



Wright County Daycare Newsletter

January 2014



New Training in 2014

As of the date of this newsletter, we are all still waiting patiently (or not so patiently ☺) to hear from the state as to the date when all new training requirements will go into effect. Licensors were recently notified that a postcard will be sent to providers directly from the state outlining the implementation time table. As of this date, we have not seen the information being sent from the state, so please be patient with us and we all try to decipher the new information. Our plan is to create an updated training log that will be sent to providers once the training goes into effect. We are hoping this will help all of us keep track of what training is required, and how often it needs to be renewed.

If you have not done so already, remember to send to your licensor your current CPR and First Aid training certificate or card. Remember that CPR and First Aid training must be completed face to face, on-line training is not accepted.

Patience is not the ability to wait, but the ability to keep a good attitude while waiting.

More to come!!

New Department of Human Services Application

Beginning with Providers having their license renewed after March 1, 2014, there is a new state application. You will notice many changes on the application form. Please take some time to read through the application closely. You will note that the application requires your notarized signature. You will only be required to have one application notarized. For example, if you are re-licensed in 2014, when you are re-licensed again in 2016, a notary will not be required. All of our licensors are notaries, and will notarize your application at the time of your re-licensing visit. Please **DO NOT** sign your application until you are in front of a notary. You will be required to show proof of identification.

The new application also requires providers to complete a workers compensation insurance verification form. An article written by Tom Copeland included in this newsletter helps to clarify whether or not providers are required to carry workers compensation insurance.

Please contact your licensor if you any questions when you receive your new application.



News Release

New immunization requirements for child care, early childhood programs and schools begin Sept. 1, 2014 Tdap added to secondary school schedule; Hepatitis A and B expanded to child care



Changes to immunization requirements for children in Minnesota child care, early childhood programs and schools will better protect children and communities from a number of potentially serious diseases, say state health officials. The new rules adopted by the Minnesota Department of Health (MDH) today will apply to children enrolling in programs beginning Sept. 1, 2014, and bring Minnesota's immunizations law in line with current national recommendations and practices.

Among the biggest changes, the new rules for children in child care and grades preK-12 now call for:

- Hepatitis A and B vaccination for children enrolling in child care or early childhood programs.
- Replacement of the current seventh-grade tetanus-diphtheria (Td) vaccination with one that also includes pertussis (Tdap)
- Meningococcal vaccination for secondary students, beginning in seventh grade.

The new rules do not change the medical exemption or the option for parents to decline any or all vaccines for conscientious reasons.

Some additional changes to the school and child care immunization rules make modifications in the timing of certain doses of required vaccines to match current medically acceptable standards and put early childhood programs that meet regularly for six weeks or more under the immunization rule. More details on the changes are on the [MDH immunizations website](#).

A public hearing on the proposed rules was held June 27 by an administrative law judge. On August 28, the judge recommended adoption of the rules with one minor change. The amended rules were approved by Gov. Mark Dayton and Minnesota Health Commissioner Dr. Ed Ehlinger in September. They were officially adopted following publication in the State Register today.

"By bringing Minnesota's immunization requirements up to date with current, evidence-based national standards, we're taking an important step toward making sure all children in Minnesota have the opportunity to be protected from these vaccine-preventable diseases that can cause serious illness or even death," Ehlinger said.

From now until Sept. 1, 2014, immunization program staff at MDH will be working with other state agencies, local public health departments, school personnel, child care providers, health care providers and professional organizations to make sure Minnesota parents are aware of the new requirements and have ample opportunities to make sure their children are current on their immunizations.

"Healthy kids, equals healthy minds," Education Commissioner Brenda Cassellius said. "Vaccinations play a key role in helping our children stay well, resulting in better attention and participation in class as well as fewer days out of school due to illness."

The changes are recommended by the Centers for Disease Control's Advisory Committee on Immunization Practices and other medical and public health groups. They are supported by the Minnesota Chapter of the American Academy of Pediatrics, the Minnesota Medical Association, Minnesota Academy of Family Physicians, Children's Hospitals and Clinics of Minnesota, Minnesota Child Care Association, Minnesota Licensed Family Child Care Association, the March of Dimes, and local public health agencies.

"Vaccinations promote children's good health and well-being," said Minnesota Department of Human Services Commissioner Lucinda Jesson. "This rule change will only help in our efforts to ensure safe environments for children in child care."

-MDH-

Please watch the Wright County website for a new immunization record form when it becomes available.

For children enrolling in child care after 9/1/14 the new immunization record form will be required.

TRAINING

C.A.R.S. (Children and Restraint Systems)

To make sure there is available space in each class, you must pre-register by calling Terri Burkhart at 763-682-7516 or 1-800-362-3667, ext. 7516, or e-mail Terri.Burkhart@co.wright.mn.us.

Class fee is \$15 for Wright County Day Care/Foster Care providers, \$20 for providers outside of Wright County, and \$20 for Law Enforcement personnel. Pay fee prior to class by calling Terri Burkhart at 763-682-7516 or 1-800-362-3667, ext. 7516. **Class fees are non-refundable unless you reschedule. A minimum of ten participants need to be registered in order to hold class. Class will be canceled one week prior to class if the minimum is not met. No admittance to class after 6:05 p.m.**

Date	Time	Location	Room
01/15/2014	6 p.m. to 9 p.m.	Wright County Human Services Center, 1004 Commercial Drive, Buffalo	127
03/12/2014	5 p.m. to 8 p.m.	Wright County Human Services Center, 1004 Commercial Drive, Buffalo	127



SUID/AHT (Sudden Unexpected Infant Death and Abusive Head Trauma) Training

Please register by calling Terri Burkhart at 763-682-7516 or e-mail Terri.Burkhart@co.wright.mn.us.

If you are not familiar with the training location, please ask for directions and plan extra travel time.

Training does not have to be taken in the county in which you are licensed. Registration is required in order to make sure that enough materials and space are available. **Total cost for both classes is \$15.00 in 2013 and \$10.00 in 2014. Payment can be taken over the phone. Class fees are non-refundable unless you reschedule. A minimum of 10 participants need to be registered in order to hold class. Class will be canceled one week prior to class if the minimum is not met. There is no admittance to class after 6:05 p.m. for evening classes.**

Date	Time	Location	Room
01/22/2014	6 p.m. to 8 p.m.	Wright County Human Services Center, 1004 Commercial Drive, Buffalo	127
03/19/2014	6 p.m. to 8 p.m.	Wright County Human Services Center, 1004 Commercial Drive, Buffalo	127

Must Family Child Care Providers Purchase Workers' Compensation Insurance?

By Tom Copeland

The short answer is: Only if you have an employee who is not a family member.

There is some confusion surrounding this question because of new language in the Minnesota Department of Human Services (DHS) family child care Licensing Application. In Section 10 of the Licensing Application ("Workers compensation insurance verification") it says that DHS is "prohibited from issuing a license until the applicant presents acceptable evidence of compliance with the workers' compensation insurance requirement of Minnesota Statutes, Chapter 176." In the same Section it requires providers to "complete and submit the Certificate of Compliance Minnesota Workers' Compensation Law (MN LIC 04) form with your license application."

Does this mean all family child care providers are required to purchase workers' compensation insurance? No!

The language in the Licensing Application means that you must comply with the state workers' compensation laws, not that you purchase the insurance. You must show your compliance by filling out the Certificate of Compliance form (<http://www.dli.mn.gov/wc/PDF/mnlic04.pdf>). This form says that you must either show proof that you have workers' compensation insurance or that you are exempt from getting the insurance. The reason you can be exempt from purchasing insurance is if you do not have any employees. So, if you don't have employees you don't need workers' compensation insurance.

When do you have an employee?

It's easier to say when you don't have an employee under the workers' compensation law:

If you hire your spouse or your own children. If you hire someone who is self-employed and in the business of providing substitute care for child care providers. This person must work for more than one provider, have a business name, register their name with the state, and use their own contract. If you hire someone who only provides an activity for your daycare children (music lesson, dance lesson, swimming lesson, puppet show, etc.). If you hire someone who provides a service for you, but doesn't care for children: house cleaning, lawn mowing, gardening, house re-pairs, etc. If someone helps you care for children as a volunteer. If you don't pay the person, you don't have an employee. If you buy clothing or other items for the volunteer in exchange for her work, this would be considered compensation and the person would then be considered an employee.

Everyone else that you pay to help you care for children is your employee and you must purchase workers' compensation insurance to cover them. This is true regardless of how little you pay the person or how few hours they work for you.

You hire a substitute to care for the children while you go to the dentist for 3 hours: employee.

You hire a high school student to help you care for children for eight weeks in the summer: employee.

You hire someone to help you care for children for two days a week: employee.

You hire someone to help you care for children full-time: employee.

Unfortunately, many providers make the mistake of thinking they aren't required to get workers' compensation insurance because they only use part-time helpers. Not true!

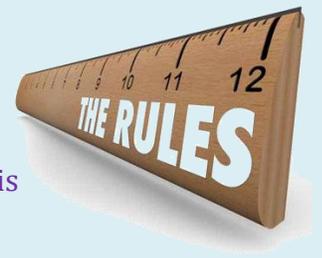
The Minnesota workers' compensation law has been around for many years. Workers' compensation insurance provides benefits to employees who are injured while working. If your worker gets injured while working for you, and you don't have this insurance, you will be forced to pay the worker's entire medical bill, plus a large fine. This can be a significant expense to you! In addition, there are payroll taxes that you must pay when you hire an employee. These include: Social Security/Medicare tax as well as federal and state unemployment taxes. These payroll tax rules and the federal and state tax forms you must fill out are complicated. You may want to consult a tax professional for help.

I know that many providers are either unaware of these laws or choose to ignore them, thinking that they don't apply to them. But they do!

I am happy to answer your questions about the workers' compensation law and the consequences of hiring an employee. My blog has many articles about hiring employees (<http://www.tomcopelandblog.com/employees.html>) or contact me at 651-280-5991; tomcopeland@live.com.

Rule Review: MN Statute 245C.05 subd 6b

(b) If a background study is initiated by an applicant, license holder, or other entities as provided in this chapter, and the applicant, license holder, or other entity receives information about the possible criminal or maltreatment history of an individual who is the subject of the background study, the applicant, license holder, or other entity must immediately provide the information to the commissioner.



According to MN Statute, license holders are required to notify licensing if someone associated with their license, which is subject to a background study (household member, caregiver, etc) is arrested, or the provider becomes aware of their criminal or maltreatment history. Providers can simply call their licenser and provide the information. An arrest does not automatically mean that the person would be disqualified. Only certain crimes are listed in MN Statute 245C as licensing disqualifications. Please contact you licenser with any questions.

SUID requirements, including crib sheets:

In our October 2012 newsletter <http://www.co.wright.mn.us/forms/humanservices/October%202012%20Lic%20Newsletter.pdf>, providers were notified that crib sheets were required for all cribs in use, including portable cribs and pack and plays. Because this requirement is in the SUID statute language for infant sleep space, we are required to recommend a fine if a provider is not using a crib sheet, or is using an inappropriate crib sheet for an infant sleep space. Please ensure that you are using crib sheets on all cribs in use!

245A.1435 REDUCTION OF RISK OF SUDDEN UNEXPECTED INFANT DEATH IN LICENSED PROGRAMS.

(b) The license holder must place the infant in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort.

Emergency back-up providers, change in requirement

For the past 5 years, it has been the requirement in Wright County that all providers have a trained emergency back-up provider. The purpose was for providers to have someone to call in an emergency in order to take over the child care while the provider deals with an emergency. With another caregiver currently trained and with a current background study, providers have also had the option to use their substitutes in non-emergency situations such as scheduled appointments. With the new training requirements passed by the 2013 legislature, Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) will be required annually. Wright County felt that requiring providers to have an emergency substitute trained annually may be an added burden that we did not want to place on providers. Also, many providers have stated that they have never in 5 years had the need for an emergency back-up provider. Their practice has been to close for vacations and appointments. Taking all of this into consideration, after January 1, 2014, licensing will no longer require providers to have a trained emergency substitute. You are still required to have an emergency plan. We encourage providers to have a trained substitute in the event that you would like to have an afternoon off, run an errand or volunteer in your child's classroom. Remember that if you use a substitute in a non-emergency situation that does not have a current background study and training, Wright County is required to recommend that you be issued a fine. Please see the examples below and feel free to contact your licenser with any questions.

Example A: You are heading out of town for the weekend and want to leave a little bit early on a Friday and decide to use a substitute caregiver. This is not an emergency and would require a substitute that is trained and with a current background study.

Example B: Your child forgot to bring their lunch to school, you ask your neighbor to watch the child care while you run to school. This is not an emergency. If your neighbor is not an approved substitute, this would equal a fine recommendation.

Example C: You are outside playing with the children, fall and are injured to the point where you are no longer able to care for the children and need medical attention. You flag down a neighbor to help. You are transported to the hospital while the neighbor calls parents to pick up their children. We would consider this an emergency.

Winter Craft Idea...Snowman Potato Printing!

All you need for this activity is a potato, colored paper, and white paint. We used twigs for the snowman arms, but you could just as easily make them from paper. We also refrigerated our white paint to make it cold. This lended itself to the snowman theme and also added another great sensory element to the activity.

I cut one potato in half, and that was perfect for us since there are two girls. Rosie and Jewel delighted in stamping their snowmen. They loved the potato stamps and had lots of fun stamping freely while their snowmen were drying

Once dry we embellished them and of course added glitter

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