

# REGULATORY AGENCIES

The Lindgren Child Care Center is licensed through the Minnesota Department of Human Services and must follow guidelines outlined in Rule 3 (more information to follow.) We must also follow the guidelines put forth by our accreditation body NAEYC along with the Federal Food Program.

# REGULATORY AGENCIES

- ◉ MN Department of Human Services
  - Rule 3
- ◉ National Association for the Education of Young Children (NAEYC)
  - Accreditation
- ◉ MN Parent Aware
  - Star Rating System
  - Early Learning Scholarships
- ◉ Child and Adult Food Program
  - CACFP

# RULE 3

The following slides describe requirements put forth by the MN Department of Human Services (Rule 3)

# RULE 3

## ◉ Child Care Centers

### General licensing information

#### Staff qualifications:

The center must have a director and the appropriate number of staff qualified as teachers, assistant teachers, and aides based on staff ratio and distribution requirements.

# RULE 3

## Within each age category:

- first staff needed to meet the staff to child ratio must be a teacher.
- second staff must be at least aide qualified.
- third staff must be at least assistant teacher qualified.
- fourth staff must be at least aide qualified.

### ~Teacher:

Must be at least 18 and meet one of 9 possible combined credential, education and experience requirements, such as a high school diploma with 4,160 hours experience as an assistant teacher and 24 quarter credits in a child care related field.

### ~Assistant teacher:

Must work under the supervision of a teacher, must be at least 18, and meet one of the 9 possible combined credential, education and experience requirements, such as a high school diploma with 2,080 hours experience as an aide or intern and 12 quarter credits.

### ~Aide:

Carries out the child care program activities under the supervision of a teacher or assistant teacher. Must be at least 16; if under 18 must be directly supervised by a teacher or assistant teacher at all times except with sleeping children or assisting with toileting and diapering.

### ~Volunteers:

If included in the staff ratio, must meet the requirements for the assigned staff position. Volunteers who have direct contact or access to children must be supervised by director, teacher, or assistant teacher.

# RULE 3

## Child age groups:

Infant - Age 6 weeks but less than 16 months old.

Toddler - Age 16 months but less than 33 months old.

Preschooler - Age 33 months but has not yet attended the first day of kindergarten.

School age - Is at least of sufficient age to have attended the first day of kindergarten, or is eligible to enter kindergarten within the next four months, but is younger than 13 years of age.

## Staff ratios and group size:

The applicant must meet the minimally acceptable staff to child ratios and the maximum group size within the following age categories:

Age: _____	Ratio: ____	Group size: _____
Infant _____	1:4 _____	8
Toddler _____	1:7 _____	14
Preschooler _____	1:10 _____	20
School age _____	1:15 _____	30

## RULE 3

### Child care program plan:

The applicant must develop a written child care program plan addressing supervision; age categories and number of children served; days and hours of operation; have stated goals and objectives; specify activities; documentation of each child's progress; and daily schedule.

When a program admits a child with special needs, the program must ensure that an individual child care program plan is developed to meet the child's individual needs.

# RULE 3

## Required policies:

The applicant must develop and implement written policies in the following areas:

- Behavior guidance. This includes positive behavior guidance, unacceptable behavior procedures, and prohibited actions.
- Information for parents. At the time of enrollment, parents must be provided with written notification of the: ages and numbers of children served; hours of operation; educational methods; political, religious, behavioral, and philosophical ideology; parent rights; parent conferences; health care summary; sick care policies; first aid; medication administration; parental permission; pet policy; visiting procedures; and grievance procedure.
- Emergency and accident policies and records. The applicant must keep a record of incidents, emergencies, accidents and injuries that occur. Policies must address: first aid; safety rules; daily inspections for hazards; fire prevention; disaster procedures; missing child procedures; unauthorized pick up of child; medical emergency; recording procedures; and annual analysis of center policies.
- Health policies. Applicant must have approved health policies; have a health consultant review the center's health policies annually, including first aid, safety, diapering and sanitation. Applicant must follow required procedures for immunizations, notices about sick children, administration of medicine, and sanitation practices concerning toilet facilities, diaper changing and hand washing.
- Mandated reporting policies and procedures. The applicant must develop policies and procedures for reporting suspected maltreatment and for reporting complaints about the program.
- Risk reduction plan. The applicant must develop a risk reduction plan that assesses risks to children served by the center and establish procedures to minimize identified risks.



<b>Staff Information</b>	Name:	Start Date:
	Position: <b>Teaching Staff</b> Classroom:	Supervisor:
<b>LCCC Staff Handbook</b>	<input type="checkbox"/> Provide Staff with LCCC Staff Handbook/Mission/Philosophy Date: _____	
<b>Health, Safety, and Emergency Procedures</b>	<input type="checkbox"/> <b>Health/Safety Procedures</b> <ul style="list-style-type: none"> <li>➤ Hand washing</li> <li>➤ Cleaning &amp; Disinfecting</li> <li>➤ Illness</li> <li>➤ Staff Room</li> <li>➤ First Aid</li> </ul>	<input type="checkbox"/> <b>Emergency/Safety Procedures</b> <ul style="list-style-type: none"> <li>➤ Fire Evacuation</li> <li>➤ Tornado Evacuation</li> <li>➤ Blizzard Procedure</li> <li>➤ Utility Failure</li> <li>➤ Inside the Building Emergency</li> </ul>
	Date: _____	Date: _____
<b>SIDS &amp; SBS</b>	<input type="checkbox"/> AHT Video <input type="checkbox"/> SUIDS/SIDS & AHT Training PowerPoint's Date: _____	
<b>Classroom Guidance</b>	<input type="checkbox"/> Review guidance and classroom management procedures <ul style="list-style-type: none"> <li>➤ Infant room</li> <li>➤ Toddler room</li> <li>➤ Preschool room</li> </ul>	
	Date: _____	
<b>Child Abuse &amp; Neglect Reporting Procedures</b>	<input type="checkbox"/> Review MN Statute 626.556--Reporting of maltreatment of minors <ul style="list-style-type: none"> <li>➤ Definition</li> <li>➤ Persons mandated to report             <ul style="list-style-type: none"> <li>• Suspected abuse outside of child care center</li> <li>• Suspected abuse within child care center</li> </ul> </li> <li>➤ Failure to report</li> <li>➤ Report process</li> </ul>	
	Date: _____	
<b>Regulatory Requirements</b>	<input type="checkbox"/> Review Lindgren Child Care Center regulatory agencies <ul style="list-style-type: none"> <li>➤ Rule 3 (MN child care licensing guidelines)</li> <li>➤ NAEYC (National Association for the Education of Young Children)</li> <li>➤ CACFP (Child and Adult Care Food Program) Date: _____</li> <li>➤ Risk Reduction Plan Date: _____</li> </ul>	
<b>Introductions &amp; Tour</b>	<input type="checkbox"/> Give introduction to key staff during tour <input type="checkbox"/> Tour of facility <ul style="list-style-type: none"> <li>➤ Restrooms</li> <li>➤ Parking</li> <li>➤ Classrooms</li> <li>➤ Office</li> <li>➤ Emergency Exits</li> </ul>	

Date of initial review: \_\_\_\_\_

Acknowledgment

(To be signed upon completion of all orientation items)

Staff: \_\_\_\_\_

Administrator: \_\_\_\_\_

# NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC) ACCREDITATION

NAEYC's accreditation system requires early childhood programs to complete four steps to achieve NAEYC Accreditation.

The four steps and requirements were developed with extensive input from early childhood educators and reviewed by the Reinvention Commission on NAEYC Early Childhood Program Standards and Accreditation Criteria, Council for NAEYC Accreditation, a board-appointed work group of representatives from large system of programs for young children.

These requirements are designed to increase the accountability of the system for children, families, and all customers of NAEYC Accreditation.

The Lindgren Child Care Center is a nationally recognized, accredited center for young children.

- ◉ <http://parentaware.org/>
- ◉ <http://www.stcloudstate.edu/childcare/manuals/>
- ◉ <http://www.naeyc.org/academy/>
- ◉ [http://mn.gov/elicense/licenses/licensedetail.jsp?URI=tcm:29-10686&CT\\_URI=tcm:27-117-32](http://mn.gov/elicense/licenses/licensedetail.jsp?URI=tcm:29-10686&CT_URI=tcm:27-117-32)
- ◉ <http://www.naeyc.org/academy/pursuing/equals/candidacy>

# CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

USDA's Food and Nutrition Service (FNS) administers CACFP through grants to States. The program is administered within most States by the State educational agency. In a few States it is administered by an alternate agency, such as the State health or social services department; and in Minnesota, it is directly administered by the MN Department of Education. The child care component and the adult day care component of CACFP may be administered by different agencies within a State, at the discretion of the Governor.