

REQUIREMENTS FOR:

Helper

- Between 13 – 18 years of age (9502.0315 subp. 14)
- Juvenile background study must be completed before they can assist providers (245C.03 subp. 1A)
- May not be left alone to care for children
- Eight hours of training annually (if work 30 days or more in 12 month period) (9502.0385 subp. 5)
- Completed Sudden Infant Death Syndrome (SIDS) and Shaken Baby training **before** they can assist when an infant is in care (245A.144)
- Provider must give them training on their Chemical Use policy and they must sign off on the form. A copy of signed form must be submitted to agency. (245A.04)
- Provider must track the dates they submitted the background check study form, when background study was cleared (245C.20), when they trained them on their Chemical Use policy (245A.04C), and when the helper had their SIDS and Shaken Baby training (245A.144).

Substitutes (works less than 30 days in a 12 month period)

- Must be at least 18 years of age (9502.0315 subp. 29)
- Background study must be completed before direct contact with children (245C.03 subp 1a)
- Completed SIDS and Shaken Baby training **before** being employed when infants are in care (245A.04)
- Provider must give them training on their Chemical Use policy and they must sign off on the form. A copy of signed form must be submitted to agency. (245A.04)
- Must have CPR/First Aid training (if they are the sole caregiver for more than 30 hours in a 12 month period) (245A.14 subp. 12 & 13)
- Provider must track the dates they submitted the background check study form, when background study was cleared, when they trained them on their Chemical Use policy, and when the substitute had their SIDS and Shaken Baby training

Adult Caregiver (works 30 days or more in a 12 month period)

- Must be at least 18 years of age (9502.0315 subp 29)
- Background study must be completed before direct contact with children (254C.03 subp 12).
- Completed SIDS and Shaken Baby training **before** being employed when infants are in care (245A.144)
- Provider must give them training on their Chemical Use policy (245A.04)
- Provider must track the dates they submitted the background check study form, when background study was cleared, when they trained them on their Chemical Use policy, and when the caregiver had their SIDS and Shaken Baby training
- Must have a physician's statement completed before direct contact with children (9502.0355 subp. 2.A. and B.)
- Must have CPR/First Aid training (245A.14 subp. 12 & 13)

Adult Caregiver (works 30 days or more in a 12 month period) Continued..

- Must complete a minimum of eight hours of training annually (9502.0385 subp. 5)
- Provider can not leave children alone with a substitute or an adult caregiver more than 30 days in a 12 month period. (This time is cumulative over all substitutes in a 12 month period – **not** 30 days for each substitute). (9502.0365 subp. 5)

Co-applicants

- Must be at least 18 years of age (9502.0315 subp 29)
- Must attend the orientation session
- Background study must be completed before direct contact with children (254C.03 subp 12).
- Must have a physician's statement completed before direct contact with children (9502.0355 subp.2.A. and B.)
- Must submit three personal references
- Provider must submit a new license application with them listed as a co-applicant and both provider and co-applicant must sign this license application
- Must complete an Initial Licensing Evaluation form
- Completed SIDS and Shaken Baby training **before** being employed when infants are in care (245A.144)
- Provider must give them training on their Chemical Use policy (245A.04)
- Provider must track the dates they submitted the background check study form, when background study was cleared, when they trained them on their Chemical Use policy, and when co-applicant had their SIDS and Shaken Baby training
- CPR/First Aid training (245A.14 subp. 12 & 13)
- Must complete a minimum of eight hours of training annually (9502.0385 subp. 5)
- Co-applicant is a licensed provider and can be left alone with children for more than 30 days in a 12 month period. (9502.0385 subd. 5)

Emergency Contact:

- Must be an adult, at least 18 years of age. (9502.0315 subp 29)
- Must be able to respond to emergency need within 5-10 minutes.
- Name and phone number must be posted near telephone.

Rule Revisions and State interpretations may change these requirements. Consult with the licensing worker about your specific situation.

Isanti County Daycare Licensing: November 2007