

## Family Child Care Program Guidelines for Non-traditional Hours for Licensed Programs

***Any care outside the traditional hours of Monday through Friday, 6 a.m. to 6 p.m. must be communicated to the Regional Licensing Specialist prior to such care.***

Becker, Crow Wing, Cass, Douglas, Hubbard, Morrison, Todd, Stevens, and Wadena Counties' Child Care Program have developed the following guidelines for the benefit of providers and parents/guardians (guardians for the remainder of this document). Providing care during non-traditional hours presents new challenges and considerations for both guardians and providers; therefore, the following specialized guidelines have been created to help ensure safe care is provided.

We have identified the following two shifts to specify various times during the 24-hour day when care may occur:

**Traditional hours: 6 a.m. to 6 p.m., Monday through Friday**

**Non-traditional hours: 6 p.m. to 6 a.m., Monday through Friday, and all weekends**

The following guidelines are intended to apply to licensed family child care providers in Becker, Crow Wing, Cass, Douglas, Hubbard Morrison, Todd, Stevens, and Wadena Counties who provide non-traditional hour care (6:00 p.m. to 6:00 a.m., Monday through Friday, and weekends). All portions of Minnesota Rule 9502, and Minnesota Statutes 142A and 142C, which govern operation of licensed family child care, will be in effect for any non-traditional hours program. This will include annual inspection of the program by a Regional Licensing Specialist.

Any licensed provider considering non-traditional hour care must notify their Regional Licensing Specialist to obtain appropriate paperwork and inspections prior to providing such care. As always, good judgment and guardian discretion must play a role in the way care is provided.

### General operations

1. Applicants/Providers who wish to offer care during nontraditional hours are encouraged to complete a Non-traditional Hours training given by the Regional Licensing Specialist.
2. Providers who have a license that is currently under any type of investigation, licensing action, or potential licensing action, including investigations of household members or staff that may result in a licensing action, will not be approved to provide care during non-traditional hours or prior approval will be rescinded.
3. Becker, Crow Wing, Cass, Douglas, Hubbard, Morrison, Todd, Stevens and Wadena Counties do not recommend that a provider work more than 12 hours within any 24-hour period. This includes all types of employment. If a provider's hours of care extend beyond 12-hours, the provider is recommended to use a helper, 2nd adult caregiver, or a co-applicant. **NOTE: a helper between the ages of 13 and 17 must always be supervised and may not be left alone in charge of the children in care.**
4. The provider must consider the needs of her/his own family and the potential for interaction between

family members and children in care. Additionally, the provider must ensure that no television, music, or other media that are inappropriate for children are allowed while children are present. Special attention must be paid to non-family members who are in the program visiting while child care is in operation. Persons aged 13 and older who are in the program on a regular basis or who may have direct or unsupervised contact with children in care will be subject to a background study (including criminal and social service checks).

5. Providers are highly encouraged to provide the Regional Licensing Specialist with a written plan to manage enrollment during shift changes so that over-capacity violations do not occur.

## Supervision & provider policies

1. The license holder must be within sight or hearing of children under school age at all times so the provider is capable of intervening to protect the health and safety of each child. For school age children, the provider must be available for assistance and care so that the child's health and safety is protected. It is highly recommended the provider stays within sight or hearing of each school-aged child during hours of sleep. The adult caregiver providing supervision cannot sleep while children are in care. Audio and visual monitors are encouraged to be used to monitor sleeping if children are sleeping in an area other than directly where the provider is located.
2. Providers considering offering non-traditional hour care are encouraged to develop a special contract/ policy with guardians that will specifically address these guidelines. Guardians must be given a copy of the Provider Policies required by MN Rule 9502, including grievance procedures and maltreatment policies. The Regional Licensing Specialist will obtain an updated copy.
3. Providers are directed to use "911" for emergencies, or call Becker, Crow Wing, Cass, Douglas, Morrison, Hubbard, Todd, and Wadena Counties' Emergency Social Services (after hours) line in the event of a child protection emergency (see resource guide for each county's number). As per MN Rule 9502, providers are expected to contact the Regional Licensing Specialist immediately after a situation to report the emergency or child protection issue.
4. It is required that providers acquire written special instructions from the guardian about a child's needs regarding sleeping, toilet training, eating, allergies, or any medical, physical, or health problems. These instructions should include considerations for overnight, non-traditional hour care.
5. When admitting a child to care, the provider and guardian shall discuss child rearing, sleeping, feeding, and behavior guidance practices essential for the care of the child. Providers should make every effort to honor guardians' wishes regarding bedtime routines and rituals. **NOTE: NO CHILD SHALL SHARE A BED AT ANY TIME WITH ANYONE (ADULT OR CHILD) FOR ANY REASON.**
6. The provider should consult with guardians regarding their child's eating patterns. Children arriving prior to 7 p.m., should have eaten an evening meal (either at home or at child care). An evening snack may be offered prior to bedtime.

## Health & sanitation

1. Children 24 months and older should be afforded privacy for changing and sleeping. Children should not share a bed, crib, or cot for sleeping. It is highly encouraged for children to have bedtime

clothing to wear for sleeping.

2. Children 24 months and older should be afforded privacy for toileting and bathing. Children should not share a bathroom or bathtub at the same time. It is recommended the bathroom and bathtub be cleaned after each child's use.
3. Each child must be offered separate bedding. Children must not sleep directly on the floor. Each child must be offered his/her own cot, bed, or crib/pack 'n play, outfitted with appropriate bedding for comfortable sleep. All equipment used for sleeping must be age appropriate, safe, in good repair, and not under recall. Bedding must be clean. It is recommended to be washed when soiled and at least weekly. Cots, beds, or cribs must be placed in a manner to allow for unimpeded access to doorways and exits.
4. Safe infant sleep practices as outlined in MN Rule 9502 and MN Statute 142B must be followed. Each infant must be laid to sleep on their back, in a safe crib or pack 'n play, on a firm mattress with a well-fitted sheet, with nothing additional in the sleep space other than the child's pacifier. Rules regarding swaddling, infants under six months rolling, and physician directed alternative sleep position must be followed. Routine in-person checks of sleeping infants is encouraged.
5. Minnesota Statutes 142B. requires providers to annually check the CPSC website to ensure that all cribs and pack 'n plays accessible to children in the child care meet all current standards, are not under recall, and are free of defects. The provider must maintain documentation that he/she has reviewed the website. Additionally, under Minnesota Statutes 142B.45, providers must complete and document a monthly safety inspection of all accessible cribs and pack 'n plays in the child care program.
6. When available to children, each child must have his/her own separate towel, wash cloth, drinking cup, comb, toothbrush, and other personal articles.
7. Nightlights or dim lighting are recommended to be used when children are sleeping overnight. If possible, children should sleep on the same level on which the bathroom is located. Stairwells must be well lit and free of clutter.

County Supervisor Signature	Date	Provider Signature	Date

Regional Licensing Specialist	Date

***The following resources were used in the development of this document: Minnesota Rule 9502, Minnesota Rule 9503, Minnesota Statutes 142A, Minnesota Statutes 142C, Region 5 & 4 (Becker, Cass, Crow Wing, Douglas, Hubbard, Morrison, Todd, Stevens and Wadena) Counties Guidelines for After-Hours Child Care Programs. This document is provided to offer recommendations for providers and parents to guide nontraditional hours care situations. It is not intended to set forth policy; however, recommendations contained within this document reflect thoughtful consideration of licensing rules, general safety and comfort issues for children, and a review of supervision and other rule violations which resulted in licensing actions.***