

March 18, 2026

Mustaf Ahmed, Authorized Agent  
Kids Choice LLC  
3240 E River Rd NE, Suite 102  
Rochester, MN 55906

License Number: 1081409 (Rule 3)

### **ORDER OF CONDITIONAL LICENSE**

Dear Mustaf Ahmed:

The Department of Children Youth and Families (DCYF) is placing your license to provide child care services at Kids Choice LLC, 3240 E River Road NE, Suite 102, Rochester, MN 55906, on conditional status for two years, beginning March 18, 2026. This means you must meet certain conditions to maintain your license, detailed below. This order is based on your noncompliance with child care center licensing requirements. Details of our findings are also provided below. Our next steps and your options are also detailed.

#### **REASON FOR THE CONDITIONAL LICENSE**

On December 16, 2025, DCYF licensors conducted a licensing review and reinspection at your facility located at 3240 E River Rd. NE, Suite 102, Rochester, MN 55906. As a result of this licensing visit, the DCYF licensors determined that your program failed to comply with the laws and rules that apply to licensed Child Care Centers, citing 40 violations. DCYF has considered the nature, chronicity, and severity of these violations, as well as the health, safety, and rights of children by the program.

**Nature and Severity:** On December 16, 2025, the DCYF licensors determined that your program failed to comply with the laws and rules that apply to licensed child care centers, citing 40 violations. Twenty-six of the forty violations are repeat violations for which you were previously cited. In your response to a recent Correction Order dated October 28, 2025, you stated you corrected all twenty-nine of the violations, however; seventeen of the violations in this order are repeat violations. Numerous violations related to the health and safety of children were found, including failure to:

- comply with background study requirements (addressed in a separate Order to Pay a Fine on January 28, 2026)
- adequately supervise children
- comply with age category grouping
- comply with equipment requirements
- comply with children's file requirements
- comply with hazards requirements

- o comply with staff training requirements, including orientation, CRP, first aid, child development and learning, and allergy related trainings

Chronicity: Your program received its license on November 9, 2016. In that time, your program demonstrated a history of noncompliance with licensing rules and statutes. The information below summarizes this history:

- o March 18, 2026, Conditional License (this order): 40 violations (26 repeat)
- o January 28, 2026, Order to Pay a Fine: \$200 Background Study
- o November 25, 2025, Order to Pay a Fine: \$400 Background Study
- o October 28, 2025, Correction Order: 29 violations (3 repeat)
- o December 30, 2024, Order to Pay a Fine: \$200 Background Study
- o December 20, 2024, Correction Order: 10 violations (3 repeat)
- o September 16, 2024, Correction Order: 7 violations (6 repeat)
- o December 27, 2023, Correction Order: 12 violations (8 repeat)
- o November 4, 2022, Order to Pay a Fine: \$200 Background Study
- o October 28, 2022, Correction Order: 12 violations (6 repeat)
- o February 7, 2022, Correction Order: 20 violations

## Licensing Violations

DCYF determined that your program failed to follow licensing rules and statutes, as described below.

### PROGRAM PRACTICES

1. **Violation:** Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.
  - At approximately 4:27 p.m., a DCYF licensor observed an aide qualified staff person alone with two children. A teacher qualified staff person was required. (Infant A classroom)
  - From approximately 4:23 p.m. to 5:00 .m., a DCYF licensor observed an aide qualified staff person alone with up to 15 school age children. A teacher qualified staff person was required. (Big School Age classroom)
  - At approximately 4:23 p.m., a DCYF licensor observed an aide qualified staff person alone with ten children. An assistant teacher qualified staff person was required. (Little School Age classroom)
  - At approximately 4:22 p.m., a DCYF licensor observed an aide qualified staff person alone with four children. A teacher qualified staff person was required. ( Toddler classroom)

**Rule Violated:** Minnesota Rules, part 9503.0034, subpart 1; and part 9503.0040, subpart 2, item D

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

2. **Violation:** During the program's regular hours of operation infants were mixed with other age categories. At approximately 4:20 p.m., a DCYF licensor observed an infant aged child in a bouncy seat in the preschool classroom. ( Preschool classroom)

Rule Violated: Minnesota Rules, part 9503.0040, subpart 3, item B, (1)

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

3. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded. The youngest child in the preschool classroom was 11 weeks old and the oldest child in the class was five years and 10 months old. (Preschool classroom)

Rule Violated: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

4. Violation: Staff did not supervise the children at all times. At approximately 4:23 p.m., the DCYF licensor observed six school aged children unsupervised in the Big School Age classroom. (Big School Age classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Rule/Statute Violated: Minnesota Statutes, section 142B.01, subdivision 27 and Minnesota Rules, part 9503.0045, subpart 1, item A

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

## HEALTH PRACTICES

5. Violation: The program did not have a policy for handling and disposal of bodily fluids. The policy and procedure index did not list a Bodily Fluids policy and was not found in the policies.

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 2

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated February 7, 2025.

6. Violation: The program's policy on preventing and responding to allergies did not include procedures that state:
  - If a child has a known allergy, the license holder must maintain current information about the allergy in the child's record;
  - The license holder must develop an individual child care program plan, which includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information;
  - Each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site;

- At least once each calendar year or following any changes made to allergy-related information in the child's record, the license holder must update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. The license holder must keep on site documentation that a staff person was informed of a change;
- A child's allergy information must be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child; and
- The license holder must contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care.

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 1

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated February 7, 2025.

## FOOD AND WATER

7. Violation: Water bottles and reusable cups were used to provide drinking water to children, and the program did not follow the policy for labeling each bottle with the child's first and last name.

There were three unlabeled water bottles accessible to children on a shelf. (Little School Age classroom)

Statute Violated: Minnesota Statutes, section 142B.41, subdivision 13

## FACILITY

8. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Infant A and Preschool).
- An infant walker had crumbs and dried food debris on the plastic surfaces. (Infant A classroom)
  - There was dried food on the outside of the garbage can. (Preschool classroom)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Rule Violated: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

9. Violation: Children did not have access to single use paper towels or warm air hand dryer (Facility and Infant B).
- There were no paper towels in one of the bathrooms in the hallway between the preschool and little school age classrooms. (Facility)

- There were no paper towels at the diaper changing sink. (Infant B classroom)

Rule Violated: Minnesota Rules, part 9503.0140, subpart 15

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

10. Violation: Equipment and furniture were not in good repair.

- There was a broken toy shelf beneath the window. (Little School Age classroom)
- There were sharp plastic edges on a purple beauty salon. ( Toddler classroom)
- The swinging bar on the outdoor play structure was broken. ( Facility)
- A toy shelf was unstable and leaning to one side underneath the window. (Preschool classroom)

Rule Violated: Minnesota Rules, part 9503.0140, subpart 19

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order Dated February 7, 2022

11. Violation: The DCYF licensor observed that hazardous objects were accessible to children.

- There was a vacuum plugged in to an outlet and the cord was draped throughout the classroom, posing a tripping hazard. (Preschool classroom)
- There was a cup of hot coffee on a table and a staff purse on a shelf near the writing center accessible to children. (Little School Age classroom)
- There was a folding chair, a diaper bag on the floor, and a diaper bag on a bouncy seat accessible to children. (Infant A classroom)

Rule/Statute Violated: Minnesota Statutes, section 142B.54, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

12. Violation: Areas used by the children were not in good repair.

- There was a section of baseboard missing along one wall in the play area. (Infant classroom)

Rule Violated: Minnesota Rules, part 9503.0140, subpart 20

**Repeat Licensing Violation:** The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

13. Violation: Electrical outlets were not tamper-proof or shielded.

- There was one unshielded outlet in two separate classrooms. (Infant A classroom and Infant B classroom)
- There were 14 unshielded outlets in the large area of the classroom and six unshielded outlets in the small area of the classroom. (Preschool classroom)
- There were five unshielded outlets. (Little School Age classroom)
- There were eight unshielded outlets. (Big School Age classroom)

Rule Violated: Minnesota Rules, part 9503.0155, subpart 11

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

14. Violation: The program did not comply with annual fire extinguisher inspection requirements. The fire extinguishers were last inspected in November 2020.

Annual or annually means prior to or within the same month of the subsequent calendar year.

Rule Violated: Minnesota Rules, part 9503.0155, subpart 16

## POSTINGS

15. Violation: The program did not post the license in a conspicuous place within the program. The license was posted in the manager's office.

Rule Violated: Minnesota Rules, part 9503.0170, subpart 3

16. Violation: The posted procedures for emergency and accidents were:
- missing persons responsible for each area (Little School age and Infant B classrooms);
  - missing primary and secondary exits (Little School age and Infant B classrooms);
  - missing location of tornado shelter area (Little School age and Infant B classrooms);
  - missing building evacuation routes (Little School age and Infant B classrooms);
  - missing instructions in the use of the fire extinguisher and how to close off the fire area (Little School Age classroom);
  - missing one or more phone numbers or sources of emergency medical and dental care, poison control, fire department, health authority, or the Department of Children, Youth, and Families, Division of Licensing (Little School Age classroom); and
  - not posted in a visible place (Little School Age classroom).

Rule Violated: Minnesota Rules, part 9503.0140, subpart 21

17. Violation: The license holder did not post a license suspension, temporary immediate suspension, fine, or revocation in a conspicuous place for two years. On December 16, 2025, the Order to Pay a Fine issued on November 15, 2025, was not posted in the facility.

Statute Violated: Minnesota Statutes, section 142B.16, subdivision 5; and section 142B.18, subdivision 6

## INFANT AND TODDLER CARE

18. **Violation:** The program did not comply with diaper changing procedure requirements. Diaper changing procedures were not posted in the diaper changing area.

The "pull-up" and potty-training procedures were not posted where children were changed. The diaper changing procedures for changing children's pull ups and being potty trained was posted above the infant changing table. (Infant A classroom)

**Rule Violated:** Minnesota Rules, part 9503.0140, subpart 12

**Repeat Licensing Violation:** The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

19. **Violation:** Each infant's bottle was not labeled with the child's first and last name. There were two unlabeled bottles of milk in the classroom. (Infant A classroom)

**Rule Violated:** Minnesota Rules, part 9503.0145, subpart 7, item D

20. **Violation:** The program did not have documentation of brand names and model numbers for every crib that is used by or accessible to any child in care. It was determined through a conversation with an administrative staff person that 2024 crib inspections had been discarded. Therefore, there was no documentation of the cribs brand names and model numbers.

**Statute Violated:** Minnesota Statutes, section 142B.45, subdivision 2, paragraph (a)

21. **Violation:** All crib brand names and model numbers were not checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs. Crib brand names and model numbers were not checked in 2024. (Infant A and B classrooms)

"Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

**Statute Violated:** Minnesota Statutes, section 142B.45, subdivision 3

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated December 20, 2024
- A Correction Order dated February 7, 2022

22. **Violation:** The required crib safety inspections were not completed on a monthly basis. It was determined through a conversation with an administrative staff person that the 2024 crib inspections had been discarded. (Infant A: classroom and Infant B classroom)

**Statute Violated:** Minnesota Statutes, section 142B.45, subdivision 4

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated December 20, 2024
- A Correction Order dated September 16, 2024

*Office of Inspector General, Licensing Division, PO Box 64242, St. Paul, MN 55164-0242*

*<http://www.dhs.state.mn.us/licensing> | <https://licensinglookup.dhs.state.mn.us/>*

- A Correction Order dated December 27, 2023
- A Correction Order dated October 28, 2022
- A Correction Order dated February 7, 2022

## PROGRAM PLAN/INTEREST AREAS

23. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a:

- creative arts and crafts interest area (Big School age classroom);
- construction interest area (Big School classroom);
- dramatic or practical life activities interest area (Preschool and Big School age classrooms);
- science interest area (Little School age and Big School age classrooms);
- music interest area (Little School age and Big School age classrooms);
- fine motor activities interest area (Big School age classroom);
- large muscle activities interest area (Big School age classroom); and
- sensory stimulation activities interest area (Big School age classroom).

Rule Violated: Minnesota Rules, part 9503.0045, subpart 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

## EQUIPMENT AND SUPPLIES

24. Violation: The center lacked the following furnishings, equipment, materials, or supplies:

### Infant A classroom

- 1 crib with mattresses
- 18 large, soft building blocks
- Full length mirror
- 18 crib sheets

### Infant B classroom

- 6 linear feet of low open shelves
- 6 books
- 12 large, soft building blocks
- 6 noise or music making toys
- Music source
- Music selections
- 12 sets of manipulative toys
- 6 soft, washable toys
- Sensory stimulation materials
- 2 infant mobility equipment
- Full length mirror

### Preschool classroom

- 1 partially enclosed quiet activity space

- 200 small building blocks
- Music source
- Music selections
- 15 sets of cognitive developmental equipment
- 20 sets of manipulative toys
- Pictures
- Full length mirror
- Materials and accessories to support the dramatic play equipment

Little School Age classroom

- Music source
- Music selections
- 5 sets of manipulative toys
- 5 rhythm instruments
- 2 pieces of indoor large muscle equipment
- Materials and accessories to support the dramatic play equipment

Big School Age classroom

- 19 non-folding child size chairs
- 70 square feet of bulletin board space
- 1 partially enclosed quiet activity space
- 35 linear feet of low open shelves
- 220 inches tables space
- Sufficient amount of arts and craft supplies
- 70 books
- Music source
- Music selections
- 35 sets of cognitive developmental equipment
- 5 sets of manipulative toys
- Pictures
- 5 rhythm instruments
- 3 pieces of indoor large muscle equipment
- 3 pieces of spontaneous dramatic play equipment
- Materials and accessories to support the dramatic play equipment
- 9 sports and recreation equipment

Rule Violated: Minnesota Rules, part 9503.0060

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

25. Violation: The facility floor plan did not indicate the planned use of each area.

The Big School age classroom was being used as a large muscle space. (Big School age classroom)

Rule Violated: Minnesota Rules, part 9503.0150, subpart 4

## REPORTING REQUIREMENTS

26. Violation: The program did not comply with child maltreatment reporting policy and procedure requirements. The policies and procedures used by the program were not the policies and procedures developed by DCYF in accordance with Minnesota Statutes, chapter 260E. The Maltreatment of Minors Reporting Policy on site was outdated and did not meet current licensing requirements.

Statute Violated: Minnesota Statutes, section 142B.61, subdivision 1

## STAFF QUALIFICATIONS

27. Violation: The program did not have documentation on site to show that 1 of 3 (SP9) staff persons met the:
- education requirements of the teacher job classification for which the staff person was employed (SP9); and
  - experience requirements of the teacher job classification for which the staff person was employed (SP9).

Rule Violated: Minnesota Rules, part 9503.0032, subpart 2; and part 9503.0120, item B

## STAFF TRAINING

28. Violation: Documentation was not available on site to verify that before starting assigned duties 6 of 6 (SP1, SP2, SP3, SP4, SP8 and SP9) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- the risk of abusive head trauma that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 7 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - allergy prevention and response as required by Minnesota Statutes, 142B.66, subdivision 1 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - the child care program plan and center's philosophy (SP1, SP2, SP3, SP4, SP8 and SP9);
  - emergency preparedness as required by Minnesota Statutes, 142B.66, subdivision 3. (SP1, SP2, SP3, SP4, SP8 and SP9);
  - handling and disposal of bodily fluids as required by Minnesota Statutes, 142B.66, subdivision 2 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - specific job responsibilities (SP1, SP2, SP3, SP4, SP8 and SP9);
  - program's drug and alcohol policy under section 142B.10, subdivision 1, paragraph (c) (SP1, SP2, SP3, SP4, SP8 and SP9);
  - reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP1, SP2, SP3, SP4, SP8 and SP9);
  - program's risk reduction plan as required under section 142B.54, subdivision 2 (SP1, SP2, SP3, SP4, SP8 and SP9); and

- sudden unexpected infant death that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 6 (SP1, SP2, SP3, SP4, SP8 and SP9).

Statute Violated: Minnesota Statutes, section 142B.10, subdivision 21, paragraph (b), clause (1); and section 142B.65, subdivision 1

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated February 7, 2022.

29. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP.

There was no documentation available to show that 2 of 2 (SP8 and SP9) staff persons had reviewed an allergy-related ICCPP for a child.

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (b)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated December 20, 2024

30. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 3 of 9 (SP2, SP6 and SP8) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment:

- within 90 days of the start of work or within the previous two years (SP2);
- within the previous two years (SP6); and
- before unsupervised contact with a child (SP2 and SP8).

Statute Violated: Minnesota Statutes, section 142B.65, subdivision 5 and Minnesota Rules, part 9503.0120, subpart D

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

31. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 3 of 9 (SP2, SP6 and SP8) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training:

- within 90 days of the start of work or within the previous two years (SP2);
- within the previous two years (SP6); and
- before unsupervised direct contact with a child (SP2 and SP8).

Rule/Statute Violated: Minnesota Statutes, section 142B.65, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Repeat Licensing Violation: The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

32. **Violation:** The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 6 of 9 (SP1, SP2, SP3, SP4, SP8 and SP9) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training within 90 days of employment.

**Statute Violated:** Minnesota Statutes, section 142B.65, subdivision 3

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated December 20, 2024
- A Correction Order dated December 27, 2023
- A Correction Order dated October 28, 2022
- A Correction Order dated February 7, 2022

## CHILDREN'S RECORDS

33. **Violation:** Each child's record did not contain all required information:
- 1 of 1 (C1) children's files reviewed did not contain the child's full name, birth date, and current home address;
  - 1 of 1 (C1) children's files reviewed did not contain the name, current home address, and telephone number of both parents and/or legal guardians;
  - 1 of 1 (C1) children's files reviewed did not contain instructions on how the parent and/or legal guardian can be reached when the child is at the center;
  - 7 of 19 (C1, C6, C7, C8, C9, C14 and C19) children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the program;
  - 1 of 1 (C1) children's files reviewed did not contain the names, addresses, and telephone numbers of the child's source of regular medical and dental care and source of emergency medical and dental care;
  - 7 of 15 (C1, C6, C7, C8, C9, C14 and C19) children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention;
  - 1 of 1 (C1) children's files reviewed did not contain written authorization for the center to act in an emergency or when the parent cannot be reached or is delayed;
  - 1 of 1 (C1) children's files reviewed did not contain the hours and days of the week the child will attend the program;
  - For children age six weeks to 33 months, 1 of 1 (C1) children's files reviewed did not contain a description of the child's eating, sleeping, toileting, communication habits, and effective methods for comforting the child;
  - 1 of 1 (C1) children's files reviewed did not contain documentation of any dietary or medical needs;
  - 1 of 1 (C1) children's files reviewed did not contain documentation of any individual child care program needs for the child; and
  - 1 of 1 (C1) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.(C1)

**Rule Violated:** Minnesota Rules, part 9503.0125

**Repeat Licensing Violation:** The license holder was cited for a similar violation in a Correction Order dated December 20, 2024.

34. Violation: 1 of 1 (C1) children's files reviewed did not contain documentation of a current physical examination received within 30 days of enrollment.

Documentation was not available for review. (C1)

Rule Violated: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 3

**Repeat Licensing Violation:** The license holder was cited for a similar violation in a Correction Order dated October 28, 2025.

35. Violation: The program had not provided individual parent conferences two times a year. It was determined through a conversation with an administrative staff person that conferences were not conducted. (C1)

Rule Violated: Minnesota Rules, part 9503.0090, subpart 2, item A

36. Violation: 1 of 1 (C1) children's files reviewed did not contain documentation to show that individual parent conferences were planned and offered. It was determined through a conversation with an administrative staff person that conferences were not conducted. (C1)

Rule Violated: Minnesota Rules, part 9503.0090, subpart 2, item B

37. Violation: The program did not update the Individual Child Care Program Plan (ICCPP) for a child with a known allergy; An allergy-related ICCPP was not updated annually (C10 and C11).

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (c)

**Repeat Licensing Violation:** The license holder was cited for a similar violation in the following orders:

- A Correction Order dated October 28, 2025
- A Correction Order dated February 7, 2022

#### **RISK REDUCTION PLAN**

38. Violation: The program did not evaluate the risk reduction plan each calendar year. There was no documentation to verify that an annual evaluation of the center's risk reduction plan was done in 2024.

Statute Violated: Minnesota Statutes, section 142B.54, subdivision 3

#### **EMERGENCY PREPAREDNESS**

39. Violation: The license holder did not review and update the emergency plan yearly. There was no documentation to verify that a yearly review and update of the center's emergency plan was done in 2024.

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 3, paragraph (d)

**Repeat Licensing Violation:** The license holder was cited for a similar violation in a Correction Order dated

December 20, 2024.

40. Violation: The license holder did not include the emergency plan in the program's indexed policies and procedures. The Emergency Preparedness Plan was not listed in the Policy and Procedure Manual index and was separate from all other policies.

Statute Violated: Minnesota Statutes, section 142B.66, subdivision 3, paragraph (e)

### **Immediate corrective action required**

You must immediately correct the violations cited above. Submit documentation to your licensor within 30 days from when you received this order explaining how you have corrected the violations. If you fail to demonstrate substantial compliance with child care licensing requirements or with the terms of your conditional license that are provided below, DCYF may take an additional licensing action, including revocation, against your license.

Additionally, DCYF will not approve a request to increase your childcare services from the date of this order until the time your conditional license expires.

### **CONDITIONAL LICENSE TERMS**

In addition to the child care licensing rules and statutes, you are required to comply with the following terms:

1. Within 15 days from receipt of this order, you must provide written notification of the conditional status of your license to all parents/legal guardians. Prior to providing the written notification to all parents/legal guardians, you must submit the written notice to your DCYF licensor for approval. The notification must specify the length of time of the conditional status of your license, the reasons your license was made conditional, and must include either a copy of the Order of Conditional License or an offer to provide a copy of the order upon request.
2. You must develop a system that includes using a checklist to ensure you have a record onsite for every child enrolled in your program and each record maintains all required information as specified under Minnesota Rules, part 9503.0125 and Minnesota Statutes, section 142B. 66, subdivision 1, paragraph (a). Within 30 days from receipt of this order, you must submit a copy of the checklist you will use to ensure each child has a record and contains all required documentation. On an ongoing basis while your license is on conditional status, you must complete the checklist for each child enrolled in your program and maintain a copy of the completed checklist in each child's file.
3. Within 45 days from receipt of this order, you must ensure that all staff persons have successfully completed training as required under Minnesota Statutes, section 142B.66, subdivision 1 paragraphs A and C, and infant safe sleep requirements as required under Minnesota Statutes, section 142B. 46. You also must ensure that new hires successfully complete all applicable training. You must maintain documentation of the completed training in each staff person's personnel record.

4. Within 45 days from receipt of this order, you must submit documentation to verify that you have purchased equipment as required for all classrooms. The documentation submitted must include copies of receipts detailing the items purchased.

On a monthly basis while your license is on a conditional status, you must complete the enclosed equipment and supplies forms for each classroom, showing that you have maintained the required amount of equipment and supplies on an ongoing basis. Equipment and supplies forms must be completed at the beginning of each month and made immediately available to the Commissioner upon request.

5. Within 45 days from the receipt of this order, you must develop a system to ensure that monthly crib inspections are completed, document all cribs brand name and model number, and ensure all crib brand names and model numbers are checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs as required under Minnesota Statutes, section 142B, subdivisions 2, 3, and 4.

## **YOUR RIGHT TO REQUEST RECONSIDERATION**

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- Clearly state that you are requesting reconsideration of the conditional license
- List each citation you are challenging and identify what is inaccurate or incomplete about the information in the order
- Supply information that is accurate or more complete
- State why you believe your license should not be on a conditional status
- Be made before the deadlines provided below

If you choose to request reconsideration of this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. The timeline to request reconsideration began when this order was issued in the Provider Hub. Your request for reconsideration must be submitted in the Provider Hub within 10 calendar days from the date of issue. If you do not meet this deadline, you lose your right to request reconsideration.

### **Conditional license stayed pending reconsideration**

If you request reconsideration within the timeframes described above, the terms of the conditional license will not take effect until a decision is issued by DHS. If the conditional license is affirmed on reconsideration, the terms would take effect on the date of the reconsideration decision, and run for two years from that date. You continue to be required to comply with all child care center laws and rules.

### **Posting of this licensing action**

You are required to place this Order of Conditional License in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Mustaf Ahmed, Authorized Agent

March 18, 2026

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### Legal authority for this licensing action

- This action is taken under Minnesota Statutes, 142B.16, subdivision 1.
- Child Care Centers are required to follow Minnesota Rules 9503.0005 to 9503.0170; and Minnesota Statutes, Chapters 142B, 245C, and 260E
- The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 4.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 142B.16, subdivision 5.
- If a license holder files a timely reconsideration request, the terms of the conditional license are stayed pending a decision by DCYF under Minnesota Statutes, section 142B.16, subdivision 4.
- Minnesota Statutes, section 142B.16, subdivision 3 states that DCYF may impose additional licensing actions against a license holder that does not correct the violations cited in a conditional license order.

### Questions

If you have any further questions regarding this matter, you may contact Donna Gainor, Supervisor, at 651-431-6529.

Sincerely,



Kimberly Sommers, Unit Manager

Licensing Division

Office of Inspector General

[NAME], Authorized Agent

[DATE]

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