

Licensed Family Child Care

This letter provides you with the basic steps and requirements to become licensed for family child care. If after reviewing this information you are still interested, please view the online orientation on the Nicollet County Childcare Licensing page. To attend an in person orientation please contact the Nicollet County Childcare Licensor at 507-479-3752.

LICENSING FEES

- Under Minnesota Statute 245A.10, subdivision 2, a county agency may charge a fee to an applicant or license holder to recover actual cost of licensing. In addition, there is a fee for fire inspections.
- Effective January 1st, 2020 Nicollet County has waived the county licensing fee.

FIRE MARSHAL INSPECTION

- A local fire code inspector approved by the state fire marshal office or the state fire marshal conducts an inspection to determine compliance with the State Fire Code.
- The cost will be \$50. Please enclose a money order or cashiers check made payable to "DPS – State Fire Marshal". Please be sure your name and address are on the money order or cashiers check. Personal checks are not accepted.
- Upon receiving your application forms and fee, the social worker will write a formal request to the appropriate office for a fire inspection of your home.

BACKGROUND STUDY

- A background study is required for the applicant and all individuals living in the home where the child care will be provided, age 13 years and older.
- Required for anyone working in the child care – substitutes or helpers.
- Required for anyone that may have unsupervised access to children in care.
- A background study is required every five years.

INITIAL FORMS

- The initial forms are included in the application packet and reviewed with the social worker.
- After an application is received by the agency, the application will be processed no later than 30 days of the received date.

TRAININGS

- Training requirements will be reviewed at the agency orientation. The orientation dates are included in this packet. The required trainings are listed below and required within 12 months of licensure.

*Agency Orientation	*Supervising for Safety	*Child Growth & Development and Behavior Guidance
*First Aid	*Child and Restraint System (CARS) before transporting	*CPR
*Sudden Unexpected Infant Death		*Abusive Head Trauma

EQUIPMENT

- Equipment requirements will be reviewed at the agency orientation and can be found in the rulebook.
- The child care must have basic equipment that serves the number and ages of children in care.
- Equipment may be new, used, commercial, or handmade, as long as it is appropriate for the ages of children and activities it will be used.
- Equipment must be safe and in good repair.

HOME INSPECTION BY A SOCIAL WORKER

- A home inspection occurs after all initial forms, trainings, and fire marshal corrections are complete.
- The purpose of the home inspection is to determine compliance with the program rule requirements.
- The physical inspection is of the entire home – this occurs annually.
- Once the licensing process is complete, the agency will forward its recommendation for licensure to the commissioner within 20 working days.

While the licensing process may differ somewhat in each county, the regulations remain the same throughout the State. The State of Minnesota requires anyone who cares for children to become licensed. Under Minnesota Statutes, section 245A.03, subdivision 2, & the following day care situations are excluded from licensure:

- day care provided by a relative to only related children or;
- day care provided to one, unrelated family, for any length of time or;
- day care provided for a cumulative total of less than 30 days in any 12-month period; or
- the exclusions contained in items A and B are mutually exclusive.

Minnesota Rules, part 9502.0315, subpart 7, defines a **child as a person ten years of age or younger**.

Minnesota Statutes, section 245A.02, subdivision 13 defines an individual who is related as a spouse, parent, a natural or adopted child or stepchild, a stepparent, a stepbrother, a stepsister, a niece, a nephew, an adoptive parent, a grandparent, a sibling, an aunt, an uncle, or a legal guardian.

