

INSTRUCTIONS FOR OFF-YEAR LICENSING VISITS

ENCLOSED IS YOUR OFF-YEAR LICENSING MATERIALS FOR THIS YEAR. Please follow this guideline so that your off-year visit can be done as quickly and efficiently as possible.

*Fillable forms are available on our website, go to “Forms for Licensed Providers – Carver County MN”. You must “Download” the form in order to fill it out and be able to save it or print it.

STEP ONE: COMPLETE AND RETURN THE FOLLOWING FORMS & DOCUMENTATION BY !

OFF-YEAR APPLICATION - <i>Fillable</i>	Include caregivers, helpers, & substitutes, living & working in the home
TIME AWAY FROM YOUR DAYCARE HOME - <i>Fillable</i>	List all times you will not be available for a licensing visit
OFF-YEAR HOME CHECKLIST - <i>Fillable</i>	Fill out clearly & completely
ENROLLMENT FORM - <i>Fillable</i>	Are parents’ addresses & numbers correct? Add your children also
FIRE/TORNADO DRILL LOG - <i>Fillable</i>	Conduct drills once a month & note time of day
FIRE ESCAPE PLAN - <i>Fillable</i>	Only fill out if your plan has changed since last year
DEVELOP <i>KNOWLEDGE & COMPETENCY FRAMEWORK</i> (KCF) LEARNING RECORD (Log) PRINT In KCF Format from Develop Log	Copies of Learning Record must be sent. (<i>Learning Record must include first page with person’s name</i>) (<i>Directions to print correct KCF log are on our website</i>)
TRAINING RECORD & CERTIFICATES (<i>If applicable</i>) - <i>Fillable</i>	Training Record is for courses that were not taken through Develop
SUID/AHT VERIFICATION FORM - <i>Fillable</i>	View SUID/AHT videos off-year
INSURANCE POLICY	If applicable
STAFF INFORMATION SHEET - <i>Fillable</i>	Fill out all information on staff
VERIFICATION OF RABIES SHOTS FOR PETS	When applicable
ANNUAL EMERGENCY PREPAREDNESS PLAN REVIEW LOG	License holder & all Caregivers must be trained annually on the EP Plan
WELL WATER RESULTS	When applicable (Test for: Coliform & Nitrate)

- ❖ **Fill out and print forms to return to us or go to our website and auto-fill forms and send as “ATTACHMENTS” via email to: tpsprengeler@co.carver.mn.us**
- ❖ **Be sure to return the “Time Away From Your Daycare Home” Sheet with dates and times listed when you will not be available at your daycare home for the licensing visit.**

STEP TWO: YOUR LICENSOR WILL MAKE AN UNSCHEDULED VISIT DURING YOUR NORMAL LICENSING TIME PERIOD.

To help your visit proceed smoothly and quickly, please prepare and have ready for review all of the following forms and documents for the visit.

- Bleach Alternative Form**
- Emergency Preparedness Plan** *(reviewed & initialed annually for yourself and all caregivers) - **Fillable***
- Fire Extinguisher** *(needs to be certified and tagged annually)*
- First Aid Kit & Manual** *(copies of all children's Admission & Arrangement Forms included in the kit)*
- Monthly & Annual Crib Safety Inspection Form**
- Provider's Policy/Contract**
- Substance Abuse Form for all Employees**
- Substitute Tracking Form**
- Each Child's Information Records:**
 - Admissions and Arrangements Form - **Fillable****
 - Allergy Information Form** *(if applicable) - **Fillable***
 - Annual Allergy Information Review Log** - *if applicable (license holder & all caregivers)*
 - Disqualification/Negative Action Notification to Parents** *(if applicable)*
 - Documentation of Child Care Liability Insurance & notification forms with parents signatures**
 - Immunization Record**
 - Mandated Reporting Policy**
 - Permission to Administer Prescription & Non-Prescription Medication**
 - Other Authorization, Notification and Permission Forms** *(as applicable)*

REMEMBER...

- ❖ **STEP ONE** – *Send forms or email fillable forms as attachments and return the “TIME AWAY FROM YOUR DAYCARE HOME” sheet.*
- ❖ **STEP TWO** - *Have the items listed above ready for the licensor to view at your visit.*

If you have any questions concerning this process, please contact your licensor at (952) 361-1714 or email to tpsprengeler@co.carver.mn.us