



Hennepin County Child Care Licensing

THE CHILD CARE CONNECTOR

NEW CHILD CARE LICENSING STAFF

- Hi, my name is Azur (with no 'e') Walters. I joined the Child Care Licensing Unit in March, 2016. My role is Quality Assurance Specialist. I'm also known within the unit as the "Entertainment Director" as I plan the unit functions we do for fun during non-working hours. I look forward to helping you make your programs the safest, most successful program possible.

- Hi, my name is Kari Bullard. I have been with Hennepin County for 6 years now and with Child Care Licensing since June 2016. My caseload right now is primarily Renewals, however, I will also be working with the Intake Team, as well. I strive to create a partnership with my providers focusing on open lines of communication - and questions are always welcome. I look forward to working with you to make your childcare program the best that it can be!

- Hello, my name is Nicole Rice. I joined the Child Care Licensing Unit in January 2016 as a Renewal Licensor. Here at Hennepin County, we work to improve the lives of people within our community. I look forward to working with you to make your programs safe, successful endeavors!

- Hi. My name is Suzette Bechly, and I am a renewal licensor for Family Child Care. I have worked in Hennepin County for about 13 years, but am new to the Child Care licensing area. Previously, I worked in Child Protection. I'm a mother of two teenage children myself, and I appreciate what our providers are doing for the little ones! Through your fabulous efforts, they are safe, happy, and inspired. I look forward to my renewal visits, and I can't wait to meet you!

- My name is Padee Yang and I joined the Child Care team in February of 2016. Prior to joining the team I was working as a Child Protection Social Worker for over 16 years. I enjoy being a part of work that can impact the lives of young children. I believe in building a healthy and safe foundation in the community, and that it starts with our children. I look forward to meeting providers and working together to maintain and improve the quality of child care.

Inside this issue

Cover	New Staff
Page 2	Ready for Renewal
Page 3	Egress Windows
Page 4	Kid's Corner
	Parent Feedback
Page 5	Food Program
Page 6	Develop
Page 7	Incident Reporting
Page 8	Staff Directory



~Renewal Basics~

- ◆ Expect a renewal packet from us within 90 days (minimum) from the date your current license expires. Make sure you do not delay in completing **ALL** included forms and returning them to us!
- ◆ Background studies take time! Study forms filled out incorrectly does not make your renewal go through more quickly. Make sure you review them for accuracy before submitting!
- ◆ We used to require the original, in-ink copy of the background study. This is no longer the case! Once you have the subject of the background study sign the form, you can fax or email them to your licensor.
- ◆ The Family Systems Application included in your renewal packet does not require notarization. *Notarization is required for your initial application only!*
- ◆ Make sure your home, or program house is **ready to go** for the renewal visit. While our licensors are smart cookies, they prefer not to imagine how the physical environment 'might' look when it's ready. If you know something needs fixing, replacement, adjustment or reconsideration, try to get that done before the renewal visit!

Ready for Renewal is Back!

The Child Care Licensing 'Ready for Renewal' training resumed at the end of October, 2016. About thirty-six people attended.

Here is some of the positive feedback given by attendees:

- I wish I had this training information 3 years ago when I first began. I believe all new providers would greatly benefit from this class. It would clarify a lot and lessen the stress we experience in trying to learn all the requirements. Thanks!

- Good job getting me prepared for my renewal. I feel comfortable with the things that are expected of me at my renewal.

- This is so important. I went to the last renewal many years ago and found it to be very helpful. I am pleased to see that you have begun to do this training annually. Glad you made the point to have folks ask very specific questions afterwards. Not all respected this. Very good very organized.

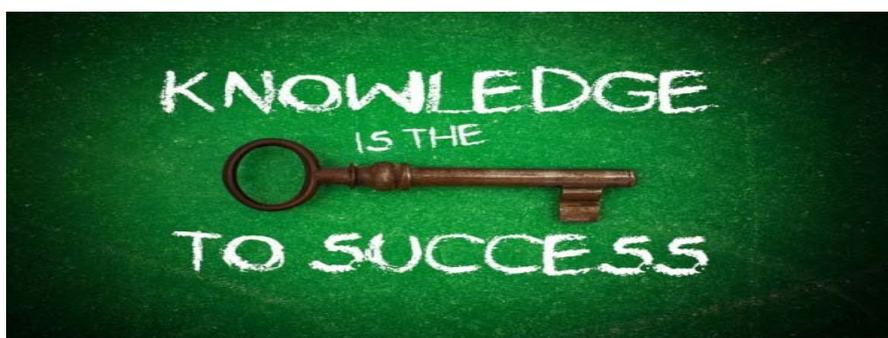
What is Ready for Renewal?

Everything from when to start sending in your forms to when to expect your license from DHS. Licensing staff have put together a basic outline that we hope to develop using feedback from providers. A work in progress, we hope to bring you this training **at least** once a year. **Our next class should be this spring!**

Please take a moment to think about the renewal process itself, what information you have learned as a veteran provider, or the questions you've found yourself asking before that first renewal. Mail your questions to us at:

Child Care Licensing
300 South 6th Street, MC 711
Minneapolis, MN 55487

Or, email us at: childcare.info@hennepin.us





Window-Well Egress



Swing-In Egress Window



Lift-Up Egress Window



Slide-Open Window

Egress Windows

Did you know a window counts as an emergency exit? Whether on the ground floor or a window well, windows are often the required second exit for most daycare spaces. Here are some basic things to remember about your egress window:

The window must open!

Whether the window slides up, swings in or out—it needs to open! Windows can become stuck if not opened occasionally, so take a moment to make sure your window opens easily!

Window wells can fill up with debris quickly...

Leaves, branches, twigs, even small animals can fall into your window well and, before you know it, obstruct or even block the proper use of your emergency escape route! Make sure your window well is free of debris, before the snow hits!

Don't block your escape route!

We hope you never have to do so, but in the event you and your children need to get out of the home, the last thing you want is a blocked exit! Take a look at your intended escape route: can you (or your program children) get to the window from the inside? Is anything blocking the free-movement of the window, from the outside? Taking a few minutes now to make sure could make a world of difference in the future.

FACTS

- ◆ Egress Window-wells over 44 inches deep are **REQUIRED** to have a ladder installed.
- ◆ Each room approved for child care must have **TWO** means of escape.
- ◆ One means of escape **MUST** be a door leading to the “floor of exit discharge.”
- ◆ The second means of escape **MUST** be a door or window leading directly outside.
- ◆ If a window, the second exit **MUST** be openable without “special knowledge.”
- ◆ Any window used as an exit **MUST** have a clear opening of no less than 5.7 square feet.
- ◆ Any window used as an exit **MUST** have a minimum clear opening dimension of 20 inches wide and 24 inches high.
- ◆ Getting a window installed or replaced? Talk to us first—there are state and local fire codes to consider!

Kid's Corner: WINTER IS COMING

WINTER SAFETY

Here are some outdoor activities you can do with the kids this winter...

Old Fashioned Pine Cone Bird Feeder -This activity is sure to bring back memories of your own childhood, and has kids working with different substances and textures in a constructive way. Gather up the kiddos and go outside for a pine cone hunt. Don't have any Evergreen trees? No worries, you can purchase pinecones at your local arts and crafts store and hide them in the yard the day before. To make the bird feeder, simply coat the pine cones in peanut butter (*use almond, sunflower, or cashew butter if food allergies are a concern*) and roll them in assorted bird seed. Attach a piece of bright colored yarn around the top end of the pine cone and hang them on a tree. You can then watch the birds come, and make a game of counting how many birds come to feed. Older kids could try to identify the types of birds that come to feed. **CAUTION: Supervision should be ensured to make sure little one's do not try to eat fallen seeds while playing outside.**

Make Snow Sculptures -If snow falls in abundance, bundle you kids and have them lie down and wave their arms and legs to make snow angels. Or try rolling balls of snow to build snowmen. Some like to get creative with the whole snowmen idea and create snow animals, snow families, and so on. Another trick is to leave the heads off the creations, so kids can stand behind them and add their own faces. You could then take their picture and give it to the parents for a fun holiday card/gift.

Make Ice Art -Freeze water colored with food coloring into blocks and other shapes, using ice cube trays, muffin tins, Jell-O molds, and old yogurt containers (This step is more easily done in your freezer, but you can also try it outdoors.) Then bring your colorful ice blocks outside, along with any natural ice and snow you can collect, to create your own ice sculptures. In sub-freezing temperatures, you can stick the pieces together by dribbling water on them—it should quickly freeze them in place.

What Are Parents Saying About You?

Ever wonder what the parents using your program say about you? Here is a small sample of the comments we have received in the last few months about your childcare programs

What does this provider do well?

- "Communication, individual attention and care, great two-way dialogue and advice about children's care."
- "Attentive, caring, reliable, knowledgeable."
- "Friendly patient, appropriate discipline."

Why did you choose this provider?

- "Location, price and seemed friendly and low number of children in the daycare."

What could this Provider Do Better?

- "Healthier snacks/food, more learning/teaching activities."
- "I'd like to see more planned activities and less free play time."
- "I wish the hours were better, it's hard for me to always get there on time before closing."

FROST BITE / FROST NIP

Frost bite means frozen tissue. Frost nip is a milder form of frost bite, but can still cause injury. Day care children are more likely to get "frost nip." Frost nip occurs where any skin is exposed to the cold like cheeks, fingers, feet, nose, and ears. To minimize exposure to cold, make sure children's skin is not exposed, by wearing mittens (instead of gloves), hats that cover ears, and scarves that cover cheeks and nose.

To minimize frost nip exposure:

In the event that any clothing gets wet, bring the child inside and remove all wet clothing immediately.

Do not use heating pads or hot water to rapidly heat the skin. It is best to use warm water to slowly bring the child's skin back to normal temperature.

If normal sensation does not return, seek medical attention.

Reference:

<http://kidshealth.org/en/parents/frostbite.html>

Food Program Providers

Food Program

It is a federally funded program that pays licensed family child care providers to serve nutritious meals and snacks to the children in their care.



You will receive nutrition education so the children in your care will get healthy meals and snacks. Nutritious food contributes to the wellness, healthy growth and development of young children.

Adult's & Children's Alliance:

Phone: 651-481-9320
(www.acainc.org)

Child Care & Nutrition, Inc.:

Phone: 800-634-3359
(www.childcarenutrition.com)

You report each month the number of meals and snacks served to the children in your care. Then the Food Program will send you a check to pay for the cost of the food. If you serve one breakfast, one lunch and one snack each day you receive about \$564 or \$1,170 per child from the Food Program each year.

Milestones:

Phone: 800-288-8549
(www.milestonesmn.org)

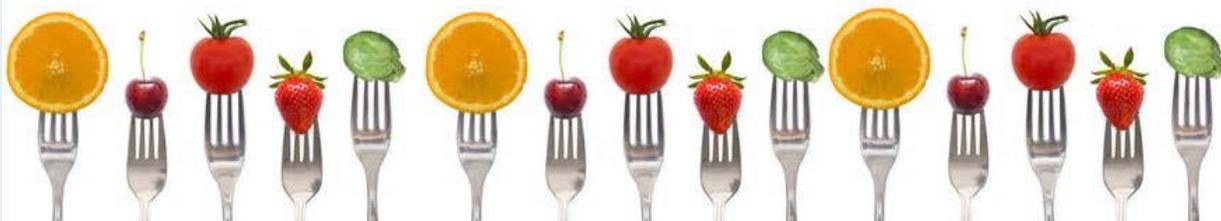


You are always better off financially if you join the Food Program. The money you receive is taxable income, but the cost of the food you serve is tax deductible. For every \$1000 you receive from the Food Program, you can expect to keep about \$600—\$700 in your pocket after taxes.

Providers Choice:

Phone: 800-356-5983
(www.providerschoice.com)

Most providers spend less than 3 hours per week on Food Program paperwork. If you care for four children you will be earning about \$14 or \$30 per hour for your time! That's more than you earn per hour caring for children.





The Minnesota Quality Improvement & Registry Tool

BACKGROUND

Develop was made possible by Minnesota's Race to the Top—Early Learning Challenge Grant, with ongoing funding provided by the Child Care Development Fund Block Grant, as managed by the Minnesota Department of Human Services. Develop is an on-line tool for individuals and organizations who offer early learning & school-age care. The tool brings together Professional Development Registry and quality improvement functions, including Parent Aware.

VISION

Develop offers training and quality improvements tool to support early learning & school-age care. Developtoolmn.org is the one-stop-shop where you and your organization can get the tools you want and need to build upon your success. Together, we're developing a brighter future for all of Minnesota's children!

FEATURES

Your work is important and your life is busy, so Develop aims to be a one-stop-shop for all your early learning & school-age care needs. With a single login, you will be connected to the Minnesota Center for Professional Development (MNCPD), Parent Aware, all training offered by Child Care Aware of Minnesota. Just as you grow and improve every day, Develop is also continuously growing and improving. Below are some features that already exist or under construction:

PROFESSIONAL DEVELOPMENT

- Use self-assessment tools to identify opportunities for professional growth
- Make a professional development plan
- Search for training opportunities in your area
- Track and verify your employment, education and training history
- Track your completion of licensing training requirements and your staff qualification level
- Earn a Career Lattice Step

QUALITY IMPROVEMENT

- Manage professional development and training for you and your employees
- Use environment self-assessment tools to identify opportunities for quality improvement
- Track program achievements such as accreditation and Parent Aware Star Ratings
- Apply for Parent Aware using convenient online forms
- Submit documentation of your program's quality
- Discover Relationship-Based Professional Development (RBPD) resources, such as coaching consultation and mentoring

Visit us today at www.developtoolmn.org!! If you need assistance, contact us at support@develophelp.zendesk.com or call 651-431-4794

Incident Reporting

Whether it is a fall, a bump, or something worse as a licensed family child care provider you are required to report the incident to your licensing worker.

With technological advances, Hennepin County Child Care Licensing we are now able to provide you with an electronic Incident Reporting form that you may use. This form permits you to a) type the information into the form; and b) submit the form via e-mail. The form permits you to include your own email address so that you may send a copy to yourself, as well.

You can locate the new Incident Reporting form on our website at www.hennepin.us/childcare.

- 1) Click on "For Current Providers."
- 2) Look under "Forms for Business Use."

If you would like to continue mailing the Incident Reporting form to our office, you may do so at:

Hennepin County Human Services & Public Health Department
Child Care Licensing
Attn: (Your Licensing Worker's Name)
300 South Sixth Street, Mail Code 711
Minneapolis, MN 55487

Please note: Our office has moved and therefore our mailing address has changed.

If you have questions about completing the Incident Reporting form, please contact your licensing worker or contact our Coverage Line at 612-348-3883.

Providers Christmas Party

This is a party hosted by a St. Paul family childcare provider (Mary Albert) for all providers who wish to attend.

- Who: Mary Albert, Family Child Care Licensed Provider (since 2004)
- What: Providers Christmas Party
- When: December 17, 2016
- Where: 2548 - 7th Street East
Saint Paul, MN 55106
- How: Please send \$25.00 payable to Mary Albert at 1463 Clarence Street, Saint Paul, MN 55106. Ms. Albert requests that she receive your payments by December 14, 2016.

This event is not sponsored by Hennepin County Child Care Licensing.



Hennepin County Human Services & Public Health Department
 Child Care Licensing
 300 South Sixth Street, Mail Code 711
 Minneapolis, MN 55487

Child Care Licensing Staff List

Child Care Licensing Social Workers

Jan Goetz	(Supervisor)	jan.goetz@hennepin.us
Gena Johnson	(Supervisor)	gena.johnson@hennepin.us
Kristine Miller	(Intake Worker)	kristine.miller@hennepin.us
Cassandra Dutrieuille (Quality Assurance Specialist)		cassandra.dutrieuille@hennepin.us
Anisa Nur	(Renewal Worker)	anisa.nur@hennepin.us
Shelley Gibbons	(Intake Worker)	shelley.gibbons@hennepin.us
Shawn Wilde	(Renewal Worker)	shawn.wilde@hennepin.us
Kari Bullard	(Renewal Worker)	kari.bullard@hennepin.us
Nicole Rice	(Renewal Worker)	nicole.rice@hennepin.us
Kristin Kalahar	(Renewal Worker)	kristin.kalahar@hennepin.us
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Padee Yang	(Renewal Worker)	padee.yang@hennepin.us
Azur Walters	(Quality Assurance Specialist)	azur.walters@hennepin.us

Other Child Care Licensing Staff

Jessica Trujillo	(Case Aide)	jessica.trujillo@hennepin.us
vacant		
Adade Gbadoe	(Support)	adade.gbadoe@hennepin.us

