

Family Systems Licensing Checklist

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

License #: _____
 Licensor Name(s): _____

Li=Licensing/Re-Licensing Inspection; Of=Off-Year Inspection; Ch=Change of Premise Inspection; Pr=Pre-Licensure Visit; Ba=Back Office

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
Licensing Process										
✓	✓				9502.0335, subpart 10	Posting License (Fix-It Ticket) 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.				
✓	✓		✓		9502.0365, subpart 5	Supervision - Use of a Substitute Use of a substitute caregiver is limited to a cumulative total of not more than 30 days in any 12-month period.				
✓	✓		✓		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	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓		✓			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				
✓	✓		✓			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	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	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	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				

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✓	✓		✓			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	Licensed Capacity - Group Family Day Care (C2) A group family day care provider (C2) cares for no more than 12 children at a time.				
✓	✓		✓			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	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				

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✓	✓		✓			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	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) 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 (Fix-It Ticket) Within 30 days, the provider notified the agency that a household member has moved out.				
Admissions, Provider Records, Reporting										
✓			✓	✓	9502.0405, subpart 3	Provider policies are in writing Written policies available for discussion				
✓	✓				9502.0405, subpart 3	Provider policies are in writing (Fix-It Ticket) Written policies available for discussion.				
✓			✓	✓	9502.0405, subpart 3	Policies are available for discussion The policies include the following:				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓			✓			H. Plans for emergencies, fires, and storms including logs of drills H. emergency, fire, and storm plans and the monthly fire drill log				
✓			✓			I. Seat belt/transport plans including permission I. seat belt and transportation plans and field trip and transportation permission requirements				
✓			✓			L. Plans for helper/sub for emergencies, etc L. plans for a helper and substitute for emergencies, vacations, or holidays				
Activities and Equipment										
✓	✓	✓	✓		9502.0415, subpart 1	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	Equipment The quantity of equipment is adequate based on the number and ages of children in care. The equipment is:				
✓		✓	✓			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 3	Equipment (Fix-It Ticket) The equipment is safe and in good repair.				

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✓	✓	✓	✓		9502.0415, subpart 4	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	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, subpart 6	Toddler Activities Toddlers are cared for as required.				

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✓		✓	✓			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	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				

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✓		✓	✓			B. Experience quiet time, rest time, talk time B. Ensures preschoolers have the opportunity to experience quiet 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				

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✓		✓	✓		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	School-age activities School- age children are cared for as required.				
✓		✓	✓			Personal expression 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				
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	Basement Exit The basement is used for childcare and has at least two exits				
✓		✓	✓		9502.0425, subpart 2	Outdoor Play Space Size There is adequate outdoor play space including at least 50 square feet per child in attendance.				

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✓		✓	✓		9502.0425, subpart 2	Outdoor Play Space - Supervision On-site supervision is provided by a caregiver for children of less than 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.				
✓		✓	✓		9502.0425, subpart 4	Two Means of Escape Each room used by children has at least two means of escape.				
✓		✓	✓		9502.0425, subpart 4	Escape to Floor With Exit At least one of the means of escape from each room is a stairway or door leading to a floor that exits outside.				
✓		✓	✓		9502.0425, subpart 4	Escape to Outside At least one of the means of escape from each room is a door or window leading directly outside.				
✓	✓	✓	✓		9502.0425, subpart 4	Window Exits Windows used as exits meet the following requirements;				
✓	✓	✓	✓			Special Knowledge Windows used as exits open without special knowledge				

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✓	✓	✓	✓			Clear Opening Exit windows have a clear opening of at least 5.7 square feet (with a minimum of 20 inches wide, a minimum of 24 inches high)				
✓	✓				9502.0425, subpart 5	Occupancy Separation for Attached Garages (Fix-It Ticket) When there is an attached garage, the door between the home and the garage is self-closing.				
✓		✓	✓		9502.0425, subpart 7.A	Stove and Heater Locations Fire escape paths are free from stoves and heaters.				
✓		✓	✓		9502.0425, subpart 7.C	Combustible Items 36 Inches From Heat Combustible items are kept at least 36 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				
✓	✓				9502.0425, subpart 8	Indoor Air Temp (Fix-It Ticket) 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				

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✓		✓	✓			B. Handrail/Stair Tread Area Enclosed Properly B. The area between the handrail and the stair tread are enclosed properly				
✓	✓	✓	✓			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	Stairway Safety (Fix-It Ticket) 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:				
✓		✓	✓			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				
✓		✓	✓		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.				

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✓		✓	✓		9502.0425, subpart 16	Fire Extinguisher Near Kitchen There is a fire extinguisher with a minimum rating of 2A10BC located near the kitchen.				
✓		✓	✓		9502.0425, subpart 16	Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
✓	✓				9502.0425, subpart 16	Fire Extinguisher - Last Service (Fix-It Ticket) Fire extinguisher is serviced as required.				
✓		✓	✓		9502.0425, subpart 17	Smoke Detectors Smoke detectors are listed by the Underwriter Laboratory and are properly installed and maintained on all levels.				
✓		✓	✓		9502.0425, subpart 18	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				
✓		✓	✓			C. Extension Cords are Only Temporary C. Extension cords are only used on a temporary basis				
✓		✓	✓		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	Toxic Substances are Inaccessible Toxic substances are inaccessible.				

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✓		✓	✓			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 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 Vitamins are Inaccessible Medicines and 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	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				

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✓	✓	✓	✓		9502.0435, subpart 6	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				
✓	✓	✓	✓			Tools are Innaccessible - 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	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓				9502.0435, subpart 7	First-Aid Kit Contains Required Items (Fix-It Ticket) The first-aid kit contains all required items.				
✓	✓	✓	✓		9502.0435, subpart 7	First Aid Kit Available on Field-Trips The first-aid kit and manual are accessible				
✓	✓		✓		9502.0435, subpart 7	First Aid Kit Portable The first-aid kit is taken on field-trips				
✓	✓	✓	✓		9502.0435, subpart 8	Emergency Preparedness LH is prepared for emergencies				
✓	✓	✓	✓			A. Working Telephone in Home A. an operable telephone must be located within the residence				
✓	✓	✓	✓			B. Emergency Numbers are Posted B. emergency phone numbers must be posted by the telephone. The numbers must be those of the local fire department, police department, emergency transportation, and poison control center				
✓	✓	✓	✓			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.B	Emergency Preparedness (Fix-It Ticket) Emergency phone numbers must be posted by the telephone. The numbers must be those of the local fire department, police department, emergency transportation, and poison control center.				
✓	✓	✓	✓		9502.0435, subpart 8.E	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			Operable Flashlight - an operable battery flashlight				
✓	✓	✓	✓			Portable TV or Radio - a portable radio or TV				
✓	✓				9502.0435, subpart 8.E	Designated Severe Weather Cover Area (Fix-It Ticket) 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	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				
✓	✓	✓	✓		9502.0435, subpart 8.F	Fire and Storm Drill Log LH conducts and documents monthly fire and storm drills				
✓	✓	✓	✓		9502.0435, subpart 9	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			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 11	Bedding Each child is provided with clean and separate bedding				
✓		✓	✓	✓	9502.0435, subpart 12	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				
✓		✓	✓	✓	9502.0435, subpart 12	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓		✓	✓			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				
✓	✓				9502.0435, subpart 12.C	Pet Responsibilities (Fix-It Ticket) A provider with pets ensured that rabies shots and tags were current for all dogs and cats.				
✓	✓	✓	✓		9502.0435, subpart 13	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				
✓	✓	✓	✓			A. Cloth Diaper Covers A. Parents who have provided cloth diapers have also provided outer plastic pants for each fecally soiled diaper change				
✓	✓	✓	✓			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)				
✓	✓	✓	✓			B. Diapers Clean and Dry B. All diapers and clothing are changed when wet or soiled				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			C. Soiled Disposable Diaper Container C. A covered diaper disposal container is located in the diaper changing area				
✓	✓	✓	✓			C. Lined Disposable Diaper Container C. The disposable diaper container is lined with a disposable plastic bag				
✓	✓	✓	✓			C. Emptied Disposable Diaper Container C. The disposable diaper container is emptied when full, and at least daily				
✓	✓	✓	✓			D. Diapering Location D. Diapering occurs in a non-food preparation area				
✓	✓	✓	✓			D. Non-Absorbent Surface D. Diaper changing area is covered with a smooth, nonabsorbent surface				
✓	✓	✓	✓			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				
✓	✓	✓	✓			D. Diaper Surface Disinfection D. The non-disposable diaper-changing surface is disinfected as required after each diapering				
✓	✓	✓	✓			E. Washed Before Rediapering E. A child who is soiled or wet is washed with a disposable wipe or a freshly laundered cloth before rediapering				
✓	✓	✓	✓			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				
✓	✓				9502.0435, subpart 13.A	Diaper (Fix-It Ticket) Clean diapers are stored in a clean place that is inaccessible to children.				
✓	✓	✓	✓		245A.148	Diapering Disinfectant The established criteria are followed.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			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	Diapering Disinfectant (Fix-It Ticket) 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	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				
✓	✓	✓	✓			Before Eating a Meal or Snack - washed with soap and water before eating a meal or snack				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			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.A	Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower				
✓	✓	✓	✓		9502.0435, subpart 15.B	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 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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓			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				
✓	✓	✓	✓			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 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				

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.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓		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, subpart 3.C	Feeding Schedule 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	Labeled Food (Fix-It Ticket) 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	Proper Refrigeration (Fix-It Ticket) 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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓			✓		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.				
Systems and Records										
✓			✓		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.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 Correction Order Upon receipt of any correction order or conditional license, the license holder has posted the correction order or 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 Negative Action Upon receipt of any negative action, the license holder has posted the negative action 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										

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓			✓		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 11.a.3	Swimming Pools - Contract Update The LH renewed the written contract annually.				
✓			✓		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.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓					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.				
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 directing an alternative sleeping position for the infant.				
✓	✓	✓	✓		245A.1435, a	SUID - Physician Directive The physician 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.				
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.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓		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)	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, provide a new written notice indicating whether the policy has lapsed or whether it has been renewed				
✓			✓		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.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓				245A.152.e	Insurance - Certificate (Fix-It Ticket) 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.				
Child Passenger Restraint Systems										
✓	✓	✓	✓		245A.18, subdivision 1	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)	NEW SUMMARY Before admitting a child for care, the license holder obtained information about any known allergy from the child's parent or legal guardian.				
Background Study										
✓			✓		245C.03, subdivision 1	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓			✓			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				
✓					245C.04, subdivision 1.b	BGS - Renewal Prior to renewing the license, the license holder submitted a background study for each person who was required to be studied.				
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 Growth and Development and Behavior Guidance - Pre-service Prior to caring for children, each adult caregiver (who provides care for more than 30 days in any 12-month period), has completed at least four hours of child growth and development and behavior guidance training.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓		✓		245A.50, subdivision 2.a	Child Growth and Development and Behavior Guidance - Annual License holders and adult caregivers (who provide care for more than 30 days in any 12-month period) completed child growth and development and behavior guidance training annually.				
✓	✓	✓	✓		245A.50, subdivision 3.a	First Aid At least one staff person present has been trained in first aid, unless the sole provider is a substitute caregiver who provides less than 30 hours of care during any 12-month period.				
✓	✓	✓	✓		245A.50, subdivision 3.a	First Aid - Qualified Trainer First aid training is received from an individual approved to provide first aid instruction.				
✓	✓	✓	✓		245A.50, subdivision 3.a	First Aid - Frequency First aid training was repeated within two years.				
✓	✓	✓	✓		245A.50, subdivision 4.a	CPR At least one staff person present has been trained in cardiopulmonary resuscitation (CPR), including CPR techniques for infants and children and in the treatment of obstructed airways, unless the sole provider is a substitute caregiver who provides less than 30 hours of care during any 12-month period.				
✓	✓	✓	✓		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 CPR training was repeated within two years.				
✓	✓	✓	✓		245A.50, subdivision 4.c	CPR - Training Source The training received was either developed by the American Heart Association or the American Red Cross; or used nationally recognized, evidence-based guidelines for CPR training and incorporates psychomotor skills to support the instruction.				
✓	✓	✓	✓		245A.50, subdivision 4.c	CPR - Hands-On The training incorporated psychomotor skills to support the instruction.				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓		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 AHT training was repeated at least once every two years.				
✓	✓	✓	✓		245A.50, subdivision 5.e	SUID and AHT - Method of Training SUID and 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/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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓		245A.50, subdivision 6.b.1	Child Passenger Restraint System Training Prior to transporting a child or children under age nine 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				
✓	✓	✓	✓		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 primary caregiver have completed 16 hours of ongoing training each year.				
✓	✓				245A.50, subdivision 7	Total Annual Training (Fix-It Ticket) The license holder has completed 16 hours of ongoing training 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	Supervising for Safety - Initial Prior to caring for children, each adult caregiver (who provides care for more than 30 days in any 12-month period), has completed at least six hours of approved training on supervising for safety.				
✓	✓	✓	✓		245A.50, subdivision 9	Supervising For Safety - Ongoing The license holder and each adult caregiver (who provides care for more than 30 days in any 12-month period) has completed at least two hours of training on supervising for safety annually.				

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Children's Records										
✓			✓		9502.0405, subpart 4	Child Records - Prior to Admission The provider obtains information required by items A to C from parents 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	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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓				9502.0405, subparts 4 and 4.A	Admission and Arrangements (Fix-It Ticket) The admission and arrangement form developed by the department is on file and includes all required items.				
✓		✓	✓		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.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				

Li	Of	Ch	Pr	Ba	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Observed	Corr On-Site	Flagged	Notes
✓	✓	✓	✓		245A.1435, b	SUID - 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.				
✓	✓	✓	✓		245A.1435, c	SUID - Move to Crib 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.				
✓	✓	✓	✓		245A.1435, d	SUID - Swaddling 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.				
✓	✓	✓	✓		245A.146, subdivision 2.a	Crib Safety - Make and Model 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.				
✓	✓	✓	✓		245A.146, subdivision 2.c	Crib Safety - Federal Requirements 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.				
✓	✓	✓	✓		245A.146, subdivision 3.a	Crib Safety - Annual Check 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.				

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✓	✓	✓	✓		245A.146, subdivision 3.b	Crib Safety - Documentation 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.				
✓	✓	✓	✓		245A.146, subdivision 3.c	Crib Safety - Documentation is Available 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	Mesh Cribs 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.				
✓	✓	✓	✓		245A.146, subdivision 3.e	Monthly Checks 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.				
✓	✓	✓	✓		245A.146, subdivision 3.e.1	No Holes The mesh or fabric sides of the crib are free of tears, holes, or loose or unraveling threads.				
✓	✓	✓	✓		245A.146, subdivision 3.e.2	Mesh Size The weave of the mesh on the crib is one-fourth of an inch or less.				
✓	✓	✓	✓		245A.146, subdivision 3.e.3	Mesh is Secure The mesh fabric is secure and attached to the top rail and the floor plate of the crib.				
✓	✓	✓	✓		245A.146, subdivision 3.e.4	Top Rail The top rail of the crib is free of tears or holes.				

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✓	✓	✓	✓		245A.146, subdivision 3.e.5	Mattress The mattress floor board is hard and one inch thick or less.				
✓	✓	✓	✓		245A.146, subdivision 3.e.6	Floor Board The mattress floor board is free of rips or tears in covering.				
✓	✓	✓	✓		245A.146, subdivision 3.e.7	Manufacturer Mattress The mattress floor board is waterproof and is the original mattress or a replacement mattress provided by the manufacturer of the crib.				
✓	✓	✓	✓		245A.146, subdivision 3.e.8	Rivets, Nuts, and Bolts The crib is free of protruding or loose rivets, metal nuts, or bolts.				
✓	✓	✓	✓		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.				

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✓	✓	✓	✓		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	Gaps The crib is free of unacceptable gaps between the mattress and sides of the crib.				
✓	✓	✓	✓		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.				