

# Family Child Care 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-CO; Ch=Change of Premise Inspection; Pr=Pre-Licensing Visit; Ba=Back Office

L	i	O	f	C	h	C	h	P	r	B	a	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
<b>Definitions</b>																	
											x	9502.0315, subpart 4	Applicant The applicant is the person seeking a license to be the primary provider of day care in the residence.				
											x	9502.0315, subpart 5	Building Official The Building Official is the person appointed in accordance with Minnesota Statutes, section 326B.133, to administer the State Building Code, or the building official's authorized representative.				
											x	9502.0315, subpart 7	Child A child is a person ten years of age or younger.				
											x	9502.0315, subpart 8	Commissioner The Commissioner is the Minnesota commissioner of the Department of Human Services or the commissioner's authorized representative.				
											x	9502.0315, subpart 9	Day Care Day care is the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.				
											x	9502.0315, subpart 6	Caregiver A caregiver is the provider, substitute, helper, or another adult giving care in the residence.				
											x	9502.0315, subpart 10	Department Department is the Minnesota Department of Human Services.				
											x	9502.0315, subpart 11	Family Day Care Family day care is caring for no more than ten children at one time of which no more than six are under school-age. The licensed capacity must include all children of any caregiver when the children are present in the residence.				
											x	9502.0315, subpart 12	Fire Marshal The Fire Marshal is the person designated by Minnesota Statutes, section 299F.011 to administer and enforce the				

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							Minnesota Uniform Fire Code, or the fire marshal's authorized representative.				
					x	9502.0315, subpart 13	Group Family Day Care Group family day care is caring for no more than 14 children at any one time. The total number of children includes all children of any caregiver when the children are present in the residence.				
					x	9502.0315, subpart 14	Helper A helper is used to assist the provider with the care of children.				
					x	9502.0315, subpart 15	Agent of a Board of Health The Agent of a board of health is authorized under Minnesota Statutes, section 145A.04, and means the designated representative of the state or board of health authorized to enforce state and local health codes.				
					x	9502.0315, subpart 16	Infant Infant means a child who is at least six weeks of age but less than 12 months of age				
					x	9502.0315, subpart 17	License The license is a certificate issued by the commissioner authorizing the provider to give specified services for a specified period of time in accordance with the terms in parts 9502.0315 to 9502.0445; Minnesota Statutes, Chapter 245A; and the rules of the department.				
					x	9502.0315, subpart 18	Licensed Capacity The licensed capacity includes the total number of children ten years of age or younger permitted at any one time in the residence. The licensed capacity includes all children of any caregiver when the children are present in the residence.				
					x	9502.0315, subpart 19	Medicine Medicine means a prescription or nonprescription substance taken internally or applied externally to prevent or cure disease, heal, or relieve pain.				
					x	9502.0315, subpart 19.a	Mental Illness Mental illness means the inability to interpret reality realistically and the impaired functioning in primary aspects of daily living, such as personal relations, living arrangements, work, and recreation.				
					x	9502.0315, subpart 19.b	Minnesota State Fire Code Minnesota State Fire Code means those codes and regulations				


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							adopted by the state fire marshal in accordance with Minnesota Statutes, section 299F.011 and contained in chapter 7510				
					x	9502.0315, subpart 20	Newborn Newborn means a child between birth and six weeks of age.				
					x	9502.0315, subpart 21	Parent Parent means a person who has the legal responsibility for a child such as the child's mother, father, or legally appointed guardian.				
					x	9502.0315, subpart 22	Preschooler Preschooler has the meaning given in Minnesota Statutes, section 245A.02, subdivision 19, paragraph (e).				
					x	9502.0315, subpart 24	Provider Provider means the license holder and primary caregiver.				
					x	9502.0315, subpart 25	Related Related has the meaning given in Minnesota Statutes, section 245A.02, subdivision 13.				
					x	9502.0315, subpart 26	Regularly or Regular Basis Regularly or regular basis means a cumulative total of more than 30 days within a 12-month period.				
					x	9502.0315, subpart 27	Residence Residence means the dwelling unit, as defined by section 405 of the State Building Code, in which day care is provided and which is occupied as a home.				
					x	9502.0315, subpart 28	School-age School-age has the meaning given in Minnesota Statutes, section 245A.02, subdivision 19, paragraph (f).				
					x	9502.0315, subpart 28.a	State Building Code State building code means those codes and regulations adopted by the commissioner of administration in accordance with Minnesota Statutes, section 326B.101 and contained in chapter 1300.				
					x	9502.0315, subpart 29	Substitute A substitute is an adult at least 18 years of age who assumes the responsibility of the provider as specified in part 9502.0365, subpart 5.				
					x	9502.0315, subpart 29.a	Supervision Supervision means a caregiver being within sight or hearing of				

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							an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening to protect the health and safety of the child. For a school-age child, it means a caregiver being available for assistance and care so that the child's health and safety is protected.				
					x	9502.0315, subpart 30	Toddler Toddler has the meaning given in Minnesota Statutes, section 245A.02, subdivision 19, paragraph (d).				
					x	9502.0315, subpart 31	Variance A variance is written permission by the commissioner for a provider or applicant to depart from the provisions of parts 9502.0315 to 9502.0445.				
					x	9502.0315, subpart 2	Adult Adult caregivers are at least 18 years of age				
					x	245A.02, subdivision 2c	Annual For the purposes of section 245A.50, subdivisions 1 to 9, "annual" or "annually" means the 12-month period beginning on the license effective date or the annual anniversary of the effective date and ending on the day prior to the annual anniversary of the license effective date.				
					x	245A.50, Subdivision 1a.1	Second adult caregiver Second adult caregiver means an adult who cares for children in the licensed program along with the license holder for a cumulative total of more than 500 hours annually.				
					x	245A.50, subdivision 1a.2	Helper Helper means a minor, ages 13 to 17, who assists in caring for children				
					x	245A.05, subdivision 1a.3	Substitute/ Adult Caregiver Substitute means an adult who assumes responsibility for a license holder for a cumulative total of not more than 500 hours annually. An adult who cares for children in the licensed program along with the license holder for a cumulative total of not more than 500 hours annually has the same training requirements as a substitute.				
<b>Licensing Process</b>											
		x	x	x	x	9502.0335, subpart 1.A	Application The applicant submitted an application on the department form in the county where the applicant resides.				

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		x	x	x	x	9502.0335, subpart 2	Licensing Study The applicant gives the agency access to the residence for a licensing study.				
		x	x		x	9502.0335, subpart 2.A	Hazardous condition The applicant obtains an inspection from a fire marshal, building official, or agent of a board of health to verify the absence of hazard and report to agency.				
		x	x		x	9502.0335, subpart 2.B	Correction of Hazardous Condition The applicant corrected any condition that was cited as hazardous by a fire marshal, building official, or authorized agent.				
		x	x	x	x	9502.0335, subpart 2.C	<input checked="" type="checkbox"/> Fire Code Inspection A home with one or more of the following conditions requires an inspection by a fire marshal;				
		x	x	x	x		Solid Fuel - the home has a freestanding solid fuel heating appliance				
		x	x	x	x		Manufactured Home - the home is a manufactured (mobile) home				
		x	x	x	x		Licensed Capacity - the applicant is seeking a licensed capacity of more than ten				
		x	x	x	x		Basement Use - the applicant wishes to use the basement to provide care				
		x	x	x	x		Multiple Occupancy Building - the residence is in a building with two or more residential dwelling units such as a duplex, apartment building, or townhome				
		x	x	x	x		Mixed Occupancy Building - the residential structure contains nonresidential occupancies				
					x	9502.0335, subpart 2.D	<input checked="" type="checkbox"/> Professional Health Evaluation The commissioner or agency may require, prior to licensure, or anytime during the licensed term of day care, a physical, mental illness, or chemical dependency or abuse evaluation of any caregiver or person living in the residence or present during the hours children are in care if the agency has reasonable cause to believe that any of the disqualification factors in subpart 6, item A, exist, or that the				

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							<input type="checkbox"/> provider is not physically able to care for the children.				
					x		Use or Abuse of Drugs/Alcohol/Substances Has or May Have a Negative Effect - an applicant or provider abuses prescription drugs or uses controlled substances or alcohol that has or may have a negative effect on the ability of the provider to give care				
					x		Use or Abuse of Drugs/Alcohol/Substances During Child Care Hours - the applicant's or provider's abuse of prescription drugs or use of controlled substances or alcohol is apparent during the hours children are in care				
					x		Verified Abstinence - all caregivers who have abused prescription drugs or have been dependent on controlled substances or alcohol, such that the use, abuse, or dependency has had a negative effect on the ability to give care, was apparent during the hours children are in care. All caregivers who have abused prescription drugs or have been dependent on controlled substances or alcohol, such that the use, abuse, or dependency has had a negative effect on the ability to give care, was apparent during the hours children are in care, or required treatment or therapy, must have 12 months of verified abstinence before licensure				
					x	9502.0335, subpart 6.C	Disqualification Factors - Failure to Consent An individual subject to a background study refuses to give written consent for the disclosure of criminal history records.				
					x	9502.0335, subpart 6.D	Disqualification Factors - DQ An applicant or provider has a DQ under MS 245C.15, that has not been granted a variance or set-aside.				
				x	x	9502.0335, subpart 6.E	Disqualification Factors - Child in Foster Care An applicant or provider has had a child placed in foster care within the past 12 months and the agency determined that the reasons for placement reflect on the ability of the provider to give care.				
				x	x	9502.0335, subpart 6.F	Disqualification Factors - Child in Residential Treatment An applicant or provider has had a child placed in residential treatment within the past 12 months for emotional disturbance or antisocial behavior and the agency determined that the reasons for the placement reflect on the ability of the provider to give care.				

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					x	9502.0335, subpart 4	Nontransferable The license is not transferred to another provider				
x	x				x	9502.0335, subpart 10	Posting License The provider has posted the license in the residence in a prominent place.				
x	x					9502.0335, subpart 10	[FxT] Posting License The provider has posted the license in the residence in a prominent place.				
					x	9502.0335, subpart 11	Submitting a BGS When a license holder requests a change in terms, the LH initiates all BGS as required.				
					x	9502.0335, subpart 12	Number of Licenses A provider has only been issued one license to operate one day care residence.				
					x	9502.0335, subpart 15	Return of License The provider returned the license to the commissioner when s/he stopped giving care, or when the license was revoked, suspended, or not renewed.				
					x	9502.0335, subpart 15	Stop Advertising The provider stopped all advertising when s/he stopped giving care, or when the license was revoked, suspended, or not renewed.				
					x	9502.0335, subpart 15	Stopped Providing Care After a license is revoked or suspended, the provider refrains from providing care to children other than children who are related as defined in MS 245A.02, subdivision 13.				
					x	245A.06, subdivision 3	Failure to Comply The license holder has corrected the violations specified in the correction order or conditional license.				
<b>Agency Records</b>											
					x	9502.0345, subpart 2	Data Privacy The provider has maintained the privacy of records on children by refraining from disclosing any records on children in care to any persons other than the parent of the child, the agency, the department, and medical or public safety persons if information is necessary to protect the health and safety of the child.				
<b>Licensed Capacity, Ratios, and Age Distributions</b>											
						9502.0365,	Capacity Limits				

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						subpart 1	Family day care and group family day care providers comply with part 9502.0367, which limits the total number of children and the number of preschoolers, toddlers, and infants who may be in care at any one time, and provides for the number of adults who are required to be present.				
x	x					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.				
x	x					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.				
					x	9502.0365, subpart 2	Specialized Infant and Toddler Care In specialized infant and toddler group family day care programs, the caregivers are all adults.				
					x	9502.0365, subpart 3	Newborn care When a newborn is in care and only one adult caregiver is present, the newborn is the only child under 12 months of age.				
					x	9502.0365, subpart 3	Newborn Care-Other Children When a newborn is in care and only one adult caregiver is present, the provider is not caring for more than two other children at the same time.				
					x	9502.0365, subpart 4	Helpers The use of a helper instead of a second adult caregiver is limited to times when there is no more than one infant or toddler present.				
					x	9502.0365, subpart 5	Supervision - Primary Caregiver The licensed provider is the primary provider of care in the residence.				
x	x					9502.0365, subpart 5	Supervision by a Caregiver Children in care are supervised by a caregiver.				
x	x					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.				
x	x					9502.0367, A	 Licensed Capacity - Family (A)				




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							<input type="checkbox"/> A family day care provider cares for no more than 10 children at a time.				
x	x						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				
x	x						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				
x	x						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				
x	x					9502.0367, B.1	<input type="checkbox"/> 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.				
x	x						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				
x	x						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				
x	x					9502.0367, B.2	<input type="checkbox"/> 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.				
x	x						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				
x	x						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				
x	x					9502.0367, C.1	<input type="checkbox"/> Licensed Capacity - Group Family Day Care (C1) A group family day care provider (C1) cares for no more than 10 children at a time.				

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x	x						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				
x	x						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				
x	x						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				
x	x					9502.0367, C.2	<input checked="" type="checkbox"/> Licensed Capacity - Group Family Day Care (C2) A group family day care provider (C2) cares for no more than 12 children at a time.				
x	x						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				
x	x						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				
x	x						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				
x	x					9502.0367, C.3	<input checked="" type="checkbox"/> Licensed Capacity - Group Family Day Care (C3) A group family day care provider (C3) cares for no more than 14 children at a time.				
x	x						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				
x	x						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				
x	x						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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x	x						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				
x	x						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				
x	x					9502.0367, D	<input checked="" type="checkbox"/> 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				
x	x						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				
x	x						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				
x	x						second ADULT caregiver used - a second adult caregiver assists in the provision of care				
<b>Reporting to Agency</b>											
					x	9502.0375, subpart 1	Abuse, Neglect Reporting All caregivers reported any suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required.				
					x	9502.0375, subpart 1	Abuse, Neglect Resulting in Death reporting A caregiver, who has reasonable cause to believe a child has died as a result of physical or sexual abuse or neglect has reported this information to the county medical examiner or coroner.				
x	x				x	9502.0375, subpart 2	<input checked="" type="checkbox"/> Other Reporting Communicated events and changes to the agency as required.				
x	x				x		Within 30 days, changes in HH membership reported to agency				

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							Within 30 days, the provider notified the agency of any change in the regular membership of the HH within the day care residence				
x	x				x		Within 30 days, notified agency of new employee who will be regularly provide care Within 30 days, the provider notified the agency of the addition of an employee who will regularly be providing care				
x	x				x		Immediately notified agency of suspected abuse/neglect The provider immediately notified the agency of any suspected physical or sexual abuse or neglect				
x	x				x		Within 48 hours notified agency of request for service from fire dept Within 48 hours, after the occurrence of a fire that requires the service of a fire department, the provider notified the agency				
x	x				x		Immediately notified agency of serious injury/death of child in care The provider immediately notified the agency after the occurrence of any serious injury or death of a child				
x	x					9502.0375, subpart 2	[FxF] Other Reporting Within 30 days, the provider notified the agency that a household member has moved out.				
<b>Behavior Guidance</b>											
x					x	9502.0395, subpart 1	Behavior Guidance - Methods Guidance provided by caregivers helps each child acquire a positive self-concept, self-control, and teaches acceptable behavior.				
x					x	9502.0395, subpart 1.A	Behavior Guidance - Parental Input The provider discusses methods of behavior guidance with parents at the time of admission and considers the parents' input when providing behavior guidance to each child.				
x					x	9502.0395, subpart 1.B	Behavior Guidance - Style Behavior guidance provided by caregivers is constructive, positive, and suited to the age of the child and includes methods of intervention, guidance, and redirection.				
x					x	9502.0395, subpart 2	<input checked="" type="checkbox"/> Behavior Guidance - Standards All caregivers followed the standards when guiding the behavior of children.				

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x					x		A. Children are free of corporal punishment/emotional abuse A. All children are free of corporal punishment and emotional abuse				
x					x		B. food, light, warmth, clothing, and medical care provided to each child B. Food, light, warmth, clothing, and medical care are provided to each child				
x					x		C. Discipline and punishment by caregivers not other children C. Discipline and punishment of children in care is administered by caregivers				
x					x		D. Separating a child only when age appropriate and circumstances warrant D. Separation of a child from a group to guide behavior is appropriate to the age of the child and the circumstances requiring the separation				
x					x		E. Infants not separated to discipline E. The use of separation from the group is restricted to children who are toddler aged or older				
x					x		F. Separation of a child is less than 10 minutes F. Separation of a child from the group is limited to a duration of ten minutes or less				
x					x		G. When separated, children are in a well-lit/hazard free/well-ventilated space visible to caregiver G. When a child is separated from the group, the child is placed in an area or separate room that is well-lighted, free from hazards, ventilated, and open to the view of caregivers				
x					x		H. Children who are separated are not placed in locked rooms H. When a child is separated from the group by placing a child into a separate room or space, the room or space remains unlocked				
x					x	9502.0395, subpart 3	Toilet training is planned between the provider and parent If toilet training is undertaken, the provider and parent shall cooperatively develop a plan for the timing and method of training				
x					x	9502.0395, subpart 3	 Toilet training Toilet training procedures				

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x					x		A. Children are free of punishment for toileting accidents A. Children are free of punishment for toileting accidents				
x					x		B. Children are offered chance to toilet B. Children are offered the opportunity to toilet				
<b>Admissions, Provider Records, Reporting</b>											
					x	9502.0405, subpart 1	Admissions - Cooperating With Parents At admission, the provider and parents discuss child rearing, sleeping, feeding, and behavior guidance practices essential for the care of the child.				
x	x			x	x	9502.0405, subpart 3	Provider policies are in writing Written policies available for discussion				
x	x					9502.0405, subpart 3	[FXT] Provider policies are in writing Written policies available for discussion.				
x				x	x	9502.0405, subpart 3	<input checked="" type="checkbox"/> Policies are available for discussion The policies include the following:				
x				x	x		A. Policies identify the ages/numbers of children in care A. the ages and numbers of children in care in the residence				
x				x	x		B. Policies identify the hours/days of operation B. the hours and days of operation				
x				x	x		C. Policies identify what meals/snacks will be served C. meals and snacks to be served				
x				x	x		D. Policies explain requirement to label food brought from home D. labeling requirements for food brought from the child's home				
x				x	x		E. Policies describe sleep/rest arrangements E. sleeping and rest arrangements				
x				x	x		F. Policies explain nondiscrimination practices F. nondiscrimination practices to comply with subpart 6				
x				x	x		G. Care of ill children, notify of disease, immunizations, med admin G. policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies				

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x				x	x		H. Plans for emergencies, fires, and storms including logs of drills H. emergency, fire, and storm plans and the monthly fire drill log				
x				x	x		I. Seat belt/transport plans including permission I. seat belt and transportation plans and field trip and transportation permission requirements				
x				x	x		J. Fees J. fees				
x				x	x		K. Termination and notice procedures K. termination and notice procedures				
x				x	x		L. Plans for helper/sub for emergencies, etc L. plans for a helper and substitute for emergencies, vacations, or holidays				
x				x	x		M. Pets M. the presence of pets in the residence				
x				x	x		N. Copy of rule N. a complete copy of the family child care rule				
x				x	x		O. Insurance O. insurance coverage				
x				x	x		P. Smoking P. whether or not smoking is permitted in the residence during the hours children are in care				
					x	9502.0405, subpart 5	Written instructions for children with special needs followed When serving a child with a disability, who has special needs, the provider has obtained written instructions regarding special therapy, program, or behavior guidance from the child's parents. (The instructions may have been written by the parents, a physician, or a therapist.)				
					x	9502.0405, subpart 6	Caregivers have not discriminated All caregivers have abstained from discriminating in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.				
<b>Activities and Equipment</b>											
x	x	x	x	x		9502.0415, subpart 1	<input type="checkbox"/> General Activities General activities provide for the physical, intellectual, emotional, and social development of the child. These activities must:				

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x	x	x	x	x			A. Weather permitting, activities are scheduled indoors/outdoors A. Be scheduled indoors and outdoors, weather permitting				
x	x	x	x	x			B. Developmentally Appropriate B. Be appropriate to the developmental stage and age of the child				
x	x	x	x	x			C. Active and Quiet C. Include active and quiet activity				
x	x	x	x	x			D. Provider-directed and child-initiated D. Include provider-directed and child-initiated activity				
x	x	x	x	x		9502.0415, subpart 3	<input checked="" type="checkbox"/> Equipment Equipment is new, used, commercial, or homemade and is age appropriate for the children and activities. The equipment is:				
x	x	x	x	x			Age Appropriate - appropriate for the ages of the children				
x	x	x	x	x			Activity Appropriate - appropriate for the activity				
x	x	x	x	x			Safe and Good Repair - safe and in good repair				
x	x					9502.0415, subpart 4	<input checked="" type="checkbox"/> Newborn and Infant Activities Newborns and infants are cared for as required.				
x	x						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				
x	x						B. Responsive to infant/newborn communication B. The provider responds to the infant's or newborn's attempts to communicate				
x	x						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				
x	x						D. Stimulate the Senses				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							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				
x	x						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				
x				x		9502.0415, subpart 5	<input checked="" type="checkbox"/> Newborn and Infant Equipment The provider has the following pieces of equipment for each infant/newborn child in care:				
x				x			A. Infant seat or high chair for each infant/newborn A. An infant seat or high chair				
x				x			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				
x	x					9502.0415, subpart 6	<input checked="" type="checkbox"/> Toddler Activities Toddlers are cared for as required.				
x	x						A. Freedom of Movement A. The provider allows freedom of movement and freedom to explore outside the crib or playpen				
x	x						B. Language development is encouraged B. Language development is encouraged by speaking to, listening to, and interacting with each toddler				
x	x						C. Large Muscle Activities C. The provider offers large-muscle activities to toddlers				
x	x						C. Small Muscle Activities C. The provider offers activities which develop the toddler's small muscles and manipulative skills				
x	x						D. Picture books shown/story books read to toddlers D. The provider looks at picture books or reads stories to the toddlers				
x	x						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				
x				x		9502.0415,	Toddler Equipment				


L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
						subpart 7	The provider has a mat, crib, cot, bed, sofa, or sleeping bag for each toddler child in care.				
x	x					9502.0415, subpart 8	<input type="checkbox"/> Preschooler Activities Preschoolers are cared for as required.				
x	x						A. Encourage Conversation A. Encourages conversations between the preschooler and other children and adults				
x	x						B. Time to play near and with other children B. Ensures preschoolers have an opportunity to play near and with other children				
x	x						B. Space to play alone and in groups B. Ensures preschoolers have time and space to play alone and in groups				
x	x						B. Experience quiet time, rest time, talk time B. Ensures preschoolers have the opportunity to experience quiet time, rest time, and time to talk				
x	x						B. Allow for unplanned time and individual play time B. Ensures preschoolers have unplanned time and individual play time				
x	x						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				
x	x						D. Assists with toileting D. Offers assistance in toileting				
x	x						D. Time to build self-help skills D. Allows time to carry out self-help skills				
x	x						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				
x	x						E. Decision making E. Ensures preschoolers have the opportunity to make decisions about daily activities and to take credit for the consequences of decisions				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x						F. Large muscle activities F. Ensures preschoolers have time and areas for age appropriate large muscle play				
x	x						G. Small muscle activities G. Offers learning, small muscle, manipulative, creative or sensory activities				
x	x						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				
x		x	x	x		9502.0415, subpart 9	Preschooler equipment The provider has a mat, bed, cot, sofa, or sleeping bag for each preschooler in care				
x	x					9502.0415, subpart 10	<input checked="" type="checkbox"/> School-age activities School- age children are cared for as required.				
x	x						Personal expression Offers opportunities for individual discussion about the happenings of the day and planning for activities				
x	x						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				
x	x						Space for individual rest/quiet time Offers space and opportunity for individual rest and quiet time				
x	x						Freedom and responsibilities Allows increased freedom as the child demonstrates increased responsibility				
x	x						Experiences with peers Offers opportunities for group experiences with other children				
x	x						Skill-building Offers opportunities to develop or expand self-help skills or real-life experiences				
x	x						Learning and art Offers opportunities for creative and dramatic activity, arts and crafts, or field trips				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
					x	9502.0415, subpart 12	Written permission for school-agers to participate in activities away from the residence The provider obtains written permission from the parent to allow a school-age child in care to participate in activities away from the residence.				
x	x	x	x	x		9502.0415, subpart 3	Amt of Equipment The quantity of equipment is adequate based on the number and ages of children in care.				
<b>Physical Environment</b>											
x		x	x			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.				
		x	x	x		9502.0425, subpart 1.B	Basement Use The basement was inspected by a Fire Marshal prior to use				
x	x	x	x	x		9502.0425, subpart 1.B	Basement Is Safe The basement is free of hazard				
x	x					9502.0425, subpart 1.B	[FxF] Basement is safe The basement is free of hazard				
x		x	x	x		9502.0425, subpart 1.B	Basement Exit The basement is used for childcare and has at least two exits				
x		x	x	x		9502.0425, subpart 2	Outdoor Play Space Size There is adequate outdoor play space including at least 50 square feet per child in attendance.				
		x	x	x		9502.0425, subpart 2	Outdoor Play Space Proximity The outdoor play space is adjacent to the residence for regular use or is a park, playground, or play space that is within 1500 feet of the residence.				
x						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.				
x	x	x	x	x		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.				
x	x	x	x	x		9502.0425, subpart 2	Outdoor Play Space is Safe Outdoor play space is free of litter, rubbish, toxic materials,				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							water hazards, machinery, unlocked vehicles, human or animal wastes, and sewage contaminants.				
x	x	x	x	x		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.				
x		x	x	x		9502.0425, subpart 3	Wading Pools Wading pools are kept clean.				
x						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.				
x	x	x	x	x		245A.52, subdivision 1(a) (1)	Means of escape At least one emergency escape route from the main exit from the space is available in each room used for sleeping a child in care.				
x	x	x	x	x		245A.52, subdivision 1(a)(2)	Basement exit At least one emergency escape route from the main exit from the space must be available in a basement used for care.				
x	x	x	x	x		245A.52, subdivision 1(a)(2)	Escape to floor with exits At least one of the means of escape from each room is a stairway or door leading to a floor that exits outside.				
x	x	x	x	x		245A.52, subdivision 1(a)(2)	Escape to outside At least one means of escape from each room is a door or window leading directly outside.				
x	x	x	x	x		245A.52, subdivision 1(a)(2)	Special knowledge Windows used as exits open without special knowledge.				
x	x	x	x	x		245A.52, subdivision 1(b)	<input checked="" type="checkbox"/> Window Exit/Constr. Before May 2, 2016 Windows used as exits meet the following requirements				
							Clear opening - exit windows have a clear opening of at least 4.5 square feet or 648 square inches (with a minimum 20 inches wide, a minimum 20 inches high)				
							Distance from the floor - exit windows are within 48 inches of the floor				
							<input checked="" type="checkbox"/>				


L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x		245A.52, subdivision 1(c)	<input checked="" type="checkbox"/> Window Exit/Contr. On or After May 2, 2016 Windows used as exits meet the following requirements				
x	x	x	x	x			Clear Opening - exit windows have a clear minimum opening of 20 inches wide and a minimum 24 inches high				
x	x	x	x	x			Distance from the floor - exit windows are within 44 inches of the floor				
x	x	x	x	x		245A.52, subdivision 1(d)	Exterior ground level escape window Escape windows within 44 inches above or below ground level have a minimum opening of 5 square feet.				
x	x	x	x	x		245A.52, subdivision 1(d)	Exterior non-grade level escape window Non-grade level emergency escape windows must have a minimum opening of 5.7 square feet.				
x	x	x	x	x		9502.0425, subpart 5;245A.52 subdivision 2	Occupancy Separation -Door Material When there is an attached garage, the door to the residence has a fire protection rating of 20 minutes or greater or is made of solid wood or insulated steel and is at least 1 3/8 inches thick.				
		x	x	x		9502.0425, subpart 5	Occupancy Separation - Door Material The door is a tight fitting solid wood bonded core door at least 1 3/8 inch thick, or a door with a fire protection rating of 20 minutes or greater.				
		x	x	x		9502.0425, subpart 5	Occupancy Separation - Wall Material There is a separation wall consisting of 5/8 inch thick gypsum wallboard or its equivalent on the garage side between the residence and the garage.				
		x	x	x		9502.0425, subpart 6	Vertical Separation - Door Material In a group family day care home that is licensed for more than ten children, a 1 3/4 inch solid wood core door or a door and frame with at least a 20-minute fire protection rating, is provided whenever more than two floors of the residence are connected.				
		x	x	x		9502.0425, subpart 6	Vertical Separation - Multiple Floors In a group family day care home that is licensed for more than ten children and that has more than two floors of the residence that are connected, the doors separating the floors are equipped with self-closing devices.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x		x	x	x		9502.0425, subpart 7.A	Stove and Heater Locations Fire escape paths are free from stoves and heaters.				
		x	x	x		9502.0425, subpart 7.B	Venting Systems Gas, coal, wood, kerosene, or oil heaters are vented to the outside in accordance with the state building code.				
x	x	x	x	x		245A.52, subdivision 3	Combustible items 18 inches from heat Items that can be ignited and support combustion are kept at least 18 inches from the furnace or other heating sources.				
x		x	x	x		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.				
x		x	x	x		9502.0425, subpart 7.E	Separate Utility Areas The furnace, water heater and workshop are inaccessible to children.				
x		x	x	x		9502.0425, subpart 7.E	Furnace Ventilation There is allowance for air circulation to the furnace				
		x	x	x		9502.0425, subpart 7.F	Proper Ventilation of Heat/Gas Sources Ventilation of usable space must meet the requirements of State Building Code				
x		x	x	x		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.				
x	x	x	x	x		9502.0425, subpart 8	Indoor Air Temp Indoor air temperature is a minimum of 62 degrees Fahrenheit				
x	x					9502.0425, subpart 8	[FxF] Indoor Air Temp Indoor air temperature is a minimum of 62 degrees Fahrenheit.				
x	x	x	x	x		9502.0425, subpart 10	 Stairway Safety Stairway safety				
x	x	x	x	x			A. Three or More Steps - Handrails A. All stairways, both indoors and outdoors, with three or more steps are equipped with handrails				
x	x	x	x	x			B. Handrail/Stair Tread Area Enclosed Properly B. The area between the handrail and the stair tread are enclosed properly				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x			B. Back of the Stair Riser Enclosed B. The back of the stair riser is enclosed				
x	x	x	x	x			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				
x	x	x	x	x			D. Stairs Are Well Lit and Safe D. Stairways are well-lit, in good repair, and free of clutter and obstruction				
x	x					9502.0425, subpart 10	[Fxt] Stairway Safety Stairways are free of clutter and obstruction.				
x		x	x	x		9502.0425, subpart 11	<input checked="" type="checkbox"/> Deck Safety Deck Safety				
x		x	x	x			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				
x		x	x	x			Free of Splinters - wooden decks are free of splinters				
x		x	x	x			Wooden Deck Treatment - wooden decks are coated with wood preservative, paint, or constructed with treated wood				
x		x	x	x		9502.0425, subpart 12	<input checked="" type="checkbox"/> Door Lock and Latch Safety Door locks and latches meet the following guidelines:				
x		x	x	x			A. Closet Doors - Open From Inside A. Children can open a closet door from the inside of the closet				
x		x	x	x			B. Bathroom Door Unlocks from Outside B. The bathroom door can be unlocked from the outside				
x		x	x	x			B. Bathroom Doors Locks - Accessible Key B. The opening device is readily accessible to all caregivers				
x		x	x	x			C. Free of Double Cylinder Locks C. Double cylinder (key required both side) locks in exit doors are prohibited				
		x	x	x		9502.0425, subpart 13	Sewage Disposal The toilet facilities and sewage disposal systems conform to				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							the State Building Code or local septic system ordinances.				
x		x	x	x		9502.0425, subpart 13	Operable Toilets Toilets flush thoroughly.				
x		x	x	x		9502.0425, subpart 14	Remodeling/Construction Areas Children do not have access to dangerous remodeling and/or construction areas.				
		x	x	x		9502.0425, subpart 15	Interior Walls and Ceilings Interior walls and ceilings within the residence, as well as corridors, stairways, and lobbies have a flame spread rating of 200 or less.				
x		x	x	x		245A.52, subdivision 4	Fire Extinguisher Near Kitchen There is a fire extinguisher with a minimum rating of 2A10BC located near the kitchen.				
		x	x	x		245A.52, subdivision 4	Know How to Use Fire Extinguisher All caregivers know how to use the Fire Extinguisher				
x	x	x	x	x		245A.52, subdivision 4	Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
x	x					245A.52, subdivision 4	[FxT] Fire Extinguisher - Last Service Fire extinguisher is serviced as required.				
x	x	x	x	x		245A.52, subdivision 5 (a)	Carbon monoxide alarm An approved and operational carbon monoxide alarm is within 10 feet of each room used for sleeping a child in care.				
x	x	x	x	x		245A.52, subdivision 5(b)	Smoke alarms Smoke alarms are listed by the Underwriter Laboratory and are properly installed and maintained on all levels including basements and in hallways outside rooms used for sleeping a child in care.				
x	x	x	x	x		245A.52, subdivision 5(c)	Smoke alarms/Constr. on or after May 2, 2016 Smoke alarms are properly installed and maintained in each room used for sleeping children.				
x	x	x	x	x		9502.0425, subpart 18	<input checked="" type="checkbox"/> Electrical Services The following electrical guidelines are met:				
x	x	x	x	x			A. Outlets are Shielded A. All electrical receptacles accessible to children under first grade are tamper-proof or shielded when not in use				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x			B. Electrical Appliances are Properly Installed B. All major electrical appliances are properly installed, grounded in accordance with the state electric code, and in good working order				
x	x	x	x	x			C. Extension Cords are Only Temporary C. Extension cords are only used on a temporary basis				
x	x	x	x	x			D. Electrical Wiring is in Good Repair D. Electrical wiring is sized to provide for the load and is in good repair				
x	x					9502.0425, subpart 18	[FXT] Electrical Services All electrical receptacles accessible to children under first grade are tamper-proof or shielded when not in use.				
x		x	x	x		9502.0425, subpart 19	Smoking The family child care home is free of smoking during hours of operation.				
<b>Sanitation and Health</b>											
x	x	x	x	x		9502.0435, subpart 1	No Dirt Rubbish or Peeling Paint The residence is free from accumulations of dirt, rubbish, or peeling paint.				
		x	x	x	x	9502.0435, subpart 2	Pest Control Effective measures have been taken to protect the home against vermin and insects.				
x		x	x	x		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.				
x		x	x	x		9502.0435, subpart 3	Indoor Garbage or Rubbish Containers Indoor and outdoor garbage and rubbish containers are made inaccessible to infants and toddlers.				
x	x	x	x	x		9502.0435, subpart 4	 Toxic Substances are Inaccessible Toxic substances are inaccessible.				
x	x	x	x	x			Toxic Substances are Inaccessible Other toxic substances are inaccessible to children				
x	x	x	x	x			Toys are Free of Lead Equipment or toys which are mouthed or may be chewed must be free of lead-based paint				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x			Chemicals/Detergents are Inaccessible All chemicals and detergents are inaccessible to children in care				
x	x	x	x	x			Poisonous Plants are Inaccessible Poisonous plants are inaccessible to children in care				
x	x	x	x	x			Alcoholic Beverages are Inaccessible Alcoholic beverages are inaccessible to children in care				
x	x	x	x	x			Toxic Substances Not Stored by Food All toxic substances are stored away from food products				
x	x	x	x	x			Medicines and/or Vitamins are Inaccessible Medicines and/or Vitamins are inaccessible to children in care				
x	x	x	x	x			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				
x	x	x	x	x		9502.0435, subpart 5	<input type="checkbox"/> Firearms All firearms were:				
x	x	x	x	x			Unloaded - unloaded				
x	x	x	x	x			Inaccessible to Children - inaccessible to children				
x	x	x	x	x			Firearms are Stored Separately from Ammunition - stored separately from ammunition				
x	x	x	x	x			Stored in Locked Area - stored in a locked area				
x	x	x	x	x		9502.0435, subpart 5	Ammunition storage Ammunition was stored in a locked area				
x	x	x	x	x		9502.0435, subpart 6	<input type="checkbox"/> 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:				
x	x	x	x	x			Sharp Knives are Inaccessible - sharp knives				

L i	O f	C h	C h	P r	B a	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On- Site	Flagged	Notes
x	x	x	x	x			Matches and Lighters are Innaccessible - matches and lighters				
x	x	x	x	x			Plastic Bags/Wrap are Innaccessible - plastic bags/wraps				
x	x	x	x	x			Scissors are Innaccessible - scissors				
							Other potential hazards - other potential hazards				
x	x	x	x	x			Tools are Innaccessible - tools				
x	x	x	x	x		9502.0435, subpart 6	Use of Hazardous Activity Materials The use of potentially hazardous materials and tools is supervised.				
x	x	x	x	x		9502.0435, subpart 7	First Aid Kit The provider has a first aid kit				
x	x	x	x	x		9502.0435, subpart 7	<input checked="" type="checkbox"/> First-Aid Kit Contains Required Items The first-aid kit contains all required items.				
x	x	x	x	x			Bandages (first-aid) - bandages				
x	x	x	x	x			Sterile Compresses (first-aid) - sterile compresses				
x	x	x	x	x			Scissors (first-aid) - scissors				
x	x	x	x	x			Ice Pack/Cold Pack (first-aid) - ice pack and/or cold pack				
x	x	x	x	x			Thermometer (first-aid) - oral or surface thermometer				
x	x	x	x	x			Mild Liquid Soap (first-aid) - mild liquid soap				
x	x	x	x	x			Tape (first-aid) - tape				
x	x	x	x	x			Manual (first-aid) - first-aid manual				
							<input checked="" type="checkbox"/>				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x					9502.0435, subpart 7	<input checked="" type="checkbox"/> [FXT] 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				
x	x	x	x	x		9502.0435, subpart 7	First Aid Kit accessible The first-aid kit and manual are accessible				
x	x					9502.0435, subpart 7	First Aid Kit Taken on Field-Trips The first-aid kit is taken on field-trips				
x	x	x	x	x		9502.0435, subpart 8	<input checked="" type="checkbox"/> Emergency Preparedness License holder is prepared for emergencies				
x	x	x	x	x			A. Working Telephone in Home A. an operable telephone must be located within the residence				
x	x	x	x	x			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				
x	x	x	x	x			D. Arrangements for Sub During Emergencies D. prior arrangements must be made for a substitute to provide care during emergencies				
							<input checked="" type="checkbox"/>				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x		9502.0435, subpart 8.E	<input checked="" type="checkbox"/> Designated Severe Weather Cover Area For severe storms and tornadoes, the provider has:				
x	x	x	x	x			Designated Area - a designated area within the residence for children to take cover				
x	x	x	x	x			Operable Flashlight - an operable battery flashlight				
x	x	x	x	x			Portable TV or Radio - a portable radio or TV				
x	x					9502.0435, subpart 8.E	<input checked="" type="checkbox"/> [FxF] Designated Severe Weather Cover Area For severe storms and tornadoes, the provider has:				
							Operable Flashlight - an operable battery flashlight				
							Portable TV or Radio - a portable radio or TV				
x	x	x	x	x		9502.0435, subpart 8.F	Fire Escape Plan The provider has a written fire escape plan approved by the agency				
x	x	x	x	x		9502.0435, subpart 8.F	<input checked="" type="checkbox"/> Fire Escape Plan Includes The license holder's written fire escape plan:				
x	x	x	x	x			Emergency Phone Numbers - includes emergency phone numbers				
x	x	x	x	x			Outdoor Meeting Space - includes a place to meet outdoors for roll call				
x	x	x	x	x			Smoke Detector and Fire Extinguisher Location - identifies where smoke detectors and fire extinguishers are located				
x	x	x	x	x			Monthly Fire/Tornado Drills - includes a plan for monthly fire and tornado drills				
x	x	x	x	x			Escape Routes to Outside - includes escape routes to the outside from all levels used by children				
x	x					9502.0435, subpart 9	<input checked="" type="checkbox"/> Safe Transportation of Children LH provides safe transportation as part of the child care				


L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							services.				
x	x						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				
x	x						B. Proper Use of Vehicle Restraint System A. The vehicle restraint is installed and is used in accordance with the manufacturer's instructions				
x	x						C. Licensed Vehicle C. Vehicle is licensed according to state law				
x	x						C. Drivers License C. Driver of the vehicle has a current, valid driver's license				
x	x						D. Written Permission to Transport D. Prior to transporting a child, written permission to transport was obtained from each child's parent(s)				
x	x						E. Supervised While in Vehicle E. LH ensures that no child is permitted to remain unattended in any vehicle				
x		x	x	x		9502.0435, subpart 10	Separate Hygiene Items Each child uses a separate towel, wash cloth, drinking cup, comb, and other personal articles.				
x	x					9502.0435, subpart 10	[FxT] Separate Hygiene Items Each child uses a separate towel.				
x		x	x	x		9502.0435, subpart 11	Bedding Each child is provided with clean and separate bedding				
x	x	x	x	x	x	9502.0435, subpart 12	Pets Pets that are housed within the residence are in good health and maintained as required.				
x	x	x	x	x	x		Pet Type Pets are limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds				
x	x	x	x	x	x		Chlamydia-Psittaci Free Birds are clear of chlamydia-psittaci				
x	x	x	x	x	x		Pet Health All pets housed within the residence are maintained in good health				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x	x	9502.0435, subpart 12	<input checked="" type="checkbox"/> Pet Responsibilities A provider with pets ensured				
x	x	x	x	x	x		A. Pet Notification A. parents are notified prior to admission of the presence of pets in the residence				
x	x	x	x	x	x		B. Pet Handling B. children handle animals only with supervision				
x	x	x	x	x	x		C. Pet Vaccinations and Registration C. rabies shots and tags are current for all dogs and cats				
x	x	x	x	x	x		D. Pet Cages D. pet cages are located and cleaned away from any food preparation, storage, or serving areas				
x	x	x	x	x	x		E. Pets and Play Areas E. play areas are free of animal excrement not confined to pet cages				
x	x	x	x	x	x		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				
x	x	x	x	x	x		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				
x	x	x	x	x	x		G. Confinement of Biting Animal G. reasonable steps were taken to confine an animal that has bitten a child in care				
x	x					9502.0435, subpart 12.C	[FxF] Pet Responsibilities A provider with pets ensured that rabies shots and tags were current for all dogs and cats.				
x	x	x	x			9502.0435, subpart 13	<input checked="" type="checkbox"/> Diapers Children in diapers are kept clean and dry, and all required sanitary procedures are followed.				
x	x	x	x				A. Diaper Supply A. An adequate supply of clean diapers is available for each child				
x	x	x	x				A. Diaper Supply Storage				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							A. Clean diapers are stored in a clean place that is inaccessible to children				
x	x	x	x				A. Cloth Diaper Covers A. Parents who have provided cloth diapers have also provided outer plastic pants for each fecally soiled diaper change				
x	x	x	x				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)				
x	x	x	x				B. Diapers Clean and Dry B. All diapers and clothing are changed when wet or soiled				
x	x	x	x				C. Soiled Disposable Diaper Container C. A covered diaper disposal container is located in the diaper changing area				
x	x	x	x				C. Lined Disposable Diaper Container C. The disposable diaper container is lined with a disposable plastic bag				
x	x	x	x				C. Emptied Disposable Diaper Container C. The disposable diaper container is emptied when full, and at least daily				
x	x	x	x				D. Diapering Location D. Diapering occurs in a non-food preparation area				
x	x	x	x				D. Non-Absorbent Surface D. Diaper changing area is covered with a smooth, nonabsorbent surface				
x	x	x	x				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				
x	x	x	x				D. Diaper Surface Disinfection D. The non-disposable diaper-changing surface is disinfected as required after each diapering				
x	x	x	x				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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x				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				
x	x					9502.0435, subpart 13.A	[FxT] Diaper Clean diapers are stored in a clean place that is inaccessible to children.				
x	x	x	x	x		245A.148	<input checked="" type="checkbox"/> Alternative Diapering Disinfectant The established criteria are followed.				
x	x	x	x	x			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				
x	x	x	x	x			Effectiveness (2) the manufacturer's label or instructions state that the disinfectant is effective against Staphylococcus aureus, Salmonella enterica, and Pseudomonas aeruginosa				
x	x	x	x	x			10 Minutes (3) the manufacturer's label or instructions state that the disinfectant is effective within a ten minute or less contact time				
x	x	x	x	x			Clear Mixing and Use Directions (4) the disinfectant is clearly labeled by the manufacturer with directions for mixing and use				
x	x	x	x	x			Follow Directions (5) the disinfectant is used only in accordance with the manufacturer's directions				
x	x	x	x	x			No Triclosan (6) The product does NOT include triclosan or derivatives of triclosan				
x	x					245A.148	<input checked="" type="checkbox"/> [FxT] Alternative Diapering Disinfectant The established criteria are followed.				
							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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							(2) the manufacturer's label or instructions state that the disinfectant is effective against				
							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				
x	x					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				
x	x					9502.0435, subpart 15	 Children's Handwashing All handwashing procedures are followed.				
x	x						Soap and Water When Soiled - washed with soap and water when soiled				
x	x						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				
x	x						Before Eating a Meal or Snack - washed with soap and water before eating a meal or snack				
x	x						Children are Monitored While Washing Their Hands - monitored while washing their hands				
x	x						Children Are Assisted With Hand Washing When the Child Needs Help - assisted with hand washing when the child needs help				
x	x					9502.0435, subpart 15	[FxF] Children's Handwashing All handwashing procedures are followed.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x		9502.0435, subpart 15.A	Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower				
x	x					9502.0435, subpart 15.A	[FxF] Water Temperature In sinks and tubs that are accessible to children, water temperature is 120 degrees Fahrenheit or lower				
x	x					9502.0435, subpart 15.B	<input checked="" type="checkbox"/> Caregiver's Handwashing All handwashing procedures are followed; caregivers:				
x	x						Soap and Water After Each Diaper Change - wash their hands with soap and water after each diaper change				
x	x						After Assisting a Child on the Toilet - wash their hands with soap and water after assisting a child on the toilet				
x	x						After Washing the Diapering Surface - wash their hands with soap and water after washing the diapering surface				
x	x						Before Food Preparation - wash their hands with soap and water before food preparation				
x	x						Single-Use Towel - dry their hands with a single-use towel				
x	x					9502.0435, subpart 15.B	[FxF] Caregiver's Handwashing Soap All handwashing procedures are followed by caregivers.				
x	x					9502.0435, subpart 15.B	[FxF] Caregiver's Handwashing Single-Use Towel All handwashing procedures are followed. Each time a caregiver washes their hands, the caregiver dries their hands with a single-use towel.				
x	x			x	x	9502.0435, subpart 16	<input checked="" type="checkbox"/> Care of Ill Children and Medicine Administration All provisions for the care of ill children and the administration of medicine are followed:				
x	x			x	x		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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x			x	x		A. (2) Ill Child With Vomiting Notification A. (2) the provider immediately notified the parent(s) when a child in care began vomiting				
x	x			x	x		A. (3) Ill Child With Diarrhea Notification A. (3) the provider immediately notified the parent(s) when a child in care had diarrhea				
x	x			x	x		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				
x	x			x	x		B. Ill Child Follow Physician Instructions B. the provider followed written instructions from an authorized agent or the physician of an ill child placed in the provider's care if the child had any of the illnesses specified in item E				
x	x			x	x		C. Ill Child Notification of Contagious Diseases C. the provider required parents of all children in care to notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed in item E				
x	x			x	x		D. Ill Child Timely Notification D. the provider informed a parent of each exposed child the same day the provider received notification that a positive diagnosis has been made for any of the illnesses or parasitic infestations in item E				
x	x			x	x		E. Ill Child MDH Notification E. The provider notified the authorized agent or MDH of any suspected case of reportable disease as required in Minnesota rules, chapter 4605				
x	x			x	x		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				
x	x			x	x		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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x			x	x		F. (2) Obtain/Follow Prescription F. (2) the provider obtained and followed written instructions from licensed physician or dentist prior to administering each prescription medicine				
<b>Water, Food, and Nutrition</b>											
x	x	x	x	x		9502.0445, subpart 1	Safe Water Supply There is a safe water supply in the residence				
x	x	x	x	x		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.				
x				x		9502.0445, subpart 1.B	Accessible Drinking Water Drinking water is available to children and offered at frequent intervals.				
x				x		9502.0445, subpart 1.B	Separate/Single-Serve Cups Children are each provided with separate or single-service drinking cups or bottles.				
x	x					9502.0445, subpart 2	Milk Milk served to children in care is pasteurized.				
x	x					9502.0445, subpart 3	Well-Balanced Meals and Snacks Well-balanced meals and snacks are offered daily.				
x	x			x		9502.0445, subpart 3.A	Basic Food Groups Food served during the day includes servings from each of the basic food groups.				
x	x					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.				
x	x					9502.0445, subpart 3.B	Food Preferences The provider consults with parents about special food preferences.				
x	x					9502.0445, subpart 3.C	Flexible Feeding Schedule Flexible feeding schedules are provided for infants and toddlers.				
x	x					9502.0445, subpart 3.C	Feeding Schedule Infants or toddlers usual diet and feeding schedule is followed.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x					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.				
x	x					9502.0445, subpart 3.D	[FxF] Labeled Food Bottles brought from home are labeled with the child's name.				
x	x					9502.0445, subpart 3.D	Clean Bottles Bottles are washed after use.				
					x	9502.0445, subpart 4	Food Safety Food is handled and stored properly to prevent contamination and spoilage.				
x				x		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.				
x	x	x	x	x		9502.0445, subpart 4.B	Proper Refrigeration Food requiring refrigeration is maintained at no more than 40 degrees Fahrenheit.				
x	x					9502.0445, subpart 4.B	[FxF] Proper Refrigeration Food requiring refrigeration is maintained at no more than 40 degrees Fahrenheit.				
					x	9502.0445, subpart 4.B	Proper Heating Food requiring heating is maintained at no less than 150 degrees Fahrenheit until ready to serve.				
				x	x	9502.0445, subpart 4.B	Proper Freezing Frozen food is maintained in a solid state until used.				
x	x			x		9502.0445, subpart 4.C	Food Storage Appliances Appliances used in food storage and preparation are safe and clean				
x				x		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**

				x	x	245A.04, subdivision 1.c	Drug and Alcohol Policy Development The license holder has a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for 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.				
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L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x				x		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.				
				x	x	245A.04, subdivision 1.d	Grievance Procedure Development The license holder has a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.				
				x	x	245A.04, subdivision 5	☒ Commissioner's Right of Access When the commissioner is exercising the powers conferred by this chapter and sections 245.69, Chapter 260E, and 626.557, the commissioner is given access:				
				x	x		Physical Plant and Grounds - to the physical plant and grounds where the program is provided				
				x	x		Documents and Records - to documents and records, including records maintained in electronic format				
				x	x		Persons Served - to the persons served by the program				
				x	x		Staff and Personnel Records - to staff and personnel records of current and former staff whenever the program is in operation and the information is relevant to inspections or investigations conducted by the commissioner. Upon request, the license holder provides the commissioner verification of documentation of staff work experience, training, or educational requirements				
				x	x		Access Without Notice - without prior notice and as often as the commissioner considers necessary if the commissioner is investigating alleged maltreatment, conducting a licensing inspection, or investigating an alleged violation of applicable laws or rules				
				x	x		Access to Photograph, Copy, Record - to photocopy, photograph, and make audio and video tape recordings during the inspection of the program, at the commissioner's expense				
				x	x		Failure to Comply - and the applicant or license holder fully complied with this subdivision				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
					x	245A.04, subdivision 7a.a	Change to License The license holder notified the commissioner and obtained the commissioner's approval before making any changes that would alter the license information listed under paragraph (a).				
					x	245A.04, subdivision 14.a	Develop Program Policies and Procedures The license holder has developed program policies and procedures necessary to maintain compliance with licensing requirements under Minnesota Statutes and Minnesota Rules.				
					x	245A.04, subdivision 14.b.1	Provide Training The license holder has provided training to program staff related to their duties in implementing the program's policies and procedures developed under paragraph (a).				
					x	245A.04, subdivision 14.b.2	Document Training The license holder has documented the provision of this training.				
					x	245A.04, subdivision 14.b.3	Monitor Implementation The license holder has monitored implementation of policies and procedures by program staff.				
x				x		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.				
x	x					245A.04, subdivision 15	Pandemic Planning Upon request, the license holder has cooperated with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.				
<b>Systems and Records</b>											
x	x					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.				
x	x					245A.041, subdivision 3.a	[FxF] Record Retention The license holder/primary caregivers have verification of completing 16 hours of ongoing training each year.				
					x	245A.041, subdivision	Service Recipient Records The license holder maintains service recipient records,				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
						3.a.1	including verification of service delivery, is maintained for a minimum of five years following discharge or termination of service.				
x						245A.041, subdivision 3.a.2	Personnel Records The license holder maintains personnel records for a minimum of five years following termination of employment.				
					x	245A.041, subdivision 3.a.3	Program Administration and Financial Records The license holder maintains program administration and financial records for a minimum of five years from the date the program closes.				
<b>Correction Orders and Conditional Licenses</b>											
x						245A.06, subdivision 8	Requirement to Post Conditional License Upon receipt of an Order of Conditional license, the license holder has posted the order of conditional license in a place that is conspicuous to the people receiving services and all visitors to the facility for two years.				
x						245A.07, subdivision 5	Requirement to Post Licensing Action Upon receipt of any licensing action, the license holder has posted the order in a place that is conspicuous to the people receiving services and all visitors to the facility for two years.				
<b>Special Conditions for Nonresidential Programs</b>											
x						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.				
x						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.				
x				x		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.				
x						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.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x						245A.14, subdivision 11.a.3	Swimming Pools - Contract Update The LH renewed the written contract annually.				
x				x		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.				
x						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.				
x						245A.14, subdivision 14.b	Attendance Records - Accessible The records are accessible to the commissioner during the program's hours of operation.				
x						245A.14, subdivision 14.b	Attendance Records - Timely The records are completed on the actual day of attendance.				
x						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.				
x	x					245A.14, subdivision 15	Parental access during child care License holder allowed access to the parent's or legal guardian's child at all times while the child is in care.				
<b>Reduction of Risk of SUID</b>											
x	x					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 or advanced practice registered nurse directing an alternative sleeping position for the infant.				
x	x					245A.1435, a	SUID -Physician/ Advanced PRN Directive The physician/advanced PRN directive is on a form approved by the commissioner and is on file at the licensed location				
x	x					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.				
<b>Reporting Notification</b>											

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x			x	x	245A.145, subdivision 1.b	Reporting Policies and Procedures The policies and procedures for reporting maltreatment and complaints are provided to the parents of all children at the time of enrollment and are made available upon request.				
<b>Infant Sleep Supervision</b>											
x	x					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.				
x	x					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.				
x	x					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.				
x	x	x	x			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.				
<b>Insurance</b>											
x				x		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.				
x						245A.152, (b)	<input checked="" type="checkbox"/> Insurance - Liability License holders who have liability insurance;				
x							Written notification (1) have informed parents and prospective parents in writing that a current certificate of coverage for insurance is available for inspection				
x							Expiration (2) provide written notice that includes the date of expiration or next renewal of the policy				
x							Update				


L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							(3) upon expiration of the policy or a change in coverage, provide a new written notice informing all parents or guardians of children receiving services of the change and indicating whether the policy has lapsed				
x						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.				
x				x		245A.152, (d)	Insurance - Change The LH has notified all parents and guardians in writing immediately of any change in insurance status.				
x	x					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.				
x	x					245A.152.e	[FxF] 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.				
x						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.				
<b>Notification of Variance</b>											
x	x					245A.16 subdivision 1(a)(8)	Notification of variance Parents and guardians are notified when a variance to use a substitute caregiver for more than 500 hours annually is granted.				
<b>Child Passenger Restraint Systems</b>											
x	x					245A.18, subdivision 1; 245A.51 subdivision 4	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.				
<b>Additional Health and Safety</b>											
x	x					245A.51, subdivision 1(a)	Allergy Info-Prior to Admission Prior to admission, the provider obtained any known allergy information about the child.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x					245A.51, subdivision 1(a)	Allergy Info-Child's Record The provider maintains current allergy information in the child's record.				
x	x					245A.51, subdivision 1(a)	<input type="checkbox"/> Allergy Info-Maintained The allergy information maintained by the provider in the child's record is:				
x	x						Current - current				
x	x						Complete - complete				
x	x					245A.51, subdivision 1(b)	Allergy information documented The provider, who has a child with known allergies enrolled, has the child's allergy information documented.				
x	x					245A.51, subdivision 1(b)	<input type="checkbox"/> Allergy form, access, review The provider ensured that a child's allergy information was:				
x	x						Documentation - documented on a form approved by the commissioner				
x	x						Available - readily available to all caregivers				
x	x						Reviewed - reviewed annually by the provider and each caregiver				
x	x					245A.51, subdivision 2(1)	Surfaces The license holder cleaned and disinfected surfaces that came in contact with potentially infectious bodily fluids, including blood and vomit, as described in section 245A.148.				
x	x					245A.51, subdivision 2(2)	Blood-contaminated material The license holder disposed of blood-contaminated material in a plastic bag with a secure tie.				
x	x	x	x			245A.51, subdivision 2(3)	Sharps Container The license holder had a sharps container.				
x	x	x	x			245A.51, subdivision 2(3)	Sharps Container Location The sharps container is stored out of the reach of children.				
							<input type="checkbox"/>				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x	x	x	x		245A.51, subdivision 2(4)	<input checked="" type="checkbox"/> Handling and disposal of bodily fluids License holder had bodily fluid disposal supplies, including:				
x	x	x	x	x			Disposable gloves - disposable gloves				
x	x	x	x	x			Disposable bags - disposable bags				
x	x	x	x	x			Eye protection - eye protection				
x	x	x	x	x		245A.51, subdivision 3(a)	Emergency Preparedness Written plan License holder has a written emergency plan.				
x	x	x	x	x		245A.51, subdivision 3(a)	<input checked="" type="checkbox"/> Emergency Preparedness Plan License holder has a written emergency preparedness plan that is:				
x	x	x	x	x			Commissioner form - on a form developed by the commissioner				
x	x	x	x	x			Updated annually - updated at least annually				
x	x	x	x	x		245A.51, subdivision 3(a)	<input checked="" type="checkbox"/> Emergency Preparedness Plan Contents The license holder's emergency preparedness plan includes:				
x	x	x	x	x			Procedures for evacuation - procedures for an evacuation, relocation, shelter-in-place, or lockdown				
x	x	x	x	x			Designated evacuation/ relocation site - a designated relocation site and evacuation route				
x	x	x	x	x			Procedure for notifying and reunifying with parents - procedures for notifying a child's parent or legal guardian of the evacuation, shelter-in-place, or lockdown, including how they would reunify with families				
x	x	x	x	x			Accommodations for a child with a medical condition - accommodations for a child with a disability or a chronic medical condition				
x	x	x	x	x			Procedures for storing medicine				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							- procedures for storing a child's medicine in a way that is easy to remove during an evacuation or relocation.				
x	x	x	x	x			Procedures for continuing operations - procedures for continuing to operate during and after a crisis.				
x	x	x	x	x			Procedures for communication with local emergency management officials - procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities				
							Accommodations for Infants and Toddlers - accommodations for infants and toddlers				
x	x	x	x			245A.51, subdivision 3(b)	Emergency Preparedness Training The license holder trained caregivers on the emergency preparedness plan.				
				x		245A.51 subdivision 3 (b)	Emergency Preparedness Training - Pre-service Prior to caring for children, the license holder trained caregivers on the emergency preparedness plan.				
x	x	x	x			245A.51, subdivision 3 (b)	Emergency Preparedness Training - Annual On an annual basis, the license holder trained caregivers on the emergency preparedness plan.				
x	x	x	x			245A.51, subdivision 3 (b)	Emergency Preparedness Training - Documented The license holder documented completion of training on the emergency preparedness plan.				
x	x					245A.51, subdivision 3(c)	<input checked="" type="checkbox"/> Fire and storm drills License holder met monthly storm/fire drills requirements by:				
x	x						Conducted - conducting monthly storm/fire drills				
x	x						Documentation - documenting date and time drills were conducted				
x	x	x	x	x		245A.51, subdivision 3(d)	Emergency Preparedness Plan Available The emergency preparedness plan is available for review.				
x	x	x	x			245A.51 subdivision 5	Cellphone charged A charged cellphone is available for use.				
<b>Substitute Tracking</b>											



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x					245A.53, subdivision 1	Supervision- Use of substitute Use of a substitute caregiver is limited to a cumulative total of not more than 500 hours annually.				
x	x					245A.53, subdivision 1	Documentation of substitute Provider documented names, dates, and number of hours a substitute provided care.				
x	x					245A.53, subdivision 2(a)	Emergency Adult Replacement In an emergency, an adult who has not completed the training requirements or the background study is allowed to supervise children in the program.				
<b>Background Study</b>											
x				x		245C.03, subdivision 1	 BGS - Individuals to be Studied Individual background studies are completed as required:				
x				x			BGS - Applicant (1) the commissioner has conducted a BGS on the person or persons applying for a license				
x				x			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				
x				x			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				
x				x			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)				
x				x			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				
x				x			BGS - Reasonable cause				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							(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				
x				x			Managerial officials (7) the commissioner has conducted a BGS on all managerial officials as defined under section 245A.02, subdivision 5a				
				x		245C.04, subdivision 1.a	BGS - Application Prior to licensure, the applicant submitted a background study for each person who was required to be studied.				
x	x					245C.04, subdivision 1.b	BGS - Renewal The license holder submitted a background study for each person who was required to be studied within five years from the most recent study.				
					x	245C.05, subdivision 1.a	BGS - Info Provided by Subject The individual, who is the subject of a BGS, has provided sufficient information to ensure an accurate study.				
					x	245C.05, subdivision 6.a	BGS - Known Info The applicant/license holder has helped with the study by giving the commissioner criminal conviction data and reports about the maltreatment of adults that are substantiated and maltreatment of minors that are substantiated.				
					x	245C.05, subdivision 6.b	BGS - New Info When the applicant/license holder has received information about the possible criminal or maltreatment history of an individual who is subject to a study, the applicant/license holder has immediately provided the information to the commissioner.				
					x	245C.18	Obligation to Remove DQd Individual Upon receipt of notice from the commissioner, the license holder has removed the disqualified individual from direct contact with persons served by the licensed program.				
					x	245C.20, subdivision 1	BGS - Record Keeping The program has documented the date each background study was initiated and the date the subject of the study first had direct contact.				
					x	245C.301, (a)	BGS - Notification of Set-aside or Variance Written notification has been provided to parents considering				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							enrollment of a child or parents of a child attending the family child care program if the program employs or has living in the home any individual who is the subject of either a set-aside or variance.				
					x	245C.13	Direct Contact Pending Background Study. Individuals who had received a background study notice requiring supervision were not provided continuous direct supervision by an individual with a cleared background study.				
<b>Caregiver Qualifications and Training</b>											
				x	x	9502.0355, subpart 1	Adult Applicant An applicant for family day care or group family day care is an adult at the time of application				
				x		9502.0355, subpart 2.A	Physical Exam on File - Applicant The applicant is physically able to care for children, and has provided documentation of a physical examination from a licensed physician in the 12 months prior to licensure.				
				x		9502.0355, subpart 2.B	Physical Exam on File - Adult Caregivers Each adult caregiver, who assists with care on a regular basis, is physically able to care for children, and has provided documentation of a physical examination from a licensed physician in the 12 months prior to employment.				
x	x				x	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.				
x	x				x	245A.50, subdivision 2.a	Child Development and Learning and Behavior Guidance Training - Pre-service Prior to caring for children, each second adult caregiver, has completed at least four hours of child development and learning and behavior guidance training.				
x	x					245A.50, subdivision 2.c	Child Development and Learning and Behavior Guidance Training - Annual License holders and second adult caregivers completed child development and learning and behavior guidance training annually.				
x	x				x	245A.50, subdivision 3.a	[TA] First Aid- Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric first aid.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x			x		245A.50, subdivision 3.a	Pediatric First Aid - Qualified Trainer Pediatric first aid training is received from an individual approved to provide first aid instruction.				
x	x					245A.50, subdivision 3.a	First Aid - Frequency Pediatric first aid training was repeated within two years.				
x	x			x		245A.50, subdivision 4.a	[TA] CPR - Initial Before initial licensure and before caring for a child, all adult caregivers present have been trained in pediatric cardiopulmonary resuscitation (CPR), including CPR techniques for infants and children and in the treatment of obstructed airways.				
x	x			x		245A.50, subdivision 4.a	CPR - Qualified Trainer CPR training is received from an individual approved to provide CPR instruction.				
x	x					245A.50, subdivision 4.a	CPR - Frequency Pediatric CPR training was repeated within two years.				
x	x			x		245A.50, subdivision 4.b	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.				
x	x			x		245A.50, subdivision 4.b	CPR - Hands-On The training incorporated psychomotor skills to support the instruction.				
x	x			x		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).				
x	x			x		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.				
x	x			x		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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							Development.				
x	x					245A.50, subdivision 5.e	SUID and AHT - Frequency In-person or online SUID and/or AHT training was repeated at least once every two years.				
x	x			x		245A.50, subdivision 5.e	SUID and AHT - Method of Training SUID and/or AHT training was completed either in-person or through an online course approved by the Minnesota Center for Professional Development.				
x	x					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 and/or AHT by viewing videos that were approved by the commissioner.				
x	x			x		245A.50, subdivision 6.b	Child Passenger Restraint System Training Documentation The program maintains documentation of training that fulfills the requirements in this subdivision				
x	x			x		245A.50, subdivision 6.b.1	Child Passenger Restraint System Training Prior to transporting a child or children under age eight 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.				
x	x					245A.50, subdivision 6.b.2	Child Passenger Restraint System Training Training - Frequency Child passenger restraint system training was repeated within five years				
x	x			x		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				
x	x					245A.50, subdivision 7	Total Annual Training The license holder and each second adult caregiver have completed 16 hours of ongoing training timely each year.				
x	x					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.				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x			x		245A.50, subdivision 9.b	Supervising for Safety - Initial Prior to caring for children, each license holder and second adult caregiver has completed at least six hours of approved training on supervising for safety.				
x	x					245A.50, subdivision 9.d.1	Supervising For Safety - Ongoing The license holder and each second adult caregiver completed at least two hours of training on supervising for safety annually.				
x	x					245A.50, subdivision 9.c	[TA] Basics of Licensed FCC Substitutes- Initial Prior to caring for children, all substitutes and adult caregivers have completed the four-hour Basics of Licensed Family Child Care for Substitutes course.				
x	x					245A.50, subdivision 9.d.2	Health and Safety I- Ongoing At least once every five years, the license holder and each second adult caregiver has completed training on Health and Safety I.				
x	x					245A.50, subdivision 9.d.2	Health and Safety II- Ongoing At least once every five years, the license holder and each second adult caregiver has completed training on Health and Safety II.				
x	x					245A.50, subdivision 9.e	Basics of Licensed FCC- On-going At least once every three years, the license holder ensured that substitutes and adult caregivers completed Basics of Licensed Family Child Care for Substitutes course.				
x	x					245A.50, subdivision 9.e	Basics of Licensed FCC - Documentation The license holder documented that substitutes and/or adult caregivers completed Basics of Licensed Family Child Care for Substitutes course.				

**Children's Records**

					x	9502.0405, subpart 2	Admissions - Rule Summary The provider gives the parent a rule summary when a child is admitted into care.				
x						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.				
x						9502.0405, subpart 4	Up-to-Date The provider keeps the information in the child's record up-to-date.				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x					9502.0405, subpart 4.A	<input checked="" type="checkbox"/> Admission and Arrangements The admission and arrangement form developed by the department is on file and includes all required items.				
x	x						Signed The form is signed				
x	x						Name and Birthdate (1) The child's name and birthdate				
x	x						Parents Names (2) The full name of parents				
x	x						Home Info (3) The home address, work address, and telephone numbers where parents may be reached				
x	x						Medical Info (4) The name, address, and telephone number of physician, dentist, and hospital to be used for emergencies when parents cannot be reached				
x	x						Emergency Info (5) The name, address, and telephone number of persons to be notified in case of emergency, when parents cannot be reached				
x	x						Authorized Pick-up (6) The names of all persons authorized to remove the child from the residence				
x	x						Enrollment (7) The enrollment dates				
x	x						Payment (8) Financial Arrangements				
x	x						Insurance (9) Insurance notification				
x	x					9502.0405, subparts 4 and 4.A	<input checked="" type="checkbox"/> [FXT] 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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							(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				
x						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				
x	x					9502.0405, subpart 4.C	Immunizations Immunization records are kept in accordance with MS section 121A.15				
x	x					9502.0405, subpart 4.C	↓ Immunization Records Updated The provider has obtained updated immunization records				
x	x						Immunization Updates Infants (1) Every six months for each infant in care				



L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
x	x						Immunization Updates Toddlers (2) Annually for each toddler in care				
x	x						Immunization Updates Preschooler (3) Every 18 months for each preschool-aged child in care				
x	x						Immunization Updates School-Aged (4) Every three years for each school-aged child in care				
x	x					9502.0405, subpart 4.C	[FxF] Immunization Records Updated The provider has obtained updated immunization records				
x						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				
x						9502.0405, subpart 4.E	Permission to transport Prior to transporting a child, the provider obtained written permission to do so, from the parent				
x						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				

**Cribs - All**

x	x	x	x	x		245A.1435, b	SUID - Firm Mattress/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.				
x	x				x	245A.1435, b	SUID - Safe Sleep Space The only item placed in the crib with an infant is the infant's pacifier.				
x	x					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.				
x	x					245A.1435, d	SUID - Swaddling Permission 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				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							the commissioner.				
x	x					245A.1435, d	SUID - Swaddle Item An infant who has not yet begun to roll over on its own and whose parent or guardian has provided informed written consent was placed down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.				
x	x					245A.1435, d	SUID - Swaddle/Rolling Over Once an infant has begun to roll over independently, the infant is placed down to sleep without being swaddled.				
x	x	x	x	x		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.				
x	x	x	x	x		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.				
x	x	x	x			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.				
x	x	x	x	x		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.				
x	x	x	x	x		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.				
<b>Crib Safety - Mesh</b>											
x	x	x	x	x		245A.146, subdivision 3.d	Mesh Cribs If using a mesh-sided or fabric-sided play yard, pack and play,				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
							or playpen or crib, the provider has complied with this section of the statute.				
x	x	x	x	x		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.				
x	x	x	x	x		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.				
x	x	x	x	x		245A.146, subdivision 3.e.2	Mesh Size The weave of the mesh on the crib is one-fourth of an inch or less.				
x	x	x	x	x		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.				
x	x	x	x	x		245A.146, subdivision 3.e.4	Top Rail The top rail of the crib is free of tears or holes.				
x	x	x	x	x		245A.146, subdivision 3.e.5	Mattress The mattress floor board is hard and one inch thick or less.				
x	x	x	x	x		245A.146, subdivision 3.e.6	Floor Board The mattress floor board is free of rips or tears in covering.				
x	x	x	x	x		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.				
x	x	x	x	x		245A.146, subdivision 3.e.8	Rivets, Nuts, and Bolts The crib is free of protruding or loose rivets, metal nuts, or bolts.				
x	x	x	x	x		245A.146, subdivision 3.e.9	Knobs and Wing Nuts The outside of the crib legs are free of knobs or wing nuts.				
x	x	x	x	x		245A.146, subdivision	Staples The crib is free of loose or exposed staples and the crib has all				

L	O	C	C	P	B	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
						3.e.10	of the original staples.				
x	x	x	x	x		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.				
<b>Crib Safety - Rigid</b>											
x	x	x	x	x		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.				
x	x	x	x	x		245A.146, subdivision 4.a.1	Mattress Supports The mattress supports are free from being easily dislodged from any point of the crib.				
x	x	x	x	x		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.				
x	x	x	x	x		245A.146, subdivision 4.a.3	Sharp Edges The crib is free of sharp edges, points, and rough surfaces.				
x	x	x	x	x		245A.146, subdivision 4.a.4	Wood Surfaces Wood surfaces are smooth and solid and are free from splinters, splits, and cracks.				
x	x	x	x	x		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.				
x	x	x	x	x		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.				

