult Replacement In an emergency, an adult who has not completed the training requirements or the background study is allowed to supervise children in the program.				
Background Study					
245C.03, subdivision 1	<input type="checkbox"/> BGS - Individuals to be Studied Individual background studies are completed as required:				
	BGS - Applicant (1) the commissioner has conducted a BGS on the person or persons applying for a license				
	BGS - Household member (2) the commissioner has conducted a BGS on each individual aged 13 and over living in the household where the licensed program will be provided who is not receiving licensed services from the program				
	BGS - Employee (3) the commissioner has conducted a BGS on current or prospective employees or contractors of the applicant who will have direct contact with persons served by the facility, agency, or program				
	BGS - Volunteer (4) the commissioner has conducted a BGS on volunteers or student volunteers who will have direct contact with persons served by the program to provide program services if the contact is not under the continuous, direct supervision by an individual listed in clause (1) or (3)				
	BGS - 10 - 12 reasonable cause (5) the commissioner has conducted a BGS on an individual aged 10 to 12 living in the household where the licensed services will be provided when the commissioner has reasonable cause				
	BGS - Reasonable cause (6) the commissioner has conducted a BGS on an individual who, without providing direct contact services at a licensed program, may have unsupervised access to children or vulnerable adults receiving services from a program, when the commissioner has reasonable cause				
	Managerial officials (7) the commissioner has conducted a BGS on all managerial officials as defined under section 245A.02, subdivision 5a				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245C.04, subdivision 1.b	BGS - Renewal The license holder submitted a background study for each person who was required to be studied within five years from the most recent study.				
Caregiver Qualifications and Training					
245A.50, subdivision 1.b	Initial Training - Helpers Helpers, who assist with care on a regular basis, have completed six hours of training within one year of their initial date of employment.				
245A.50, subdivision 2.a	Child Development and Learning and Behavior Guidance Training - Initial Prior to caring for children, each license holder and second adult caregiver has completed at least four hours of child development and learning and behavior guidance training.				
245A.50, subdivision 2.c	Child Development and Learning and Behavior Guidance Training - Annual License holders and second adult caregivers completed child development and learning and behavior guidance training annually.				
245A.50, subdivision 3.a	First Aid- Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric first aid.				
245A.50, subdivision 3.a	Pediatric First Aid - Qualified Trainer Pediatric first aid training is received from an individual approved to provide first aid instruction.				
245A.50, subdivision 3.a	First Aid - Frequency Pediatric first aid training was repeated within two years.				
245A.50, subdivision 4.a	CPR - Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric cardiopulmonary resuscitation (CPR), including CPR techniques for infants and children and in the treatment of obstructed airways.				
245A.50, subdivision 4.a	CPR - Qualified Trainer CPR training is received from an individual approved to provide CPR instruction.				
245A.50, subdivision 4.a	CPR - Frequency Pediatric CPR training was repeated within two years.				
245A.50, subdivision 4.b	CPR - Training Source The training received was either developed by the American Heart Association or the American Red Cross; or used nationally recognized,				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	evidence-based guidelines for CPR training and incorporates psychomotor skills to support the instruction.				
245A.50, subdivision 4.b	CPR - Hands-On The training incorporated psychomotor skills to support the instruction.				
245A.50, subdivision 5.a	SUID Prior to assisting in the care of infants, all caregivers are instructed on the standards in section 245A.1435 and have received training on reducing the risk of sudden unexpected infant death (SUID).				
245A.50, subdivision 5.a	AHT Prior to assisting in the care of infants and children under school-age, all caregivers received training on reducing the risk of abusive head trauma (AHT) from shaking infants and young children.				
245A.50, subdivision 5.d	SUID and AHT - Training Source The training received was developed by the commissioner in conjunction with the Minnesota Sudden Infant Death Center and approved by the Minnesota Center for Professional Development.				
245A.50, subdivision 5.e	SUID and AHT - Frequency In-person or online SUID and/or AHT training was repeated at least once every two years.				
245A.50, subdivision 5.e	SUID and AHT - Method of Training SUID and/or AHT training was completed either in-person or through an online course approved by the Minnesota Center for Professional Development.				
245A.50, subdivision 5.e	SUID and AHT - Off Year On the years that the license holder/caregiver is not receiving in-person or online training, the license holder/caregiver received training on SUID and/or AHT by viewing videos that were approved by the commissioner.				
245A.50, subdivision 6.b	Child Passenger Restraint System Training Documentation The program maintains documentation of training that fulfills the requirements in this subdivision				
245A.50, subdivision 6.b.1	Child Passenger Restraint System Training Prior to transporting a child or children under age eight in a motor vehicle, the person placing the child or children in a passenger restraint has completed training on the proper use and installation of child restraint systems in motor vehicles.				
245A.50, subdivision 6.b.2	Child Passenger Restraint System Training Training - Frequency Child passenger restraint system training was repeated within five years				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.50, subdivision 6.b.3	Child Passenger Restraint System Training - Training Source The training received was provided by an individual who is certified and approved by the Department of Public Safety, Office of Traffic Safety				
245A.50, subdivision 7	Total Annual Training The license holder and each second adult caregiver have completed 16 hours of ongoing training timely each year.				
245A.50, subdivision 7	Training Subjects Ongoing training was selected from the following: (1) child growth and development training; (2) learning environment and curriculum; (3) assessment and planning for individual needs; (4) interactions with children; (5) families and communities; (6) health, safety, and nutrition; (7) program planning and evaluation; (8) behavior guidance.				
245A.50, subdivision 9.b	Supervising for Safety - Initial Prior to caring for children, each license holder and second adult caregiver has completed at least six hours of approved training on supervising for safety.				
245A.50, subdivision 9.d.1	Active Supervision - Ongoing The license holder and each second adult caregiver completed at least two hours of active supervision training annually.				
245A.50, subdivision 9.d.2	Health and Safety I- Ongoing At least once every five years, the license holder and each second adult caregiver has completed training on Health and Safety I.				
245A.50, subdivision 9.d.2	Health and Safety II- Ongoing At least once every five years, the license holder and each second adult caregiver has completed training on Health and Safety II.				
245A.50, subdivision 9.c	Basics of Licensed FCC Substitutes- Initial Prior to caring for children, all substitutes and adult caregivers have completed the four-hour Basics of Licensed Family Child Care for Substitutes course.				
245A.50, subdivision 9.e	Basics of Licensed FCC- On-going At least once every three years, the license holder ensured that substitutes and adult caregivers completed Basics of Licensed Family Child Care for Substitutes course.				
245A.50, subdivision 9.e	Basics of Licensed FCC - Documentation The license holder documented that substitutes and/or adult caregivers completed Basics of Licensed Family Child Care for Substitutes course.				
Children's Records					
9502.0405, subpart 4	Child Records - Prior to Admission The provider obtains information required by items A to C from parents				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
	prior to admission of a child.				
9502.0405, subpart 4	Up-to-Date The provider keeps the information in the child's record up-to-date.				
9502.0405, subpart 4.A	<input type="checkbox"/> Admission and Arrangements The admission and arrangement form developed by the department is on file and includes all required items.				
	Signed The form is signed				
	Name and Birthdate (1) The child's name and birthdate				
	Parents Names (2) The full name of parents				
	Home Info (3) The home address, work address, and telephone numbers where parents may be reached				
	Medical Info (4) The name, address, and telephone number of physician, dentist, and hospital to be used for emergencies when parents cannot be reached				
	Emergency Info (5) The name, address, and telephone number of persons to be notified in case of emergency, when parents cannot be reached				
	Authorized Pick-up (6) The names of all persons authorized to remove the child from the residence				
	Enrollment (7) The enrollment dates				
	Payment (8) Financial Arrangements				
	Insurance (9) Insurance notification				
9502.0405, subparts 4 and 4.A	<input type="checkbox"/> [FxF] Admission and Arrangements The admission and arrangement form developed by the department is on file and includes all required items.				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
9502.0405, subpart 4.B	Special Instructions Special instructions from the parent are in writing and followed about toilet training, eating, sleeping, or napping, allergies, and any health problems				
9502.0405, subpart 4.C	Immunizations Immunization records are kept in accordance with MS section 121A.15				
9502.0405, subpart 4.C	↓ Immunization Records Updated The provider has obtained updated immunization records				
	Immunization Updates Infants (1) Every six months for each infant in care				
	Immunization Updates Toddlers (2) Annually for each toddler in care				
	Immunization Updates Preschooler (3) Every 18 months for each preschool-aged child in care				
	Immunization Updates School-Aged (4) Every three years for each school-aged child in care				
9502.0405, subpart 4.C	[FXT] Immunization Records Updated The provider has obtained updated immunization records				
9502.0405, subpart 4.D	Emergency Medical Care or Treatment The provider obtained signed written consent from the parent that allows the provider to obtain emergency medical care or treatment				
9502.0405, subpart 4.E	Permission to transport Prior to transporting a child, the provider obtained written permission to do so, from the parent				
9502.0405, subpart 4.F	Children only released to parent/authorized person The provider only released children in care to the child's parent or a person authorized by the parent				
Cribs - All					
245A.1435, b	SUID - Firm Mattress/Fitted Sheet Each infant is placed in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size. The sheet fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort.				
245A.1435, b	SUID - Safe Sleep Space The only item placed in the crib with an infant is the infant's pacifier.				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.1435, c	<p>SUID - Move to Crib</p> <p>If an infant falls asleep before being placed in a crib, the license holder moves the infant to a crib as soon as practicable and keeps the infant within sight of the license holder until the infant is placed in a crib.</p>				
245A.1435, d	<p>SUID - Swaddling Permission</p> <p>Prior to any use of swaddling for sleep, the license holder has obtained informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner.</p>				
245A.1435, d	<p>SUID - Swaddle Item</p> <p>An infant who has not yet begun to roll over on its own and whose parent or guardian has provided informed written consent was placed down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.</p>				
245A.1435, d	<p>SUID - Swaddle/Rolling Over</p> <p>Once an infant has begun to roll over independently, the infant is placed down to sleep without being swaddled.</p>				
245A.146, subdivision 2.a	<p>Crib Safety - Make and Model</p> <p>The provider has, for each crib that is used by or that is accessible to any child in care, documentation of the crib's brand name and model number.</p>				
245A.146, subdivision 2.c	<p>Crib Safety - Federal Requirements</p> <p>The provider has documentation that each full-size and non-full-size crib that is used by or is accessible to any child is compliant with federal crib standards.</p>				
245A.146, subdivision 3.a	<p>Crib Safety - Annual Check</p> <p>Annually, from the date printed on the license, the license holder has checked all their cribs' brand names and model numbers against the U.S. Consumer Product Safety Commission (USCPSC) website listing of unsafe cribs.</p>				
245A.146, subdivision 3.b	<p>Crib Safety - Documentation</p> <p>The license holder has maintained written documentation that the review of the U.S. Consumer Product Safety Commission (USCPSC) website has been completed and of which of the 3 following conditions applies to each crib: (1) the crib was not identified as unsafe; (2) the crib was identified as unsafe, but the LH has taken the action directed by the USCPSC to make the crib safe; or (3) the crib was identified as unsafe and has been removed so that it is no longer used by or accessible to children in care.</p>				
245A.146,	<p>Crib Safety - Documentation is Available</p>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
subdivision 3.c	The license holder keeps this documentation on site and makes it available to parents or guardians of children in care and the commissioner.				
Crib Safety - Mesh					
245A.146, subdivision 3.d	<p>Mesh Cribs</p> <p>If using a mesh-sided or fabric-sided play yard, pack and play, or playpen or crib, the provider has complied with this section of the statute.</p>				
245A.146, subdivision 3.e	<p>Monthly Checks</p> <p>On at least a monthly basis, the LH has performed and documented a safety inspection of every mesh-sided or fabric-sided play yard, pack and play, or playpen used by or that is accessible to any child in care.</p>				
245A.146, subdivision 3.e.1	<p>No Holes</p> <p>The mesh or fabric sides of the crib are free of tears, holes, or loose or unraveling threads.</p>				
245A.146, subdivision 3.e.2	<p>Mesh Size</p> <p>The weave of the mesh on the crib is one-fourth of an inch or less.</p>				
245A.146, subdivision 3.e.3	<p>Mesh is Secure</p> <p>The mesh fabric is secure and attached to the top rail and the floor plate of the crib.</p>				
245A.146, subdivision 3.e.4	<p>Top Rail</p> <p>The top rail of the crib is free of tears or holes.</p>				
245A.146, subdivision 3.e.5	<p>Mattress</p> <p>The mattress floor board is hard and one inch thick or less.</p>				
245A.146, subdivision 3.e.6	<p>Floor Board</p> <p>The mattress floor board is free of rips or tears in covering.</p>				
245A.146, subdivision 3.e.7	<p>Manufacturer Mattress</p> <p>The mattress floor board is waterproof and is the original mattress or a replacement mattress provided by the manufacturer of the crib.</p>				
245A.146, subdivision 3.e.8	<p>Rivets, Nuts, and Bolts</p> <p>The crib is free of protruding or loose rivets, metal nuts, or bolts.</p>				

Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
245A.146, subdivision 3.e.9	Knobs and Wing Nuts The outside of the crib legs are free of knobs or wing nuts.				
245A.146, subdivision 3.e.10	Staples The crib is free of loose or exposed staples and the crib has all of the original staples.				
245A.146, subdivision 3.e.11	Latches The latches on top and side rails that are used to collapse the crib are secure, lock properly, and are not loose.				
Crib Safety - Rigid					
245A.146, subdivision 4.a	Monthly Checks/Rigid On at least a monthly basis, the LH has performed and documented a safety inspection of every crib or portable crib of rigid construction used by or that is accessible to any child in care.				
245A.146, subdivision 4.a.1	Mattress Supports The mattress supports are free from being easily dislodged from any point of the crib.				
245A.146, subdivision 4.a.2	Hardware The screws, bolts and hardware are secure and the crib is free of wood screws in the components that are assembled/disassembled by the owner.				
245A.146, subdivision 4.a.3	Sharp Edges The crib is free of sharp edges, points, and rough surfaces.				
245A.146, subdivision 4.a.4	Wood Surfaces Wood surfaces are smooth and solid and are free from splinters, splits, and cracks.				
245A.146, subdivision 4.a.5.i	Gaps - Non-full-size Rigid When the non-compressed mattress is centered, the gap between the perimeter of the mattress and the perimeter of the crib is one-half inch or less at any point.				
245A.146, subdivision 4.a.5.ii	Gaps - Full-size Rigid When the non-compressed mattress is centered, the gap between the perimeter of the mattress and the perimeter of the crib is 11/16 of an inch or less at any point.				

