

9502.0405 ADMISSIONS; PROVIDER RECORDS; REPORTING.

Subpart 1. **Cooperating with parents.** When admitting a child to day care, the provider and parents shall discuss child rearing, sleeping, feeding, and behavior guidance practices essential for the care of the child.

Subp. 2. **Rule summary for parents.** A descriptive summary of parts 9502.0315 to 9502.0445 shall be distributed to the parent by the provider at the time a child is admitted to care. The summary shall be provided by the department to the agency for distribution to the provider. The summary shall be written in language that is understandable to the general public and:

- A. state that parts 9502.0315 to 9502.0445 govern the licensing of day care residences;
- B. specify the rule part headings contained in parts 9502.0315 to 9502.0445; and
- C. state that a complete copy of parts 9502.0315 to 9502.0445 may be seen at the day care residence, the agency, department, or State Law Library, or purchased from the Print Communications Division, Department of Administration, State of Minnesota, 117 University Avenue, Saint Paul, Minnesota 55155.

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

- A. the ages and numbers of children in care in the residence;
- B. the hours and days of operation;
- C. meals and snacks to be served;
- D. labeling requirements for food brought from the child's home;
- E. sleeping and rest arrangements;
- F. nondiscrimination practices to comply with subpart 6;
- G. policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies;
- H. emergency, fire, and storm plans and the monthly fire drill log;
- I. seat belt and transportation plans and field trip and transportation permission requirements;
- J. fees;
- K. termination and notice procedures;
- L. plans for a helper and substitute for emergencies, vacations, or holidays;
- M. the presence of pets in the residence;

- N. a complete copy of parts 9502.0315 to 9502.0445;
- O. insurance coverage; and
- P. whether or not smoking is permitted in the residence during the hours children are in care.

Subp. 4. **Records for each child.** The provider shall obtain the information required by items A to C from parents prior to admission of a child. The provider shall keep this information up-to-date and on file for each child.

A. The signed and completed admission and arrangements form of the department must be on file in the provider's home and contain the following information:

- (1) Name and birthdate of the child.
- (2) Full name of parents.
- (3) Home address, work address, and telephone numbers where parents may be reached.
- (4) Name, address, and telephone number of physician, dentist, and hospital to be used for emergencies when parents cannot be reached.
- (5) Name, address, and telephone number of persons to be notified in case of emergency, when parents cannot be reached.
- (6) Names of all persons authorized to remove the child from the residence.
- (7) Enrollment dates.
- (8) Financial arrangements.
- (9) Insurance notification specified in part 9502.0355, subpart 4.

B. Special instructions from the parent shall be obtained in writing and followed about toilet training, eating, sleeping or napping, allergies, and any health problems.

C. Immunization records must be kept in accordance with Minnesota Statutes, section 121A.15. The provider shall request, update, and keep on file the dates of immunizations received by a child in regular attendance at the residence as follows:

- (1) for an infant, every six months;
- (2) for a toddler, annually;
- (3) for a preschool child, every 18 months; and
- (4) for a school-age child, every three years.

D. Signed written consent must be obtained in advance from the parent so the provider can obtain emergency medical care or treatment. The consent may be used if the parent cannot be reached or is delayed in arriving.

E. Written permission to transport children must be obtained from parents if the provider will be transporting a child.

F. A provider shall release a child from care only to a parent or a person authorized by the parent.

Subp. 5. **Children with disabilities.** For children with disabilities requiring special therapy, program, or behavior guidance, the parents, physician, or therapist shall provide and the provider shall follow written instructions for any special needs. "Child with a disability" means a child who has been determined by a physician, a school district multidisciplinary team, or other person licensed to identify disabling conditions, to have a hearing, mental, neurological, developmental, serious emotional, social, learning, speech or language, physical, or visual impairment.

Subp. 6. **Nondiscrimination.** No caregiver shall discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

Statutory Authority: *MS s 245A.09; 252.28*

History: *9 SR 2106; 10 SR 2617; L 1998 c 397 art 11 s 3; L 2005 c 56 s 2*

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