

Child Care Center (DHS Rule 3) License Application

License Application Addendum

You must complete and attach this addendum page to the main license application form. Failure to do so will result in an incomplete application.

1. Type of child care program

Check the applicable boxes for the type service(s) you will provide.

Full-day program	Half-day program	Half-day program with extended care
Drop-in program	Night care program	Sick care program

2. Hours of operation

Identify the days and hours of operation of your program. For half-day programs, list the hours as a.m. and/or p.m. sessions as applicable.

Monday	From _____	am	pm	To _____	am	pm
Tuesday	From _____	am	pm	To _____	am	pm
Wednesday	From _____	am	pm	To _____	am	pm
Thursday	From _____	am	pm	To _____	am	pm
Friday	From _____	am	pm	To _____	am	pm
Saturday	From _____	am	pm	To _____	am	pm
Sunday	From _____	am	pm	To _____	am	pm

3. Months of operation

From _____ To _____

4. Requested license capacity

Infant (six weeks through 15 months): _____

Toddler (16 months through 32 months): _____

Preschool (33 months through pre-kindergarten): _____

School age (kindergarten through 12 years of age): _____

TOTAL: _____

5. Food service

Check all the applicable boxes indicating what meals or snacks the program will provide.

Breakfast	Morning snack	Lunch
Afternoon snack	Dinner/supper	Evening snack

Check all the applicable boxes indicating where meals or snacks will be prepared or taken.

Food prepared onsite	Food catered	Meals taken at separate location	Bag lunches
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Child Care Center (DHS Rule 3) License Application

A. Additional Required Materials and Approvals

If you are applying for a child care center license, you must read and comply with the additional requirements for licensure and complete and submit each of the additional required materials identified below in order for your license application to be complete.

Center status during application process: You may not operate as a child care center or advertise as a licensed program until all licensure requirements have been fulfilled and approved by the Licensing Division and a license issued.

1. Policies, procedures, and program records

You must develop and submit the following program records, forms, and policies and procedures with your application. Information on these requirements is available online in the [Policies, Procedures and Program Record Requirements for Child Care Centers](#). Sample forms and policies and procedures are available online from the [DHS Licensing Forms](#) web page under the Forms for Child Care Centers section.

a. Required program records:

- (1) Equipment and Supply Forms – [Infant](#), [Toddler](#), [Preschool](#), and [School age](#). Complete for each age category you intend to serve ([9503.0060](#)).
- (2) Meal and Snack Menus – Provide sample menus for all meals and snacks served by the program which comply with USDA nutritional requirements ([9503.0145](#), subpart 2).
- (3) Children's Records – Provide sample forms to be maintained in the children's records ([9503.0125](#)).
- (4) [Summary of Personnel Information Form](#) – Complete the Summary of Personnel Information Form identifying the applicant(s) and staff persons hired at the time of application.
- (5) [Personnel Information Form](#) – For the applicant(s) and all staff persons hired at the time of application, provide documentation to verify experience and post-secondary education requirements ([9503.0030](#) through [9503.0034](#)).
- (6) Health Consultant – Provide the name of the health consultant and documentation to verify the health consultant meets the requirements under [9503.0005](#), subpart 14.
- (7) Health Consultant Review – Provide written documentation of the health consultant review and approval of health policies and practices ([9503.0140](#), subpart 2).

b. Required policies and procedures:

- (1) Child Care Program Plan ([9503.0045](#), subpart 1)
- (2) Nap and Rest Policy ([9503.0050](#); [245A.1435](#); and [245A.146](#))
- (3) Behavior Guidance Policies ([9503.0055](#), subparts 1 through 6)
- (4) Emergency and Accident Policies ([9503.0110](#), subparts 1, 2 and 3)
- (5) Health Policies ([9503.0140](#), subpart 1)
- (6) Maltreatment of Minors Mandated Reporting Policies ([245A.145](#), subdivision 1); and Internal review Policies and Procedures ([245A.66](#), subdivision 1). It is recommended that you use the [Maltreatment of Minors Mandated Reporting Policy](#) available online.
- (7) Risk Reduction Plan ([245A.66](#), subdivisions 2 and 3). As an option, you may choose to use the sample [Child Care Center Risk Reduction Plan form](#) available online.
- (8) Grievance Procedure for Parents ([245A.04](#), subdivision 1, (d))
- (9) Policy Information for Parents ([9503.0090](#), subpart 1)
- (10) Program Drug and Alcohol Policy ([245A.04](#), subdivision 1, (c))

Child Care Center (DHS Rule 3) License Application

2. Facility floor plan

You must submit a facility floor plan that verifies the physical plant and space requirements for child care centers according to Minnesota Rules, part [9503.0155](#), subpart 4. It must designate all indoor space and outdoor activity areas, and dimensions and planned use of each area. You may use the [floor plan](#) available online.

3. DHS notice to local zoning authority

Contact the local municipality to determine any possible requirements for conditional or special use permits. Compliance with zoning ordinances is required prior to issuance of a license. When your application is received, the DHS Commissioner will provide 30 days' notice to the affected municipality where the applicant is seeking to provide services as identified in [section 245A.04, subd. 2](#). An absence of objection by the local authority will be considered approval.

4. Fire, building, and health inspections

Before a license will be issued, you must provide documentation of compliance with applicable fire, building, and health codes, or documentation that an appropriate waiver has been granted. It is recommended that you contact these inspection agencies prior to submission of your application to DHS Licensing to ensure that the proposed space complies with applicable code requirements. Once your application has been submitted and determined by DHS to be complete, the DHS licensor assigned to evaluate your application will assist you with requesting inspections from other agencies. The completed and approved code inspection reports must be submitted to the DHS licensor before the onsite licensing inspection is conducted and a license is issued.

Fire inspection: Minnesota Statutes, section [245A.151](#), requires an inspection by a State Fire Marshal to determine compliance with the State Fire Code under section 299F.011. In some areas, local fire inspector(s) are trained and approved by the State Fire Marshal to conduct the fire inspection. The State Fire Marshal maintains an [online list](#) of local fire code inspectors trained and approved by the State Fire Marshal Division to conduct the required inspection for DHS licensed facilities. If a community does not have an approved local fire code inspector, the State Fire Marshal must conduct the inspection. The phone number for the office of the State Fire Marshal is (651) 215-0500. An inspection fee may be required.

Building inspection: A building code inspection by the local building inspector to determine compliance with local building code is required. If the facility is located in a non-coded area of the state and there is no building code inspection required for the program location, you must submit documentation from the local authority (city) that there is no code requirement.

Health inspection: Based on the level of food preparation, handling and service, licensure by the Department of Health may be required. If a community does not have a local health inspector to determine if a health license is required, the state Health Department must be contacted. The phone number for the office of the state Health Department is (651) 201-5000.

5. Onsite inspection

Within 90 working days after receipt of a complete application, including written verification of fire, building, health, and zoning approvals, the DHS licensor will contact you to schedule an onsite visit. At the time of the onsite visit, you must demonstrate that you are in full compliance with all licensing rules and regulations or a license will not be issued.

C. Information and Resources for Applicants and License Holders

The following sample forms and policies and procedures are available online from the DHS Licensing Forms web page under the [Forms for Child Care Centers](#) section. It is recommended you make print them and make additional copies for future use. Check the website regularly for updates and added forms.

1. Additional forms available for future use:

- a. [Document list](#) – Use this checklist to assist you in complying with documentation requirements for children's' records, personnel records, and administrative records.
- b. [Staff In-Service Training Record](#)
- c. [Staffing Pattern](#)

Child Care Center (DHS Rule 3) License Application

- d. [Unqualified Substitute Report](#)
- e. [Experienced Aide Report](#)
- f. [Child Care Immunization Record](#) (sample form for children's records)
- g. [Health Care Summary](#) (sample form for children's records)
- h. [Incident/Injury Report Form](#)
- i. [Separation Report](#)
- j. [Monthly Crib Safety Inspection Form](#)
- k. [Variance Request](#)

2. Additional information: The following are links to online information related to child care services. You may want to bookmark or add these sites to your internet favorites for future reference:

- a. For general licensing information go to [DHS Licensing](#)
- b. For licensing forms go to [Licensing Forms](#)
- c. For annual license renewal information, go to [License Renewal Information](#)
- d. For information on specific licensing requirements, go to [DHS Licensing Licensed Programs and Services](#)
- e. For information on background study requirements, go to [DHS Licensing Background Studies](#)
- f. For information on maltreatment requirements and investigations, go to [DHS Licensing Maltreatment Investigations](#)
- g. To find DHS licensed programs, go to [DHS Licensing Information Lookup](#)
- h. For information on all types of licenses issued in Minnesota, go to [License Minnesota](#)
- i. For information on [reportable diseases](#), go to the Minnesota Department of Health website
- j. For information on [Emergency Preparedness, Response, and Recovery](#), go to the Minnesota Department of Health website

D. Applicable Rules and Laws

The following laws and rules apply to the provision child care centers licensed according to Minnesota Statutes, chapter 245A:

- Minnesota Rules, chapter [9503](#) (DHS Rule 3).
- Minnesota Statutes, chapter [245A](#), Human Services Licensing Act
- Minnesota Statutes, chapter [245C](#), Background Study Act
- Minnesota Statutes, section, [626.556](#), Maltreatment of Minors Act (MOMA)

You may order a book of the Child Care Center Laws & Rules online from Minnesota's Bookstore at www.minnesotasbookstore.com or by calling 651-297-3000 or 800-657-3757.

E. License Application Checklist

Use the [License Application Checklist](#) to help you prepare your license application. You must verify that all forms and materials identified on the checklist have been completed and are included in your license application before you submit it to the DHS Licensing Division.

Child Care Center (DHS Rule 3) License Application

F. License Application Processes

1. The following processes must be completed before you submit your application:

I submitted a complete license application and the \$550 license application fee to the correct address.

I have reviewed and understand the applicable rule and statutory requirements, including background study requirements for the applicant and controlling individuals, and for ongoing background study requirements for the program if it is licensed.

2. The following processes are completed after you submit your application, but before a license is issued:

I understand that the DHS Licensing Division has 90 working days to act on my application, once a complete application has been received.

I understand that if my application is incomplete or substantially deficient, I will receive a written notice from the DHS Licensing Division identifying documents that are missing or deficient and I will be given 45 days to resubmit a second application that is substantially complete. I understand that a failure to submit a substantially complete application after receiving notice from the commissioner is a basis for license denial under section [245A.05](#).

I understand that once DHS determines my application to be complete, the DHS Licensor will assist me in requesting inspections from building, fire, and health officials.

I understand that upon receipt of my application, DHS will notify the local zoning authority of my application for a license and the local zoning authority must approve the use of the property for child care center services.

I understand that once I have met all required license application requirements and written approvals have been received from building, fire, and health officials and submitted to DHS, the DHS licensor will contact me to schedule an onsite licensing inspection.

I understand that I must be compliant with all applicable rules and laws at the time of the licensing inspection or a license will not be issued.

I understand that the sensitive background study information person must submit the required background studies, pay the background study fee, and that I must receive notice from DHS that the background studies for the required individuals have cleared.