

**CHAPTER 9503**  
**DEPARTMENT OF HUMAN SERVICES**  
**CHILD CARE CENTERS**

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**9503.0005 DEFINITIONS.**

Subpart 1. **Scope.** The definitions in this part apply to parts 9503.0005 to 9503 0170.

Subp. 2. **Age category.** "Age category" means the designation given a child according to the child's age. The age categories are as follows.

*[For text of items A to C, see MR.]*

D. "School age child" has the meaning given in Minnesota Statutes, section 245A.02, subdivision 16

The age designation given a child may be further modified in accordance with part 9503 0040, subpart 4

Subp 3 **Applicant.** "Applicant" means a person, corporation, partnership, voluntary association, or other organization that has applied for licensure under Minnesota Statutes, chapter 245A, and parts 9503 0005 to 9503 0170. The term includes license holders that have applied for a new license to continue operating a child care program after the expiration date of their current license

*[For text of subps 4 to 14, see MR.]*

Subp. 15. **License.** "License" means a certificate issued by the commissioner authorizing the license holder to operate a child care program in a center for a specified period of time in accordance with the terms of the license, rules of the commissioner, and provisions of Minnesota Statutes, chapter 245A

Subp 16 **License holder.** "License holder" means the individual, corporation, partnership, voluntary association, or other organization legally responsible for the operation of the child care program in a center that has been granted a license by the commissioner under Minnesota Statutes, chapter 245A, and parts 9503 0005 to 9503.0170.

*[For text of subps 17 to 21, see MR.]*

Subp 21a **School age child care program.** "School age child care program" has the meaning given in Minnesota Statutes, section 245A 02, subdivision 17.

*[For text of subps 22 to 24, see MR.]*

Subp. 25. **Supervision.** "Supervision" has the meaning given in Minnesota Statutes, section 245A.02, subdivision 18.

*[For text of subp 26, see MR.]*

**Statutory Authority:** *MS s 14 386, 14 388*

**History:** *30 SR 585*

**9503.0015 OPTIONS FOR CHILD CARE PROGRAMS.**

A license holder must provide one or more of the following child care programs:

*[For text of item A, see MR.]*

B A "drop-in child care program" has the meaning given in Minnesota Statutes, section 245A.02, subdivision 6a

*[For text of items C and D, see MR ]*

E A “school age child care program” has the meaning given in Minnesota Statutes, section 245A.02, subdivision 17.

**Statutory Authority:** *MS s 14 386, 14 388*

**History:** *30 SR 585*

### 9503.0065. CHILD CARE FOR CHILDREN WITH SPECIAL NEEDS.

Subpart 1. **Definition.** “Child with special needs” for purposes of this part means a child at least six weeks old but younger than 13 years old who

*[For text of item A, see MR ]*

B has been identified by the local school district as a handicapped child as specified in Minnesota Statutes, section 125A.02, subdivision 1, and has an individual education plan specifying child care to be provided by the center according to Minnesota Statutes, section 125A.05, or

*[For text of item C, see MR ]*

*[For text of subp 2, see MR ]*

Subp. 3 **Individual child care program plan.** When a license holder admits a child with special needs, the license holder must ensure that an individual child care program plan is developed to meet the child’s individual needs. The individual child care program plan must be in writing and specify methods of implementation and be reviewed and followed by all staff who interact with the child

If the child has mental retardation or a related condition or is otherwise eligible for case management as specified in subpart 1, item A, then the individual child care plan must be coordinated with the child’s individual service plan developed under parts 9525.0004 to 9525.0036

If the child has a handicap as specified in subpart 1, item B, then the individual child care plan must be coordinated with the child’s individual education plan developed under Minnesota Statutes, chapter 125A

If the child has a special need determined under subpart 1, item C, the individual child care plan must be coordinated with reports from the licensed physician, licensed psychiatrist, licensed psychologist, or licensed consulting psychologist. The individual child care plan must be evaluated at least annually by the licensed physician, licensed psychiatrist, licensed psychologist, or licensed consulting psychologist and with the child’s parent to determine if the needs of the child are being met.

Subp. 4. **Service contracts.** The license holder must have copies of all service contracts with the center for care or services provided under parts 9525.0004 to 9525.0036 and Minnesota Statutes, chapter 125A, when the care or service is provided to a child while at the center.

*[For text of subp 5, see M.R.]*

**Statutory Authority:** *MS s 14.386, 14 388*

**History:** *30 SR 585*

### 9503.0075 DROP-IN AND SCHOOL AGE CHILD CARE PROGRAMS.

Subpart 1 **Exemptions for drop-in and school age child care programs.** A license holder operating a drop-in or school age child care program as defined in part 9503.0015 must comply with parts 9503.0005 to 9503.0170 with the following exceptions

*[For text of items A to F, see MR ]*

Subp. 2 **Supervision.** A drop-in and school age child care program must

*[For text of items A and B, see MR ]*

Subp. 3. **Staff ratios; drop-in programs.** The minimum ratio of staff persons to children that a license holder may maintain in a drop-in program is:

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A. for infants ages six weeks through 16 months, one staff person for every four infants,

B for children ages 17 months through 29 months, one staff person for every seven children, and

C for children ages 30 months through 12 years, one staff person for every ten children.

Subp 3a **Staff ratios; school age programs.** A school age program must maintain a minimum staff ratio as provided in Minnesota Statutes, section 245A.14, subdivision 6, paragraph (f)

Subp. 4 **Exception to staff ratio for ages 30 months through 12 years in a drop-in program.** The number of children per staff person specified in subpart 3 for a drop-in program may be increased only with children ages 30 months through 12 years, only by a maximum of four children, and only for a time period, not to exceed 20 minutes, required for additional staff to arrive at the center. A center that exceeds the ratio in subpart 3, item C, must be able to document having staff persons who, as a condition of their employment, are on call to come to the center as needed and arrive at the center within 20 minutes after receiving notification to report

Subp 5 **Age category grouping; drop-in programs.** Whenever the total number of children present to be cared for at a drop-in child care center is more than 20, the center shall comply with Minnesota Statutes, section 245A.14, subdivision 6, paragraph (e).

Subp. 5a **Care provided to siblings.** A drop-in child care program may group siblings together as provided in Minnesota Statutes, section 245A 14, subdivision 6, paragraph (k)

*[For text of subp 6, see MR ]*

**Statutory Authority:** *MS s 14 386, 14 388*

**History:** *30 SR 585*