

After-Hours Policy for Licensed Child Care Providers

September 1, 2014; Updated 2021

Sherburne County Child Care Licensing has developed the following rules for the benefit of Providers and parents. Care which occurs outside of the normal daytime operating hours presents new challenges and considerations for both parents and Providers. We have identified the following three shifts to specify various times during the 24-hour day when care may occur:

Day Shift: 6:00 a.m. - 6:00 p.m.
Evening Shift: 2:00 p.m. - 12:00 midnight
Night Shift: 10:00 p.m. - 8:00 a.m.

This policy is intended to cover any licensed Sherburne County Child Care home where children are in care past the normal hours of program operation (6:00 p.m.-6:00 a.m.). All portions of Minnesota Statute 245A and Minnesota Rule 9502 which govern normal operation of family child care homes will be in effect for any after-hours programs. This will include inspection of the home by the licensing social worker.

This policy sets forth standards for the safe and successful operation of an after-hours program. Providers who are offering care outside of the core day shift hours, or on weekends, must notify their licensing social worker.

Sherburne County Policy

Sherburne County Child Care Licensing, as an agent of the State of Minnesota Department of Human Services, Child Care Licensing Division, states the following rules for Providers and users of after-hours care:

- 1.** Sherburne County Child Care Licensing reserves the right to rescind approval to provide after-hours care.
- 2.** Providers who have a license that is currently under any type of investigation or negative licensing action will not be approved to provide after-hours care.
- 3.** Providers need to be sensitive to the different emotional needs of children at night. Providers are encouraged to seek out specific training in the area of the emotional needs of children around bedtime, darkness, night time fears, etc. A quiet, restful space in the house for sleeping is required.
- 4.** Providers must remain within their licensed capacity during overnight care. They are encouraged to limit the number of children they accept for overnight care.
- 5.** No Provider should be working more than 12 hours within any 24-hour period. If a Provider's hours of care extend beyond the 12-hour limit, the Provider must have a 2nd Adult Caregiver on-site. The 2nd Adult Caregiver must have a cleared background study and the following training by the first day of work: Pediatric CPR, First Aid, SUID, AHT, and The Basics of Licensed Family Child Care. By the 31st day of work, the caregiver must submit a Physician's Report to Sherburne County. By the 501st hour of work, the caregiver must also have completed these trainings: Developmentally Appropriate Behavior Guidance and Supervising for Safety for Family Child Care. The caregiver will thereafter need to complete 16 hours of training per year. The 2nd Adult Caregiver cannot be alone with the children more than 500 hours in any 12-month period.
- 6.** Providers are directed to use "911" for emergencies, or Sherburne County Sheriff's Dispatch (after-hours emergency Social Worker) at (763) 765-3500 in the event of a child protection emergency. Providers are expected to contact their licensing social worker the following day to report any emergency or child protection issue.

- 7.** Providers offering after-hours care must develop a special contract with parents which will specifically address any of these rules that are deemed appropriate. Parents must be provided with a signed copy of the contract as well as a copy of this policy. Provider and parent must communicate about specific needs and routines of the child at bedtime, any medical or physical problems which may be of concern at night, as well as the parents' and Providers' expectations for how the after-hours program will function. A clear policy on handling emergency situations must be developed for each child.
- 8.** Providers should consult with parents regarding their child's eating patterns. Providers will ensure that children arriving prior to 7:00 p.m. have an evening meal (either at home or at child care). An evening snack may be offered prior to bedtime.
- 9.** Children should be under the supervision of the licensed Provider at all times. Provider should sleep on the same floor as sleeping children, and should at all times be able to immediately intervene if needed by a child. Infant monitors may be used to monitor infants if they are sleeping in an area other than where the Provider is located.
- 10.** Children 24 months and older must be afforded privacy for changing, sleeping, toileting, and bathing. NOTE: NO CHILD IN CARE SHALL SHARE A BED AT ANY TIME WITH ANYONE (ADULT OR CHILD) FOR ANY REASON (this rule does not apply to Provider's own children.) Children should have bedtime clothing to wear for sleeping. Children should not sleep in regular clothing at bedtime.
- 11.** Each child must have their own cot, or bed, outfitted with appropriate bedding for comfortable sleeping. Children can not sleep on the floor when they are sleeping overnight at a Provider's home. Bedding must be washed at least weekly, or more often if it is soiled or wet. Cots and beds must be placed in such a manner so as to allow for a clear aisle on one side with unimpeded access for adults or children. The number of children accepted for overnight care must be based on the amount of appropriate sleeping equipment and space that is available. Infants must sleep in cribs that comply with 16 CFR 1219 or 16 1220, or a non-recalled playpen. The infant sleep space may only contain the sleeping infant in clothing that will keep the infant warm enough, a tight-fitting sheet on the mattress, and an optional pacifier. There may be no other items in the infant sleep space.
- 12.** Providers should have 2 sets of bedding and sleep clothing (including underwear) for each child who will stay overnight. Additionally, each child should have their own personal washcloth, towel, and toothbrush.
- 13.** Night lights or dim lighting must be used when children are sleeping overnight. It is advisable that children sleep on the same level where the bathroom is located if practical.
- 14.** Providers must consider the needs of their own family and the potential for interaction between family members and children in the child care. Additionally, Providers should ensure that no television, videotape, music, or other media which is inappropriate for children be allowed while children are present. Special attention should be paid to non-family members who are in the home visiting while child care is in operation. Persons age 13 and older who are in the home on a regular basis, or who have direct contact with children in care, will be subjected to background checks at the discretion of the licensing social worker.
- 15.** Providers will be required to provide the Licensing Social Worker with a written plan to manage enrollment during shift changes so that capacity/age distribution violations do not occur.
- 16.** Providers who have pets must provide a written plan for supervision of pets during after-hours care to the Licensing Social Worker. In particular, the plan must address issues around separation of pets during feeding and sleeping times.