

2018 NEW LICENSING REQUIREMENTS & TECHNICAL ASSISTANCE CHECKLIST

Program Name: _____ **FCC License #** _____

Date of Review: _____ **Licensors:** _____

Type of review: **Licensing** **Re-Licensing** **Off-Year**

There are several new licensing requirements for family child care that county licensors will monitor for beginning January 1, 2018. The new requirements are listed below. During 2018, licensors will use this form during all annual licensing inspections (licensing, re-licensing, and off-year) to determine whether a provider is in compliance with the new requirements. If a provider is not in compliance with one or more of the requirements, the licensor will provide technical assistance on the requirement(s) and how the provider can come into compliance. The items will not be cited in a correction order. The provider then has 30 days to come into compliance with the identified requirements. The licensor will check for compliance with the identified items at the next annual inspection in 2019. This form will be left with the provider for their reference, but they do not need to post this form.

Emergency Preparedness				
<i>Requirement</i>	<i>Rule/Statute</i>	<i>Compliance</i>	<i>Technical Assistance Provided</i>	<i>Comments</i>
1. The applicant/license holder has a written emergency preparedness plan on the form approved by the commissioner.	245A.51 Subd. 3 (a)			
2. The applicant/license holder has trained and documented that all caregivers received training on the emergency preparedness plan before the caregiver provided care.	245A.51 Subd. 3 (b)			
3. The license holder is now documenting the time of the monthly storm and fire drills.	245A.51 subd. 3 (c)			
4. The license holder has the emergency preparedness plan available for review and posted in a prominent location.	245A.51 Subd. 3 (d)			
5. The license holder has provided a physical or electronic copy of the plan to each child's parent or legal guardian.	245A.51 Subd. 3 (d)			
Preventing & Responding to Allergies				
<i>Requirement</i>	<i>Rule/Statute</i>	<i>Compliance</i>	<i>Technical Assistance Provided</i>	<i>Comments</i>
1. The license holder has obtained any known allergy information from the child's parent or legal guardian and has current allergy information in each child's record on the form approved by the commissioner.	245A.51 subd. 1 (a)			
2. The license holder and each caregiver has reviewed each child's allergy information.	245A.51 subd. 1 (b)			

Handling & Disposal of Bodily Fluids				
Requirement	Rule/Statute	Compliance	Technical Assistance Provided	Comments
1. The license holder cleans and disinfects surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit with chlorine bleach or other approved substance.	245A.51 subd. 2 (1)			
2. The license holder disposes of blood-contaminated material in a plastic bag with a secure tie.	245A.51 subd. 2 (2)			
3. The license holder disposes of sharp items used for a child with special care needs in a "sharps container" which is stored out of the reach of children.	245A.51 subd. 2 (3)			
4. The applicant/license holder has the following bodily fluid disposal supplies available: <ul style="list-style-type: none"> • disposable gloves, • disposal bags, and • eye protection. 	245A.51 subd. 2 (4)			
Parental Access				
Requirement	Rule/Statute	Compliance	Technical Assistance Provided	Comments
The license holder allows an enrolled child's parent or legal guardian access to the parent's or legal guardian's child at any time while the child is in care.	245A.14 subd. 15			