



LICENSING LINK

What is new on Child Care License Website !!!!!!!

We have added a new feature called "Articles by Licensors-Helpful Hints" on the Child Care License Website where licensors will have different articles addressing different topics pertaining to child care licensing. Hopefully you will find them interesting to read and helpful to your program. You will find the "articles by licensors" under "Provider Information" once you go to Scott County Child Care Licensing Website.

Also we have added a new link called "Brain Development, SIDS, Abusive Head Trauma and SBS" for SIDS and Shaken Baby Training. This is FREE online course. Each person has to set up a separate email account to go through this training and to receive a certificate in their name. That means providers and their substitutes / helpers need to have their own E-mail account before they can log on this website. You will find this link under "CCL Links - Training Resources". If above link does not work for you then just enter the following URL address in your address bar and it will take you to the training, select "courses" from the **Menu**, select "Child Care" and then select "Enroll in Course".

https://extensiononline.tamu.edu/secure_index.php

NO NEW UPDATES ON CRIB

There is no new updates on CRIB information since our last newsletter. Just a reminder that after December 28, 2012 you cannot use any crib that does not meet new standards. As a licensed program, a certificate of compliance will be required as documentation, and the crib must have the label attached with the date of manufacture in order to match the certificate to the product.

WE WILL KEEP YOU UPDATED ON ANY NEW NEWS THAT WE WILL RECEIVE. In meantime please keep checking on the following Consumer Product Safety Commission website for any new updates:

<http://www.cpsc.gov/info/cribs/index.html>

POLICY CHANGE

Per Department of Human Services requirements, Scott County policy has changed in reference to any remodel being done to your basement after you are licensed and if that area is going to be used for daycare. Now you are required to have a Fire Marshal's inspection done after your basement is finished prior to using your basement for daycare. Your licensor will need a copy of Fire Marshal's inspection completed to approve your basement use for daycare.



**Scott County
Child Care Licensing**

Winter January, 2012

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SAFETY - IN A DAYCARE HOME

Part excerpt taken from Mayo Clinic newsletter

When you are running a business of taking care of someone else's children, you want to make sure that you follow all the safety rules to ensure that babies and children have safe, quality child care. By focusing on top household safety hazards, you can help prevent 90 percent of all deaths related to accidental home injuries. **Safe practices are the best practices and can mean the difference between life and death.** Safe home is the foundation of a healthy home.



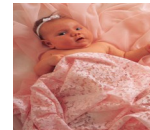
Falls



Poisonings



Fire and Burns



Choking



Drowning

Falls: Protect children by installing guards on windows above ground level and gates for staircases. Keep stairs in good repair, free of clutter and equipped with stair rails and good lighting. Prevent tripping hazards, such as slippery floors and loose rugs. Protect infants from preventable falls by keeping infants buckled up in an infant seat or baby bouncer placing it on the ground while babies are in it. **Never leave them on counter top or dining table unsupervised with other children present.**

Poisonings: Store medications and toxic household products in locked or childproof cabinets. Keep the poison control hotline number, 800-222-1222, on or near every telephone. Dispose of unneeded, unused or expired prescription medications. Test paint for lead, especially if your home was built before 1978. Test for radon. Install carbon monoxide detectors within 10' of every sleeping space. Carbon Monoxide (CO) poisoning can happen at any time of the year, but the danger is greater during the winter when doors and windows stay closed and fireplaces, gas heaters or other fuel burning appliances are in use. In addition, people can also be exposed to deadly CO levels when "warming up" their cars in the garages with the garage door shut.

Fires and Burns: Make and practice a fire escape plan each month so daycare children know exactly what to do in real emergency. Install smoke alarms on every floor, outside sleeping areas and inside bedrooms. When it comes to surviving a fire, a smoke alarm is critical for early detection of a fire in saving lives. **Test them regularly like every month making sure they are working,** and change the batteries at least once a year. Change all smoke alarms units every 10 years. Set your water heater's thermostat to 120° F or lower. Never leave cooking food unattended on a stove. Unattended cooking is the number one cause of cooking fires. Don't allow children to play with candles, lighters or smoking materials. Keep fire extinguisher handy and know how to use them. Make sure fire extinguishers are serviced annually.

Choking and Suffocation: Place babies to sleep on their backs in an approved crib, not in bouncer or car seat or in swing, without pillows, blankets or fluffy toys. Keep small objects or small toy pieces out of the reach of small children.

Drowning: Fence off Swimming pools. Supervise young children in and around water, like in a swimming pool, wading pool or while they are in a bathtub. A child can drown in bucket with little water or in open toilet in a bathroom. Make sure someone in your program knows how to perform CPR, it could save life.

USE OF TEEN HELPERS IN LICENSED FAMILY CHILD CARE

What is the definition of "Helper"? What is the "Helper's" role in caring of daycare children?

According to child care licensing Rules, "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 children but cannot be left alone with daycare children. In addition to the age requirement, helpers who assist with infants must also complete Sudden Infant Death Syndrome (SIDS) training. If a helper assists with the care of children under school age, they must also complete Shaken Baby Syndrome (SBS) training. All persons assisting must also view a SBS Video annually. A current background study must be on file for all helpers, and they need to review and sign required substance abuse policies.

If a provider employs or uses a person as a "helper", they must meet the definition. Many a time providers ask their own school age children to help out in various ways. Many children who are 11 and 12 years participates in babysitting classes but this does not meet the requirements of helper for licensed child care although they may be capable of helping take care for children. It is ok to involve these children to a certain degree but the Department of Human Services (DHS) has clarified that children who are younger than 13 years **CANNOT** be used as a helper. It is important to realize that child care is a business. The rules can and need to be different in your day care home regarding use of your own children who are 11 and 12 years old. Regardless of best intentions, if a child is injured due to the actions of another child who "was helping," the licensed provider is liable, and could face negative actions against their license.

What are DO's and DON'TS for helpers?

Not acceptable tasks for helpers:

- Helpers should not be involved with diapering and/or assisting daycare children with toileting
- Bottle feeding or feeding an infant
- Buckling daycare child into car seats

These tasks should be done by daycare provider/caregiver only. Parents expect provider to perform these tasks. Do not put helpers in a situation where a daycare child can misinterpret something as an inappropriate touch by a helper.

Acceptable tasks for helpers:

- Playing with or reading to daycare children
- Helping preschool children dress in outerwear like snowsuits or boots etc.
- assisting with lunch and cleaning after, getting ready a bottle for babies, etc.
- Helping daycare children with school work, art and craft projects
- Pushing a stroller during outing

There are also times when providers use helpers as "an extra set of eyes" when they leave a room or go inside the house briefly while children are outside playing. Remember that a child less than 13 years cannot be used to supervise daycare children even for shortest time. A provider must still be within sight or hearing of children and capable of intervening. Helping hand can be wonderful, but children's safety and your liability must be foremost in your mind.

Providers, prior to using anyone as a substitute/helper with your program, please remember to send in background study form on them and also making sure they have completed their required trainings. Failure to do so could result in a fine of \$200 for each background study not sent in and \$200 fine for each required training not completed. You do not need to wait to receive a background study clearance letter to use them as a substitute/helper.

Article By Becki Fonder (Early Childhood Educator)

Edgewood School: 5304 Westwood Dr. SE
Prior Lake, MN 55372

There are many resources for parents and childcare providers to access through their local school district. Every school district in the state of Minnesota has an Early Childhood program that serves children age birth-five year old and their families.

There are several different types of programming available (home visits, Early Childhood Family Education and Early Childhood Special Education classes, speakers, special events, screening, etc.) and helpful, knowledgeable staff to support and assist you.

A couple of important programs available for young children and their families are:

Screen at 3!

Early Childhood Screening

Early Childhood Screening is a quick, simple, and important check on how your child is progressing in his/her development. This free experience for the 3- or 4-year-old child is a fun, "low-key" means of identifying potential health or learning concerns while there's still time to get help before starting Kindergarten. Screening is also required by the state of Minnesota prior to entering Kindergarten.

Having this information early will guide you in preparing your child for school success. You'll also learn the many resources available to you through your local school district during those final preschool years before Kindergarten.

Don't wait too long - the earlier the better! Age 3 to 3 ½ is ideal. Call your local school district for more information about Early Childhood Screening.



Help Me Grow

Some babies and young children need extra help to learn and grow. Free help is available to Minnesota children from birth to five -years-old, who are eligible for **Help Me Grow**. Children can receive services in their home, child care setting, or school. These services are **free to eligible families** regardless of income or immigrant status.

Help Me Grow is a state funded initiative that partners with the Minnesota Department of Education, Minnesota Department of Health, Minnesota Department of Human Services, and your local school districts. In Scott County call 952-496-5059 for more information.

You are invited to Provider's Night Out!

Childcare providers mark your calendars for a free, fun, and informative night out at Edgewood School in Prior Lake on Thursday, April 26 from 6:30-8:30 p.m.

Scott County licensed childcare providers are invited to attend an evening to network and connect with other providers and spend time using tools in our school's workroom. The evening will begin with a short presentation by one of our licensed teachers, discussing how to identify areas of developmental concern for 0-5-year-olds and the available resources for families and providers.

Then bring in your own paper and enjoy free use of our schools die-cut machine, paper cutters, laminating machine (5 foot limit), and get some creative activity ideas! The die-cuts are great for art projects, calendars, decorations, bulletin boards, etc. We'll have a lot of work space to spread out on, and will have great ideas for you to "make-and-take."

Come take advantage of our resources, and go away with some helpful information and fun projects for your kids!

Space is limited so please register by calling Becki Fonder 952-226-0933.

Temporary Immediate Suspension (TIS)

Over the years, the number of Temporary Immediate Suspensions (TIS) has increased. The cause of that increase is unknown. What prompts a TIS? When or why does child care licensing recommend TIS of a child care license of a provider? What happens after TIS is recommended by the agency? What are the rights of the provider after their child care license is suspended?

A TIS is recommended when the licensing agency receives information or becomes aware of a situation and feels that a reasonable cause exists to believe that the license holder's actions or failure to comply with applicable rule poses an imminent risk of harm, or the action of other individuals or conditions in the program poses an imminent risk of harm to the health, safety, or rights of persons served by the program. The licensing agency has to act swiftly to temporarily suspend the license. County agency's first priority is safety of children in care. When we say imminent risk of harm, what it means is that the risk of harm to persons served by the program is immediately present.

The agency may learn of an incident that leads to a TIS in many ways. Reports may come from a provider herself when reporting an incident, law enforcement, medical personnel, school personnel, ministerial staff, parents of children in care and child protective service, just to name a few. When a report alleges maltreatment, child protection, along with law enforcement will conduct an investigation. Depending on the severity of the allegations, child care licensing may be involved with the investigation or we may take a back seat and await the outcome of the investigation conducted by child protection and law enforcement before determining our next step. The outcome of the investigation will determine whether another Negative Licensing Action (NLA), i.e. revocation, should be recommended to the Department of Human Services (DHS) or if the TIS should be lifted so that the provider can go back to providing care.

In the event that there is suspected maltreatment associated with a licensed program, licensing will always recommend to the DHS that the license be placed on a Temporary Immediate Suspension (TIS) status, until the investigation is completed. This type of recommendation is made only after consultation with the Licensing Supervisor, County Attorney's Office and DHS. A TIS of a license is to protect persons served by the program during and after the investigation.

When A TIS is ordered by DHS, county licensing staff hand deliver the order to the provider and parents enrolled in the licensed program are notified by the licensing agency of the TIS, without specifics of the incident leading to the suspension being revealed. The program must close immediately upon the notice. If the order is delivered during daycare hours, licensing staff will stay at the program's location until all children are picked up by their responsible parties. During the investigation period, all information is considered confidential and cannot be shared. While the TIS is in place, the provider is prohibited from providing any care to children, who are not related to her in her home. Provision of care can result in additional sanctions including being criminally charged for operating without a license.

Providers have the right to appeal the order of TIS and they have the right to a contested case hearing. To appeal a TIS order, the provider must submit to DHS, within 5 days of receiving the order, a letter indicating her wish to appeal. Within 5 days of the receiving the repeal request, the county must request the assignment of an Administrative Law Judge (ALJ) for the hearing. The hearing must be held within 30 days of the ALJ assignment and the ALJ must make their Recommendation to the DHS within 10 days after the hearing. Within 10 days of receiving the ALJ's recommendation, DHS will issue their Final Order related to the TIS. DHS may determine the provider and/or her program do not pose an imminent risk of harm to children and the program license is to be reinstated or that the TIS is to stay in place. If a TIS is ordered to remain in effect, it has been determined that the provider or program poses a risk of harm to children and the program is to remain closed until a Determination regarding a Final Sanction is ordered.

LICENSOR'S CORNER

By Jacque Froemke

"Go Ahead Make My Day"

Have you ever wondered what makes your licensor's day? What makes my day, is a provider who conscientiously decides to incorporate "best practices" throughout their day care. You may ask, what does "best practices" mean? To me, it means a provider following the day care rule or even better is when a provider goes above and beyond what is required of them.

I have a couple examples of supervision best practices. I know a provider who stays upstairs of her two story home with the day care children for the entire time they nap. Another provider always keeps the day care kids with her; they walk everywhere as a "team". Even when she has to run upstairs to grab something; they all go together. The rule states that a caregiver needs to be within sight or hearing at all times so the caregiver is capable of intervening to protect the health and safety of the child.

I love seeing providers in action. You may think that when I arrive that you need to stop what you are doing with the day care. However, I enjoy seeing you interact with the kids. It is fun to see what creative activities providers incorporate into the day; for example, I know providers who teach a second language, do baby yoga and grow a garden with the kids. The day care rule states that a provider must have provider directed activities along with child initiated activities during the day.

As far as paperwork goes, having all of your licensing paperwork in one place is always helpful. If you want to go one step further, keeping your paperwork in a note book or in individual folders is even better. Being organized can make your licensing visit go faster and be less stressful for you and me. Remember to send in your annual paperwork by the due date and follow up timely on licensing memos and correction orders. I love it when I don't have to follow up with providers a second or third time to ensure providers are in compliance with the day care rule.

Another rule to follow is staying within your licensed capacity at all times during the day. It is never okay to be over capacity, even for the twenty minutes before the school aged children leave in the morning. Remember to count your own children and grandchildren in your licensed capacity. Please call a licensor if you ever have questions about the number of children you can care for.

Providers who go outside with the kids on a daily basis make my day. I know one provider, who gets annoyed with other providers who say they cannot go outside in the winter. Shoveling off your driveway or deck during the winter and spraying snow with a food coloring and water solution is one fun winter activity. Here is another tip; in general providers who go outside with the day care children, have fewer incidents and injuries than providers who watch the children from inside.

One more thing that always impresses me is home cooked meals! One of the most common complaints on parent evaluations is about the food served in day care. Whipping up a hot dish the night before, making extra food for supper so you have leftovers for the daycare or cooking food in the crockpot are easy ways to incorporate homemade meals into your day care.

As you can see, making a licensors day, or following the rules, really isn't that hard. We don't like writing correction orders, recommending fines and defending negative licensing actions in court. Those things make us have a bad day. So go ahead, make your licensors day.

WHAT YOU NEED TO KNOW ABOUT YOUR DAYCARE INSURANCE!!!!

It is your choice to have insurance or not to have insurance when it comes to your daycare business. When you are running a business in your home, having a insurance would give you a peace of mind if accident or injury was to happen on your property to anyone served by the program. Prior to getting insurance for your daycare, it is very important to review what you have in place-what is covered and what is not covered especially when it could affect your business and your livelihood. Having a daycare insurance is always a good thing but making a right choice about what type of insurance you are getting is more important. Before signing up with the insurance company, make sure the policy is tailored to the need of your daycare business and covers everything you intended to cover. You definitely don't want to be paying for something that won't even cover when a situation arises. The insurance company like any other insurance company would try to find any loop-hole, not to have to reimburse the claim when the situation arises.

Prior to signing up with a insurance company for your daycare, ask all the necessary questions. Ask how many daycare children are covered and what happens if you have more children in care than your insurance would allow? If the daycare children will be covered once you leave your property, will an accident that happens off property be covered? Will your insurance cover food borne illnesses? What if you have pets and one of them bites or scratches a child to the point that they need medical care or what if accident occurs while daycare child is on trampoline or in a swimming pool or in a wading pool. Will the insurance you are paying for would cover an accident that occurs while daycare kids are being transported in your car-whether the accident was your fault or not. **Get everything in writing-what will be covered and what will not be so there would not be any surprises when the time comes. If you do not have daycare insurance, please notify your parents in writing that you do not carry daycare insurance.**

Reminder - If you want to use a bleach alternative in the diapering area, you need to fill out a variance request and submit it to your licenser. Thank you!

NEW FREE TRAINING OFFERED BY SCOTT COUNTY CHILD CARE LICENSE

"Adult Supervision Required"



Scott County is offering a new **FREE** 2 hours class of training course on **supervision**. Supervision issues are one of the most common complaints received by our agency. Failure to properly supervise children is also the basis for issuance of many correction orders or negative actions taken against licensed providers. Our goal is to reduce the number of incidents that result from inadequate or improper supervision, reinforce the effective practices being implemented and give you new strategies to supervise day care children. **To register, please call 952-445-7751 and ask to speak to someone in licensing or email to Nancy Berndt at nberndt@co.scott.mn.us or to Jacque Froemke at jfroemke@co.scott.mn.us Class size is limited. This training will be offered only once a year.**

When: Monday, March 5, 2012 from 6:30 to 8:30 p.m.

Where: The Scott County Government Center Professional Development Center. Follow the sign posted.



**Scott County
Child Care Licensing**

Government Center 300
200 Fourth Avenue West
Shakopee, MN 55379



*May the New Year be a beginning of
... new hopes,
....new possibilities and
....new joys for you.*

*May it bring for you the beginning of a brighter
tomorrows!*

*May your New Year be filled with everything you need to be ridiculously happy and
fulfilled beyond your wildest dreams.*

May the Rest of your Life, Be the Best of your Life.