

# ANOKA COUNTY CHILD CARE LICENSING

## Reporting Requirements for Child Care Providers

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1. Any suspected physical abuse, sexual abuse, or neglect must be reported to Child Protection at 763-324-1440 Monday-Friday during regular business hours. To report suspected abuse or neglect of a child living in Anoka County after hours/weekends/holidays, call 612-852-0935. If you believe a child is in **imminent danger** or is abandoned, call **911**. If reasonable cause exists to believe a child has died as a result of abuse or neglect, the county medical examiner must be notified (763-324-4400.)

*MN Rule 9502.0375, Subp. 1*

Any suspected case of physical or sexual abuse or neglect must be reported to your licensor.

*MN Rule 9502.0375, Subp.2.B*

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**WHEN? Immediately**

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2. An occurrence of any serious injury or death of child within the child care residence must be reported to your licensor. A serious injury is any injury for which medical care was received.

*MN Rule 9502.0375, Subp.2.A*

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**WHEN? Immediately**

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3. Any change in household membership (e.g. new baby, separation) or the addition of an employee (helper) must be reported to your licensor.

*MN Rule 9502.0375, Subp.2.A*

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**WHEN? Within 30 days of change**

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4. A charge or conviction of a felony or misdemeanor or any court services involvement by anyone in your household or associated with your program must be reported to your licensor.

*MN Rule 9502.0335, Subp. 6.D & MN Stat. 245C.05, Subd.6 (b)*

Possible criminal history or maltreatment history of an individual who is subject to a background study for your program. (If anyone who is associated with your program has ANY contact with law enforcement, regardless when it occurred, you must contact your licensor.)

*MN Stat. 245C.05, Subd.6 (b)*

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**WHEN? Immediately**

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5. An occurrence of fire/smoke requiring the response of the Fire Department must be reported to your licensor.

*MN Rule 9502.0375, Subp.2.C.*

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**WHEN? Within 48 hours**

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6. An animal bite or scratch which breaks a child's skin must be reported to the parents of child the same day the injury occurs. Animal bites must also be immediately reported to an agent of a Board of Health (local police.) If a child is taken to a doctor, notify your licensor.

*MN Rule 9502.0435, Subp.12.F&G*

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**WHEN? Immediately**

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7. Any suspected case of a reportable disease (see attached list) must be reported to the MN Dept. of Health (651-201-5414) and Anoka County Disease Prevention and Control (763-324-4240.) Parents of children in care must also be notified.

*MN Rule 9502.0435, Subp.16.E*

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**WHEN? ASAP**

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