

**Part 9502.0405**

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

**CHILD CARE PROVIDER’S POLICIES**

PROVIDER NAME: \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

The Provider shall have the following written information available for discussion with parents or the agency:

**CHILDREN CURRENTLY IN CARE**

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

Infants (under 12 months)  Toddlers (12 to 24 months)

Preschooler (24 months to kindergarten)  School agers

**DAYS AND HOURS OF OPERATION**

Days: \_\_\_\_\_ through \_\_\_\_\_

Hours: \_\_\_\_\_ to \_\_\_\_\_

**MEALS AND SNACKS TO BE SERVED**

Breakfast  AM Snack  Lunch  PM Snack  Dinner

Food Program Name: \_\_\_\_\_

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

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

**SLEEPING AND REST ARRANGEMENTS**

Infants – Crib  Portable Crib  Mesh Sided Playpen

Wooden slats should be no further apart than 2 3/8 inches. Monthly safety checks must be made on all crib, porta-crib, and playpens used or accessible to children.

Toddlers / Preschoolers –

Mat  Crib  Cot  Bed  Sofa  Sleeping Bag  Playpen

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

**NON-DISCRIMINATION PRACTICES**

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

**TRANSPORTATION PLANS**

I do not transport children in care

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

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

Describe the circumstances under which the child will be transported: \_\_\_\_\_

\_\_\_\_\_

**THE CARE OF ILL CHILDREN**

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

1 Underarm temperature of 100° F or over, or an oral temperature of 101° F or over.

2 Vomiting

3 Diarrhea

4 Rash, other than mild diaper or heat-related rash

Additional provider policies on the care of ill children: \_\_\_\_\_

\_\_\_\_\_

Provider unwilling to accept a child that is: \_\_\_\_\_

\_\_\_\_\_

Provider is willing to accept a sick child under the following circumstances: \_\_\_\_\_

\_\_\_\_\_

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

The provider shall inform a parent of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations listed in Chapter 4735.

The provider shall notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified in Chapter 4735.

Immunization records must be kept for each child in care.

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

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

The provider has made emergency, fire and storm plans, and keeps a monthly fire drill log, using forms provided by the County.

When admitting a child to day care, the provider and parents shall discuss child rearing, sleeping, feeding, and discipline practices essential for the care of the child. The provider shall keep parents informed of the child’s progress and development.

**HELPERS AND SUBSTITUTES**

“Helper” means a person at least 13 years of age and less than 18 years of age who assists the provider with the care of the children. An adult caregiver must always be present.

“Substitute” means an adult at least 18 years of age who assumes the responsibility of the provider. The use of a substitute caregiver must be limited to a cumulative total of not more than 30 days in any 12month period unless the substitute is also a licensed provider or the provider has the written consent of the agency and of a parent of each child in care.

All Substitutes and Helpers need criminal history checks before they care for children.

Provider will arrange for a substitute during vacations and holidays

Parent will arrange for a substitute during vacations and holidays

Provider will make the following arrangements for emergencies:

**PETS IN THE RESIDENCE**

Yes  No If yes, what kind of pet?

Last rabies shots \_\_\_\_\_(date).

**SMOKING**

Smoking is prohibited in licensed family child care homes during its hours of operation. Smoking is permitted in the following areas outside of child care hours: \_\_\_\_\_

**CHEMICAL USE POLICY**

MN Statutes 245A.04 subd. 1 (c), effective July 1, 2004, requires that applicants and license holders must have a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for the persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual’s ability to provide services or care. The license holder must train employees, subcontractors, and volunteers about the program’s drug and alcohol policy.

Provider has the following chemical use policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**245A.152 Child Care License Holder Insurance**

The license holder will provide annual notification to families stating whether the license holder has liability insurance.



PROVIDER-PARENT/GUARDIAN CHILD CARE CONTRACT

BASIC RATES

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

Care shall be provided normally from \_\_\_\_\_ am to \_\_\_\_\_ pm on these days:

Mon Tues Wed Thurs Fri Sat Sun (Parent's Schedule)

Additional fees: \_\_\_\_\_  
\_\_\_\_\_

Payment shall be due on: \_\_\_\_\_

OVERTIME RATES

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

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

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

HOLIDAYS/VACATIONS/ABSENCES:

The following are paid holidays when they fall on a day regularly scheduled for care: \_\_\_\_\_  
\_\_\_\_\_

Charges for a child's absence will be: \_\_\_\_\_  
\_\_\_\_\_

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

Charges related to provider's scheduled vacation are: \_\_\_\_\_  
\_\_\_\_\_

Charges related to parents scheduled vacation are: \_\_\_\_\_  
\_\_\_\_\_



The provider and the parent will each give \_\_\_\_\_ weeks advance notice of scheduled vacation or other leave.

Other: \_\_\_\_\_  
\_\_\_\_\_

OTHER CHARGES

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

And for activity fees/expenses for field trips, materials for special projects, etc that will be agreed upon in advance.

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

TERMINATION PROCEDURE

This contract may be terminated by either parent or provider by giving \_\_\_\_\_ weeks written notice in advance of the ending date. Payment by parent is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

SIGNATURES

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

Providers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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