

SOCIAL SERVICES DEPARTMENT  
Office Telephone: (218) 299.5200  
Fax: (218) 299.7515  
MN Toll Free 1.800.757.3880



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**RE: Child Care Re-Licensing for \_\_\_\_\_ (month)**

Dear Provider:

According to our records, your Child Care License is due to expire in approximately two to three months. **The \$100 will cover your licensing fee. No application will be accepted without the fee. This fee is non-refundable.**

Enclosed you will find your relicensing packet. Please read the instructions carefully before completing the forms. You need to completely fill out all of the forms and return them to Clay County Social Services 45 / 60 days before your license expiration date. When these forms and background checks have been processed, we will be making unannounced visits to your home two months before your license expires.

**APPLICATION:** Complete all sections that apply to you. Print clearly.

**YOUR PRIVACY RIGHTS:** Read and sign the back page. Return with relicensing packet.

**LICENSING REQUIREMENTS:** Answer each question completely on every page. Complete where it reads "Family Child Care Provider and Date". List on attached page all information requested for all child care children.

We will also need to see the following forms during our visit to your home:

- Training Record Log
- Alcohol and Drug Policy
- Fire and Storm Drill Log
- Complaint/Grievance Policy
- Record of Liability Insurance (If you have insurance, the County Attorney has requested that a copy of the cover page be placed in your file. Please provide us with a photocopy.)
- CPR Certification, First Aid Certification, SUIDS and Abusive Head Trauma Training, Active Supervision Child Growth Development/Behavior Guidance and Abusive Head Trauma Video Verification
- Record of Pet Shots
- Background Study Log
- Children's Records (including immunization records, medical care releases, records of admission and arrangements, provider policy/contracts and notice of insurance if applicable, Child Care Program Notification Complaint/Grievance Policy, Permission to Administer & Wading Pool Permission if applicable)
- Crib Inspections

If you have any questions or concerns, please call, or email your licensor. Thank you.

CCSS (11-2018)