

## PROVIDER REPORTING RESPONSIBILITIES

In accordance with the Family Child Care Licensing Rule (9502.0375 & 9502.0435, Subp. 16) licensed family child care providers are required to report the following:

| Type of event   | Report to Whom                                       | Timeline                        |
|---|--|---------------------------------|
| Any serious injury (treated by a physician) or death of a child within child care residence.<br><b>MN Rule 9502.0375, subp. 2.A</b>   | Licensing Agency                                     | Immediately within the same day |
| Any suspected physical or sexual abuse or neglect.<br><b>MN Rule 9502.0375, Subp. 1 and 2. B.</b>   | Child Protection @ 763-324-1440 and Licensing Agency | Immediately within the same day |
| Any change in household membership or addition of employee/person who will have regular contact.<br><b>MN Rule 9502.0375 Subp. 2.A.</b>   | Licensing Agency                                     | Within 30 days of change        |
| Any charge or conviction of a felony or misdemeanor.<br><b>MN Rule 9502.0335, Subp 6.D. and MN Statute 245C.05, subd. 6 (b)</b><br><br>Any possible crime or maltreatment committed by anyone subject to a background study for the program.<br><b>MN Statute 245C.05 Subd. 6 (b)</b> | Licensing Agency                                     | Immediately, as soon as known   |
| Any Fire/Smoke that requires service of fire department.<br><b>MN Rule 9502.0375, Subp. 2.C.</b>  | Licensing Agency                                     | Within 48 hours                 |

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|--|---|---|
| <p>An animal <u>bite</u> that breaks a child's skin.<br/> Animal <u>bite or scratch</u> which breaks a child's skin.<br/> <b>MN Rule 9502.0435, Subp. 12 F &amp; G</b></p> | <p>Agent of the Board of Health (local police)<br/> Parent of child<br/> Licensing Agency</p>   | <p>Immediately within the same day.</p> |
| <p><b>Ill children</b><br/> Underarm temp = 100 or over<br/> Oral temp = 101 or over<br/> Vomiting, diarrhea, or rash other than diaper related</p>                        | <p>Parent of child</p>  | <p>Immediately within the same day</p>  |
| <p>Positive diagnosis for any reportable illness or parasitic infestation</p>  | <p>Parent of each exposed child</p>   | <p>Same day provider is notified</p>    |
| <p>Suspected case of a reportable disease as specified in 4605.7040 (see Reportable Illness list)<br/> <b>MN Rule 9502.0435, Subp. 16.E.</b></p>                           | <p>MN Department of Health @ 651-201-5414 and<br/> Anoka County Disease Prevention &amp; Control @ 763-324-4240<br/> Licensing Agency</p> | <p>Immediately within the same day</p>  |