

2005 Child Care Licensing Study Minnesota

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
- [Frequency of Inspections](#)
- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
- [Licensing Fees](#)
- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Minnesota Department of Human Services		
Address: Division of Licensing 444 Lafayette Road North		
City: St. Paul	State: MN	Zip: 55155-3842
Phone: 651-296-3971	Toll Free:	
Fax: 651-297-1490	E-mail:	
Web site: http://www.dhs.state.mn.us/Licensing/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	1,577
Small family child care homes	3,070
Large/group family child care homes	10,015
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	14,662
Data notes:	

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

LICENSED CAPACITY	
Child care centers	88,769
Small family child care homes	30,080
Large/group family child care homes	118,618
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	237,467
Data notes: N/A	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	✓
Assignments vary by county or area of the state	✓
Assigned specifically to conduct complaint investigations	✓
<i>Other type of assignment:</i>	
Data notes: By county or area of the state. County agencies, under delegated licensing responsibilities from the MN Department of Human Services, have licensors assigned to inspect all FCC homes.	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	7
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	225:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff. Caseload ratio based on total number of child care centers. Inspections are not conducted on FCC homes.	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	1
Data notes:	

TYPES OF INSPECTIONS

[↑](#)

Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	✓
• Announced	✓		
• Unannounced			
Data notes:			
License renewal			
• Announced			
• Unannounced			
Data notes: All child care center licenses are issued from January to December each calendar year and are renewed annually. The licensing visits, conducted every 2 years, are not tied to the annual renewal process.			
Routine compliance	✓		
• Announced			
• Unannounced	✓		
Data notes: Once a child care center receives its initial license, a licensing review visit is conducted approximately 1 year later. From that point on, routine licensing visits are conducted every 2 years.			

FREQUENCY OF INSPECTIONS

[↑](#)

FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once every 2 years
Small family child care homes	Not inspected regularly
Large/group family child care homes	Not inspected regularly

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed
By NARA and NCCIC, 2006	

2005 Child Care Licensing Study Minnesota

<i>Other frequency of inspection:</i>
Data notes:

FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	1 year
Small family child care homes	2 years
Large/group family child care homes	2 years
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Other frequency of full compliance review
Small family child care homes	Other frequency of full compliance review
Large/group family child care homes	Once every 2 years
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i> The abbreviated compliance form (called a Modified Licensing Review in Minnesota) is used routinely except in the instances indicated – that is, a full compliance review is conducted at a child care center during the licensing review visit 1 year after issuance of the initial license, if a center has had substantiated maltreatment or five substantiated complaint investigation findings since the last licensing review, at the conclusion of a conditional license period, and when the findings during a modified licensing review warrant a full review of applicable standards.	
Small family child care homes	No
<i>Use of form described:</i>	
Large/group family child care homes	No

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

<i>Use of form described:</i>	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	Yes
<i>System of assessing compliance and differential monitoring: A child care center will see increased monitoring inspections if it has been issued a negative licensing action, such as a conditional license. In addition, the depth of monitoring is adjusted as described – that is, in lieu of a modified licensing review, a full compliance review is done during the licensing review visit 1 year after issuance of the initial license if a center has had substantiated maltreatment or five substantiated complaint investigation findings since the last licensing review, at the conclusion of a conditional license period, and when the findings during a modified licensing review warrant a full review of applicable standards.</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION	
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	No
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits			
• During application visits	✓		
• During routine inspection visits	✓		
• During renewal inspection visits			
On the telephone	✓		
As needed by licensee			
<i>Other:</i>			
Data notes:			
Referrals made to other agencies/organizations/individuals for technical assistance			
Child care centers			
Small family child care homes			
Large/group family child care homes			
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i>			

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	
<i>Other tools used for inspections and monitoring:</i> We currently have a project committee working on development and implementation of a PDA program to be used to collect data during routine licensing review visits.	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	No
State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	544	0	0	544
Number of substantiated licensing complaints	393	0	0	393
<p>Data notes: At centers, number of complaints – 544 reports received; number substantiated – 393 licensing violations determined. Complaints regarding FCC homes are received and investigated by county agencies under delegated licensing responsibilities. These numbers are not reported to the state Department of Human Services.</p> <p><i>Nature of licensing complaints:</i></p> <ol style="list-style-type: none"> 1. Behavior guidance 2. Supervision 3. Cleanliness and other facility issues 4. Staffing issues (staff/child ratios, distribution of staff, etc.) 				

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

CHILD ABUSE AND NEGLECT				
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes				
Licensing agency				✓
Protective services				✓
Specialized unit for child abuse and neglect				✓
<i>Other agency:</i>				
Data notes:				
Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	185	0	0	185
Number of substantiated child abuse and neglect complaints	43	0	0	43
Data notes: At centers, number of child abuse/neglect complaints – 185 maltreatment reports received; number substantiated – 43 maltreatment findings.				

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	90	✓	0
Denial of license	✓	0	✓	63	✓	0
Immediate closure of facility	✓	1	✓	56	✓	0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license	✓	4	✓	84	✓	0
Consent agreement		0		0		0
Civil fine	✓	67	✓	35	✓	0

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i> Suspension of license	✓	1	✓	23		0
Data notes: The data in column 4 under the "Small FCC Homes" column represents a combined total of actions issued to both small FCC homes and large/group FCC homes in calendar year 2004.						
<i>Legal representation for licensing agency:</i> State Attorney General's Office.						

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, but state is planning to put inspection reports on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility	✓		
<i>Other type of fee:</i> N/A			
Data notes: N/A			

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility	0–24 children: \$300 25–49: \$450 50–74: \$600 75–99: \$750 100–124: \$900 125–149: \$1200 150–174: \$1400 175–199: \$1600 200–224: \$1800 225+: \$2000		
<i>Other type of fee:</i>			
Data notes:			

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Human Services Licensor

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	
<i>Other qualifications:</i>	
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes:	
<i>Content areas or majors accepted:</i> Coursework and/or degree(s) in human services field.	
Experience working in a setting with children required prior to working as a licensor	Yes
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
<i>Amount of required training:</i>	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff:	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i> No response	✓
Private funds	
Licensing fees	
Do not know	
<i>Other funding sources:</i>	
Data notes:	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	
Accreditation facilitation project:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	
Professional development system:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Assessing quality with environment rating scale:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	
Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	2

Qualification alternative #1: 90 hours earned in any combination of accredited courses in staff supervision, human relations, and child development.

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	1,040 hours
-------------------------------	-------------

Qualification alternative #2: Nine quarter credits earned in any combination of accredited courses in staff supervision, human relations, and child development.

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	

Key:

✓ = Yes

↑ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

<i>During a certain period of time:</i>		
Experience requirements:		
Amount of experience required		1,040 hours
Types of training, credentials, and degrees included in qualification alternatives:		
Clock hours	✓	Bachelor's degree
Credit hours	✓	Bachelor's degree or higher
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A
State credential		Bachelor's degree in early care and education
• Infant and toddler credential		Bachelor's degree in early care and education or higher
• Director credential		Master's degree
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A
Associate's degree		Master's degree in early care and education
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree
Associate's degree in early care and education		Teaching certificate/license

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system:</i> N/A	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	11

Qualification alternative #1: Child Development Associate credential	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,560 hours

Qualification alternative #2: Six quarter credits, Minnesota technical institute certificate as a Child Development Assistant	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2,080 hours

Qualification alternative #3: 12 quarter credits, diploma from Association Montessori International; preprimary credential, primary diploma, or provisional certificate from the American Montessori Society	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2,080 hours

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualification alternative #4: 24 quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4,160 hours

Qualification alternative #5: Certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education; six quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,040 hours

Qualification alternative #6: License from the Minnesota Department of Children Families, and Learning for Prekindergarten Associate; six quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,040 hours

Qualification alternative #7: Baccalaureate degree from an accredited college or university in any field; 18 quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,040 hours

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualification alternative #8: Bachelor's degree; preprimary credential, primary diploma, or, provisional certificate from the American Montessori Society; or diploma from the Association Montessori International	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,040 hours

Additional qualification alternatives:
9) License from the Minnesota Department of Children, Families, and Learning for elementary education without kindergarten endorsement; six quarter credits within one year of initial employment if teaching children under school age; and 520 hours as assistant teacher, aide, or student intern if teaching children under school age
10) License from the Minnesota Department of Children, Families, and Learning for, elementary education with a kindergarten endorsement
11) License from the Minnesota Department of Children, Families, and Learning for prekindergarten/ nursery

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	✓
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

<p>Key: ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed</p>	<p>NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education</p>
--	---

2005 Child Care Licensing Study Minnesota

STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	9

Qualification alternative #1: Child Development Associate credential, center based or for family day care, from the Council for Early Childhood Professional Recognition	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #2: Diploma from Association Montessori International or preprimary credential primary diploma, or provisional certificate from the American Montessori Society and 3 quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	520 hours

Qualification alternative #3: Minnesota technical institute certificate as a Child Development Assistant	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	520 hours

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualification alternative #4: 12 quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2,080 hours

Qualification alternative #5: 12 quarter credits and Minnesota license as a family day care or group family day care provider	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2,080 hours

Qualification alternative #6: Two years full-time postsecondary education from a college or university and nine quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1,040 hours

Qualification alternative #7: Certificate or credential for a two year program in child development or early childhood education at a Minnesota community college or technical college	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualification alternative #8: Baccalaureate degree in any field from an accredited college or university and nine quarter credits	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Additional qualification alternatives:			
9) License from the Minnesota Department of Children, Families, and Learning for Prekindergarten Associate			
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	✓
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Key: ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
---	--

2005 Child Care Licensing Study Minnesota

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Chapter 9503 Child Care Centers	
Date of regulations: 09/25/1999	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> A "day program" means a child care program operated during normal waking hours (approximately 6A.m. to 6 p.m.). The program: (1) operates for more than 30 days in any 12 month period and is not excluded by Minnesota Statutes; and (2) provides care to any child for more than 30 days in any 12 month period and 45 hours in any calendar month.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	✓
Maximum number of hours services are provided	

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	
Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	✓
Services are for school-age children	✓

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Program is a recreation program	✓
Program is instructional classes for children	
Services are provided by a religious organization	
Services are provided during religious services	✓
Program offers religious instruction	✓
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises:</i> Nonresidential programs primarily for children that provide care or supervision for periods of less than 3 hours a day while the child's parent or legal guardian is in the same building as the nonresidential program or present within another building that is directly contiguous to the building in which the nonresidential program is located.	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	✓
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • Residential or nonresidential programs that are provided to a person by an individual who is related unless the residential program is a child foster care placement made by a local social services agency or a licensed child-placing agency. • Nonresidential programs that are provided by an unrelated individual to persons from a single related family. • Head Start nonresidential programs which operate for less than 31 days in each calendar year. • Nonresidential programs for children provided for a cumulative total of less than 30 days in any 12-month period 	
Data notes: N/A	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Teacher
Assistant teacher	Yes	Assistant teacher
Aide	Yes	Aide

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	18	N/A	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	18	N/A	HS diploma or GED required
Aide	16	N/A	Not required

Additional requirements:

Substitute staff

A person designated as a substitute must meet the qualifications for the assigned staff position, except that the license holder may use substitutes who do not meet the qualifications for teacher in part 9503.0032, subpart 2, or assistant teacher in part 9503.0033, subpart 2, only if:

- A. The amount of unqualified substitute hours per center per calendar year does not exceed 40 hours multiplied by the number of the center's full-time teacher and assistant teacher positions;
- B. Unqualified substitutes are not used as teachers or assistant teachers for more than ten consecutive working days for the same group of children per calendar year; and
- C. There is always a person qualified as a teacher present within the center except as qualified in part 9503.0040, subpart 2, item B.

Key:

✓ = Yes

[↑](#) = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	See notes above
Volunteer	✓	N/A	Not specified; if counted in ratios must meet requirements for assigned staff position
<i>Other roles: Driver</i>		N/A	N/A

HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements: N/A</i>		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	
Center staff required to have a physical exam or to provide health statement from a physician	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	

Key: ✓ = Yes ↑ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
---	--

2005 Child Care Licensing Study Minnesota

Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	No
<ul style="list-style-type: none"> • State criminal history record check required • Federal criminal history record check required • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires check of child abuse and neglect registry for center staff	No
<ul style="list-style-type: none"> • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires checks of fingerprint records for center staff	No
<ul style="list-style-type: none"> • State fingerprint record check required • Federal fingerprint record check required • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	✓
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training:</i> The orientation training must include information about: <ul style="list-style-type: none"> A. The center's philosophy, child care program, and procedures for maintaining health and safety, and handling emergencies and accidents; B. Specific job responsibilities; C. The behavior guidance standards; and D. The reporting responsibilities specified in Minnesota Statutes, section 626.556, and part 9503.0130. 	
<i>Additional requirements:</i> N/A	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	

Key: ✓ = Yes ↑ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
---	--

2005 Child Care Licensing Study Minnesota

Center staff required to complete fire safety training	Yes
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	✓
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
<i>Additional health and safety training: N/A</i>	

ONGOING TRAINING	
Ongoing training required for directors	Yes
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: 2% of hours worked per year</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: 2% of hours worked per year</i>	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

<i>Other: 2% of hours worked per year</i>	
Ongoing training required for aides	Yes
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: 2% of hours worked per year</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<p><i>Content of ongoing training hours:</i> The in service training requirement must be met by participation in early childhood development training, including</p> <ul style="list-style-type: none"> • child development; • children with special needs; • early childhood education methods or theory; • curriculum planning; • child study techniques; • family studies; • parent involvement; • behavior guidance; • child nutrition; • child health and safety; • recreation, sports, arts, and crafts methods or theory; • early childhood special education methods or theory; or • child abuse and neglect prevention. 	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Ongoing training hours required in specific content areas for teaching staff	Yes
<p><i>Content of ongoing training hours:</i> One-half of the in service training completed by a staff person each year of employment must pertain to the age of children for which the person is providing care. No more than 4 hours of the annual in service training requirement for a teacher, assistant teacher, or aide may relate to administration, finances, and record.</p> <p>The remainder of the in service training requirement must be met by participation in early childhood development training, including</p> <ul style="list-style-type: none"> • child development; • children with special needs; • early childhood education methods or theory; • curriculum planning; • child study techniques; • family studies; • parent involvement; • behavior guidance; • child nutrition; • child health and safety; • recreation, sports, arts, and crafts methods or theory; • early childhood special education methods or theory; or • child abuse and neglect prevention. 	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

<p>Key: ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed</p>	<p>NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education</p>
--	---

2005 Child Care Licensing Study Minnesota

CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	7:1	14
27 months	7:1	14
3 years	10:1	20
4 years	10:1	20
5 years	10:1	20
6 years	15:1	30
7 years	15:1	30
8–9 years	15:1	30
10 years and older	15:1	30
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> During the center's regular hours of operation, children in different age categories may be mixed within a group if the staff to child ratios, group size, and staff distribution applied are for the youngest child present.	
<i>Group size requirements for mixed-age groups:</i> During the center's regular hours of operation, children in different age categories may be mixed within a group if the staff to child ratios, group size, and staff distribution applied are for the youngest child present.	
<i>Additional requirements:</i> During the center's regular hours of operation, children in different age categories may be mixed within a group if: (1) infants are not grouped with children of other age categories; (2) there is no more than a 36-month range in age among children in a group; This may be waived if all children in the group are school age.	

[↑](#)

ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	No
<i>Text of definition: N/A</i>	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	

Key: ✓ = Yes ↑ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
---	--

2005 Child Care Licensing Study Minnesota

Centers allowed legally to exceed licensed capacity	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required group size	✓
<i>Conditions: The maximum group size applies at all times except during meals, outdoor activities, field trips, naps and rest, and special activities such as films, guest speakers, and holiday programs.</i>	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: Children must have supervision at all times</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	Yes
<i>Requirements: The maximum group size applies at all times except during naps and rest.</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care)	
↑	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	Yes
<i>Requirements: At least 2 staff persons, one of whom must qualify as a teacher, must be present in the center at all times during the hours the night program is in operation. When more than 80 percent of the children present are asleep, the remaining staff persons needed to meet the required staff to child ratio must have at least the qualifications of a child care aide.</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
↑	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	Yes
<i>Requirements: The maximum group size applies at all times except during outdoor activities.</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	No
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES	
(see also Facility Requirements – Transportation) ↑	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i>	
A. Staff ratios must be maintained on all transportation provided on all field trips.	
B. When children are driven in a private car or van, a second adult must be present when more than four children under the age of five are being transported.	
C. When the license holder provides transportation to and from the center, a second adult must be present in the vehicle and children must not be transported more than one hour per one-way trip. A two-way communication system can be used in lieu of a second adult when 10 or fewer children are being transported.	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	✓
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements:</i> Staff ratios must be maintained on all transportation provided on all field trips.	
State has specific group size requirements for field trips	Yes
<i>Requirements:</i> The maximum group size applies at all times except during field trips	
<i>Additional requirements:</i> N/A	

CARE OF CHILDREN

AGE DEFINITIONS
Definition of "infant"
<i>Text of definition:</i> "Infant" is defined as a child who is at least 6 weeks old but less than 16 months old.
Definition of "toddler"
<i>Text of definition:</i> "Toddler" is defined as a child at least 16 months old but less than 33 months old.
Definition of "preschool-age"
<i>Text of definition:</i> "Preschooler" is defined as a child who is at least 33 months old but who has not yet attended the first day of kindergarten.
Definition of "school-age"
<i>Text of definition:</i> "School age child" is defined as a child who has at least attended the first day of kindergarten but is less than 13 years old.

CHILDREN'S HEALTH REQUIREMENTS	
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	✓
Health records must be provided to the center within a specific time frame after a child's enrollment	✓
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study Minnesota

Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment 	✓
<i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed:</i>	
<p>A. Ensure that each child is provided with a positive model of acceptable behavior;</p> <p>B. Be tailored to the developmental level of the children the center is licensed to serve;</p> <p>C. Redirect children and groups away from problems toward constructive activity in order to reduce conflict;</p> <p>D. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict;</p> <p>E. Protect the safety of children and staff persons; and</p> <p>F. Provide immediate and directly related consequences for a child's unacceptable behavior.</p>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	
• Physical/mechanical restraint	✓
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑	
Center must have a written daily schedule of activities	No
Center must post daily schedule	
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	
Group activities	
• Large group activities	
• Small group activities	
Active play	✓
Quiet play	✓
Free play	
Creative expression	✓
Gross motor activities	✓
Fine motor activities	✓
<i>Other activities: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development		
Cultural development	✓	
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		
<i>Additional requirements about books: Center must have 2 books per child.</i>		
Art supplies/creative activities		✓
Blocks/construction materials		✓
Sensory materials		✓
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<p><i>Other types of equipment required: Program equipment and materials:</i></p> <ol style="list-style-type: none"> 1) Arts and crafts supplies, such as clay or play-dough, tempera or finger paints, white or colored paper, paste, collage materials, paint brushes, washable felt type markers, crayons, scissors, and smocks; 2) Two books per child; 3) 48 large building blocks per group; 4) 200 small building blocks per group; 5) Five pieces of dramatic play equipment or sets of Montessori Practical Life equipment per group; 6) Materials and accessories required for dramatic play equipment to carry out the theme of the activity; 7) One double easel per group; 8) Three pieces of durable, indoor, large muscle equipment per group; 9) Three pieces of durable, outdoor, large muscle equipment per group; 10) One mirror, at least 12 inches by 36 inches, made of Plexiglas or a similar plastic or safety glass, per group; 11) One music source such as a tape recorder or record player per group and music selections appropriate for the source; 12) One set of cognitive developmental equipment and materials, such as puzzles and 		

<p>Key: ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed</p>	<p>NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education</p>
--	---

2005 Child Care Licensing Study Minnesota

number and letter games, per child; 13) Two sets of manipulative equipment, such as interlocking plastic forms, per child; 14) Pictures at child's eye level, mobiles, and other items as needed to create a pleasant environment and provide sensory stimulation; and 15) One rhythm instrument per child.
<i>Additional requirements:</i> Reported is equipment for preschoolers. State also has requirements for infants, toddlers, and school-age children.

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements:</i> N/A	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	✓
Center must have a resource area for parents	
<i>Additional requirements:</i> Daily written reports are made to the parent of an infant or toddler about the child's food intake, elimination, sleeping patterns, and general behavior.	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	
• Each infant must have a primary caregiver	
State has requirements for staff working with infants and/or toddlers	✓
<i>Staff requirements:</i> A registered nurse or licensed practical nurse is qualified as a teacher for infants only. A registered nurse or licensed practical nurse is qualified as an assistant teacher for infants only.	
State has requirements on program/activities specifically for infants and/or toddlers	
State has requirements on equipment/materials specifically for infants	✓

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

and/or toddlers	
State has requirements for the facility related to the care of infants and/or toddlers	
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also Care of Mildly Ill Children) ↑	
State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	✓
State has requirements for the facility related to the care of mildly ill children	✓

SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	✓
State has requirements on equipment/materials specifically for the	✓

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

care of children during evening/overnight hours	
State has requirements for the facility related to the care of children during evening/overnight hours	✓

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	Yes
State has requirements on the supervision of children in drop-in programs	✓
State has requirements on program/activities specifically for children in drop-in programs	✓
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care:</i> State has a separate section of regulations for drop-in programs.	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> The commissioner must not grant an initial license until written verification of compliance with the state building code or local building ordinance, when applicable, has been received by the commissioner from the building official with jurisdiction.	

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	1,500 square feet
<i>Additional requirements: N/A</i>	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: N/A</i>	

CONDITION OF FACILITY AND EQUIPMENT	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
<i>Details on state requirements on surfaces under equipment: N/A</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

OUTDOOR SPACE	
State requires outdoor space is enclosed/has a fence	No
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	✓
State has requirements about alternatives to outdoor space	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

FIRE SAFETY	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: Monthly</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: N/A</i>	

SECURITY	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	
Centers must have a procedure for signing children in and out when they enter and exit the facility	
Centers must keep daily attendance records of children	
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	
<i>Additional requirements:</i> When children are transported, they must be restrained in accordance with Minnesota Statutes, and a child under the age of 4 may be transported only if the child is properly fastened in a child passenger restraint system that meets the Federal motor vehicle safety standards contained in Code of Federal Regulations.	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	No
General liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Professional liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Automobile insurance required	No
<i>Amount of insurance required:</i> N/A	
Medical payment insurance required	No
<i>Amount of insurance required:</i> N/A	
<i>Other types of insurance required:</i> N/A	
<i>Additional requirements:</i> N/A	

ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements:</i> N/A	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements: The license holder must inform the commissioner within 24 hours of any injury to a child in care in the center that required treatment by a physician. A written record of accidents, injuries, emergencies, and incidents must be maintained in the center's administrative record.</i>	

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	✓
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	✓
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

HAND WASHING ↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• Center staff must wash their hands after toileting	✓
• Center staff must wash their hands after diapering a child	✓
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	✓
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	
<i>Other times staff must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	✓
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area: The area must have a hand sink equipped with hot and cold running water within three feet of the diaper changing surface.</i>	
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

2005 Child Care Licensing Study Minnesota

SMOKING POLICIES ↑	
State has requirements about smoking in centers	No
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements: N/A</i>	

HAZARDOUS MATERIALS ↑	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

FIREARMS ↑	
State has requirements about the presence of firearms in the facility	No
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

ANIMALS IN FACILITY ↑	
State has requirements about animals in the facility	No
Animals are allowed in child care centers	
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	
Centers must notify parents of the presence of animals	
<i>Additional requirements: N/A</i>	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education