

Caring and Sharing



Provider Milestones

5 Years

- Cassandra Hernandez
- Edwina Paffel
- Kaitlin Wicklund

10 Years

- Mary Benitz
- Jacquelyn Tauer

20 Years

- Melissa Pelto
- Lisa Tapani

30 Years

- Barbara Lind

45 Years

- Carol Whitman



Community Services
Child Care Licensing
14949 62nd Street N.
Stillwater, MN 55082

[Child Care Licensing
Website](#)

Draft Standards for Child Care

The Minnesota Department of Human Services (DHS) **will not** propose language to adopt revised child care standards in the 2025 legislative session. DHS received extensive feedback from the child care community requesting more time for additional feedback and engagement on the next draft version of standards. DHS's goal is to ensure that all perspectives are included and that the child care community has time to weigh in on additional drafts of the licensing standards before they are proposed to the legislature in the 2026 legislative session.

Fire Safety

Fire Safety week is Oct. 6-12 and this year's theme is "Smoke Detectors." This year's campaign reinforces the critical importance of smoke alarms and what's needed to install, test and maintain them properly. You could have as little as two minutes to get out safely once the smoke alarm sounds. Working smoke alarms give you early warning so you can get outside quickly.

- Make sure alarms meet the needs of all household members including those with sensory or physical disabilities.
- Test smoke alarms at least once a month by pushing the test button.
- Replace smoke alarms when they are 10 years old or don't respond when tested.

Child Care Provider Resource Fair

Information and free resources for potential and current child care providers to help you start, retain and sustain your child care program.

- Offered by Think Small
- No reservation needed
- Raffle prizes

Thursday, Oct. 10 | 4-7 p.m.

FREE

Roseville Oval - Rose Room, Roseville, MN

Provider Highlight

The provider highlight for this edition is **Sarah Stadler** of Cottage Grove, Minnesota. Sarah has been a licensed provider for 23 years. Sarah was chosen for her imaginative play.

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How do you incorporate imaginative play into your child care program?

I provide a variety of dress-up clothes and props. The children get plenty of time to play and explore each day to see where their imagination takes them.

Please share a fun example of imaginative play you have witnessed over the years.

When it is raining outside, the children like to put on their swimsuits and take out the beach towels and have a beach party! 😊

What is the most popular costume or prop the children want to play with right now?

This summer, the most popular costume is fishing vests and fishing gear. They play with these both inside and outside.

What are some fun highlights from the last year?

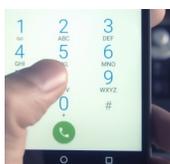
In the last year, we have had dress-up dance parties and exercise with colorful headbands. Before we go inside in the morning, we dance to *Run Baby Run!*

What do you hope children gain from being a part of your program?

I hope that they are kind, caring and independent children as they go off to kindergarten.

Do you have any advice for someone wanting to incorporate imaginative play into their program?

Keep in mind that you can start with something simple and the children will use their imagination to create something amazing.



New Email Address or Phone Number

Please keep your licenser informed of any changes to your home/cell phone numbers

and email address so you can continue to receive notifications from us.

Cytomegalovirus (CMV) and Congenital CMV

FACT SHEET FOR CHILD CARE PROVIDERS

What is CMV and Congenital CMV?

CMV is a common virus. Anyone, at any age, can get CMV. Over half of adults in the U.S. have been infected with the virus by age 40. Most healthy people don't know that they have CMV because it doesn't usually cause any symptoms or harmful effects.

However, if you are pregnant and have CMV, the virus can pass through the placenta to your growing fetus. When a baby is born with CMV, it is known as congenital CMV. Congenital CMV can be serious and may harm the brain, eyes, or inner ears of some babies infected before birth. Taking steps to reduce your risk of getting CMV is especially important if you are pregnant or thinking about becoming pregnant.



Tips to reduce your risk of getting CMV

- Wash your hands often, especially after wiping a child's nose or mouth and changing diapers.
- Try to avoid contact with saliva when kissing a young child. For example, kiss on the forehead rather than the lips.
- Avoid putting things in your mouth that have just been in a child's mouth such as cups, eating utensils, toothbrushes, or pacifiers. Also, avoid sharing food or drink with a young child.
- Properly disinfect toys, changing tables, and other surfaces that may have a child's urine or saliva on them.

How is CMV transmitted?

CMV is passed from one person to another through contact with bodily fluids such as urine and saliva. Up to 70% of healthy children aged 1 to 3 years in child care settings will shed, or release, CMV in their saliva and urine. Children can pass the virus to others for many months after infection, even if they don't seem sick.

CMV may be spread through close contact, such as diaper changing, kissing, feeding, and other activities where a healthy person comes into contact with the urine or saliva of someone with CMV.

Should children with CMV stay home from child care?

Children with congenital CMV or who get CMV after birth should not be expected to stay home. Children who are known to have CMV do not transmit CMV more often than any other child.



Did you know?

- People who care for babies and young children may have a higher chance of getting CMV because CMV infection is common among children.
- Congenital CMV is the most common infectious cause of birth defects in the U.S.
- Congenital CMV is the leading cause of non-genetic hearing loss in children.
- About 1 in 200 babies in Minnesota is born with congenital CMV.
- About 1 in 5 babies with congenital CMV will be born with or develop long-term health concerns, such as hearing loss, vision impairment, seizures, or developmental disabilities.

How are babies tested for congenital CMV?

Congenital CMV is most often found in babies less than 21 days old by testing a sample of their blood or urine.

In February 2023, Minnesota became the first state in the nation to screen all newborns for congenital CMV as part of the newborn screening program, so you might know of children in your care who have congenital CMV.

How can I best support parents of children with congenital CMV?

Finding out that a child has congenital CMV may cause anxiety or stress for some parents. One of the best ways to show support is to educate yourself about congenital CMV.

Also, remember that CMV is a common childhood virus and that children known to have CMV or congenital CMV should not be treated differently from other children in your care.

Where can I find more information about CMV or congenital CMV?

- Talk to a health care provider.
- Call MDH at 651-201-3650, email health.cyshn@state.mn.us, or visit MDH online:



www.health.mn.gov/CMV

Record Retention

Licensed child care providers must maintain records according to set guidelines. [Minnesota Statute 245A.041](#) addresses retention issues in family child care. Generally, the Department of Human Services (DHS) licensing rules require programs to maintain records that fall under three broad categories:

- Program records
- Client records
- Staff records

Program records generally include information governing the operation of the licensed program and include required policies and procedures.

Client records include information about the client such as:

- Name
- Gender
- Birth date
- Home address
- Telephone number where parents or legal representative may be reached
- Emergency numbers
- Other types of client records including:
 - Admission forms
 - Health forms (records on immunizations, physicals, dental exams)
 - Assessments
 - Individual service plans
 - Education plans
 - Abuse prevention plans

Staff records include:

- Information on staff qualifications (education and work experience)
- Employment information (position description, work schedule, payroll information)
- Background study clearance forms

Retention of:

- **Client records:** *All records on active clients should be maintained for the duration of the current admission.* Records on clients who have left the program should be retained for seven years from the date services are terminated.
- **Staff records:** *Records on currently employed staff should be maintained for at least seven years.* Records on staff no longer employed by the license holder should be retained for seven years from the employee's last day of employment.
- **Program policies and procedures:** Program policies and procedures should be maintained *until no longer required or until the policy and procedure is replaced by a new policy or procedure.* Program incident reports should be retained for seven years from the date of the incident.

The guidelines above should be considered "minimum" standards. *You must also comply with record retention requirements established by other state and federal agencies that have jurisdiction over specific aspects of your program (e.g., state and federal requirements governing payroll and tax records).*

National Survey of Early Care and Education (NSECE) Survey

Minnesota is a participant in the 2024 NSECE Survey. The NSECE is the only national survey about the use and availability of child care and early education. It is important to help the state advocate, evaluate and improve conditions for children, families and the early care workforce. National Opinion Research Center (NORC) at the University of Chicago is conducting the study.

Things to note:

- *Participation is voluntary.* All information gathered is for statistical purposes and identities of individuals

will not be disclosed.

- NORC is conducting its study by home visits, phone and online interviews.
- NORC field interviewers will have an I.D., identify themselves and show their badge. *If they do not, child care programs should not invite them into their program.* You can verify a representative by using the NORC website.
- NORC is not affiliated with Minnesota DHS Licensing.

View more information on [NORC on the University of Chicago's website](#) or by calling 1-877-390-3653.

Training

DISCLAIMER: In preparation of this newsletter, every effort has been made to offer the most current, correct, and clearly expressed information possible. Nevertheless, inadvertent errors in information may occur. For training information, please check the sponsor listing to be certain of all the details related to the training.

Trainings sponsored by:

Washington County Community Services

Reporting Child Maltreatment (Abuse & Neglect) Training for Mandated Reporters

This training is designed for mandated reporters or others interested in learning more about requirements for reporting child abuse and neglect in Washington County. View more information on the [Child Protection website](#).

*[Access the packet forms](#) before the training.

Wednesday, Nov. 6 | 8:30-10:30 a.m.

FREE

Online with Teams

[Register via email](#)

Develop

Registration: [On the Develop Tool Minnesota website](#).

In-Person Classes:

Mindful Limits for Healthy Child Development

Learn practical skills as we explore the critical connection between a child's development and a well-regulated adult caregiver. Explore practical foundations of mindfulness for use in common situations with children. Mindfulness practices are a path to learn how you can share a calm presence and emotional regulation with your children every day--especially tough days, joyful days, all days! Learn basic ideas for setting limits as an act of care and love. Investigate embodied presence as a developmental asset for all children, especially those with challenging pasts. Learn how to share your presence through empathy, experience and example. This helps us give our kids the loving foundation they need for their lifelong development. KCF: IIC

Thursday, Sept. 12 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Apple Valley Community Center, Apple Valley

Pediatric and Adult First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)

KCF: VIIB

Saturday, Sept. 14 | 10:30 a.m.-2:30 p.m.

\$45 | 4 credit hours

Sun Ray Library, St. Paul

Designing for Diversity: Creating Social-Emotional Spaces that Reflect Children's Lives

Designing for diversity requires that educators incorporate the cultural strengths and perspectives of the children and families who are actively engaged in the program and within the surrounding community. Implement learning strategies in your early childhood environment that can easily be adapted in multiple ways, help overcome personal biases and allow tolerance for divergent thinking. Create environments through a diversity lens that accounts for equity and trauma-informed practice.

KCF: IIID

Tuesday, Sept. 17 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Room for Growing North, Forest Lake

Observation and Documentation: Planning for Individual Needs

This course on observation will focus on observation strategies, documentation methods and using data to inform individualized care and learning experiences, especially for children with developmental concerns and challenging behaviors. KCF: IVA

Wednesday, Sept. 18 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Veterans Memorial Community Care, Inver Grove Heights

Health and Safety II: Family Child Care

Review Minnesota Rule 2 health and safety licensing standards along with best practices related to physical premises safety, hazardous materials and emergency preparedness. Identify approaches to respond effectively to both routine and emergency situations, ensuring a safe environment for children in family child care settings. Investigate influences on health and safety practices to promote a child care environment that reduces risks for children. KCF: VIIB

Thursday, Sept. 19 | 6:30-8:30 p.m.

FREE | 2 credit hours

Park High School, Cottage Grove

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Art: Why does it matter and how to create developmentally appropriate activities

Art is a developmental pathway for self-expression and cultural exploration. Learn how to create specific activities for success across the ages. Make cross-disciplinary

connections to literacy, math, science, music, movement and more. Art appreciation using Visual Thinking Strategies (VTS) will be introduced. This course is based on Montessori's educational methods, including multisensory exploration and a process-oriented approach. KCF: IIE

Monday, Sept. 23 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Room for Growing North, Forest Lake

Challenging Behaviors: Where do I begin?

Discover how to remain optimistic about caring for all children including those that you may perceive as having "challenging" behaviors. Discover why it is so important to do everything you can to keep the child in your care.

This course is based on the work of Fred Rogers. KCF: IIC

Thursday, Oct. 3 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Think Small, Little Canada

Early Childhood Mental Health

Discover ways to nurture the emotional development of young children through interactions, practices and modeling in order to build secure attachment relationships. Examine specific strategies for providing consistency, responsiveness and security in an emotionally healthy environment. KCF: IIC

Tuesday, Oct. 8 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Park High School, Cottage Grove

Five Ways to Incorporate Music in Early Childhood

Learn how to teach the physical skill of listening to young children while differentiating between listening and hearing. Explore movement as a benefit of music. Learn how to effectively teach songs about pitch, tempo, rhythm and beat as well as songs that teach concepts like emotional intelligence, science, social studies and more. Discover how young children can actually produce their own music. Integrate music across the curriculum with music history, genre and subject matter. KCF: IIE

Monday, Oct. 21 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Think Small, Little Canada

Online Scheduled Classes:

Math Matters

Early mathematics is highly relevant for future educational learning. Gain a deeper understanding of how to build early math skills in this online course. Learn how to create intentional experiences to build skills specific to the Minnesota Department of Education Academic Standards in Mathematics: Kindergarten. Explore facts and myths about mathematical education for girls and boys along with implications for future educational and employment skills and opportunities. KCF: IIB

Thursday, Sept. 12 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Leveraging Technology for Child Care Business

In today's digital age, technology plays a crucial role in enhancing the efficiency and quality of child care centers and family child care providers. By incorporating the right software and hardware solutions, child care businesses can streamline their operations, improve their financial knowledge of their business and use technology to support their growth and operations. In this training, explore various technology tools, their advantages and how to effectively integrate them into your child care business. KCF: VI

Thursday, Sept. 19 | 6:30-8:30 p.m.

FREE | 2 credit hours

Promoting Safety and Learning in Multi-Age Early Childhood Programs

Explore the safety measures that early childhood educators implement when working with a group of children who possess a wide variety of needs, interests and developmental levels. Create age-appropriate environments, activities and experiences that promote each child's individual development and learning while maintaining a safe, supervised environment for all.

KCF: VIIB

Tuesday, Sept. 24 | 6:30-8:30 p.m.

\$10 | 2 credit hours

Policies and Practices for Family Child Care

Gain a better understanding of the importance of strong policies for your business. Learn how to create your own policy manual and contract or revise what you have to increase its effectiveness. Learn strategies to help with enforcing your policies. KCF: VI

Wednesday, Oct. 9 | 6:30-8:30 p.m.

FREE | 2 credit hours



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14949 62nd Street North
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RETURN SERVICE REQUESTED

Washington County Child Care Licensing Contact Information

- Annie Walton, Licensor: [Email Annie](#) | 651-430-6539
- Becky Knighton, Senior Licensor: [Email Becky](#) | 651-430-6574
- Jennifer Rodriguez, Licensor: [Email Jennifer](#) | 651-430-6485
- Michelle McIntosh, Licensing Unit Supervisor: [Email Michelle](#) | 651-430-6476
- Child Care Licensing Email/Case Aide Phone Line: [Email Child Care Licensing/Case Aide](#) | 651-430-8307

Key Contacts

- Think Small:
 - Grants: 651-287-6919
 - Navigator: 888-986-8207 ext. 6005
 - Professional Development: 651-641-3549
- Training/register for classes through the [Develop website](#)

Contact Us for Article Submissions

Contact Becky Knighton, using the information above, with questions or to submit article submissions. The Child Care Licensing program of Washington County Community Services publishes this newsletter bi-monthly.