



**WABASHA COUNTY
DEPARTMENT OF SOCIAL SERVICES
Wabasha County Services Building
411 Hiawatha Drive E.
Wabasha, MN 55981-1573
Telephone: 651-565-3351
FAX: 651-565-3084**

**Wabasha County Social Services
Child Care Variance Policy**

Agency Policy #: 3.501

Effective June 1, 2020, Wabasha County will use the following criteria for granting variances:

- All providers must complete the following forms prior to the licensor considering authorizing a variance: Request for Age Distribution Variance (Form 3.501A), Child Care Weekly Enrollment Form (Form 3.501B), and Parent Notification Statement (3.501C). All variance request paperwork must be complete and accurate. A variance request can be denied because of incomplete and/or inaccurate information.
- Variances are not approved over the phone or through electronic means (i.e. email). The complete variance request paperwork must be completed in writing and submitted to the Wabasha County Child Care Licensor via postal mail or in person drop off. Variances may be sent to:

Wabasha County Social Services
Attn: Child Care Licensor
411 Hiawatha Drive East
Wabasha, MN 55981

- All children's names, including those in child care on a drop-in, part-time or temporary basis (including provider's own children), must be listed on the weekly enrollment form (Form 3.501B). You must also include which age category the child belongs in. Refer to "Age Group Definitions" document for questions regarding age distributions.
- It is subject to the licensor's approval whether children may be added during the variance period.
- There will not be any variances granted until provider has been licensed for 12 months.
- You are eligible for six months of variance for age distribution per calendar year. Per calendar year is defined as January through December.
- No more than one variance per twelve month period will be approved.

- The variance will not go into effect until the request is received and approved in the Wabasha County Social Services Office. There will be **no** back-dating of variances. Please send in completed requests with as much time as possible to consider the variance.
- Variance will not be approved without the Parent Notification Statement signed by all parents enrolled in the program (including the license holder if his/her children attend the child care home). This also includes the parents of the child(ren) the variance request is for. The Parent Notification Statement must be returned back to licensur.
- A variance will not be granted to a provider who has had a correction order for being over capacity, lack of supervision, maltreatment or corporal punishment with the past 12 months.
- A variance will not be granted if a provider has any correction order items not completed, is operating under a license extension, or has any negative licensing action pending.
- Supervision means a caregiver being within sight or sound of an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening to protect the health and safety of the child. For the school age child, it means a caregiver being available for assistance and care so that the child's health and safety is protected.
- Requests will be considered on a case by case basis. The following will items will be considered:
 - What will your total capacity be?
 - What will your total under school age be?
 - What will your total infant/toddler age be?
 - Will any of the children be changing to a different age category during the variance period?
 - Have there been any complaints, negative actions, accidents or rule violations involving this daycare?
 - Have the provider's training requirements been met?
 - Length of time the provider has been licensed?
 - Is there a shortage of child care providers or placement options?
 - Will the provider have a helper?
 - How many hours per day/week does this variance need to be in effect?
 - Total length of variance?
 - Siblings already in this daycare?
- After reviewing the provider's request for a variance, the child care licensur will complete the Notice of Variance Decision Form (Form 3.501D) and mail to the provider. The Wabasha County Child Care Licensur reserves the right to approve or deny a variance request for any reason and to add conditions to any variance approval. Please note that many counties in the State of Minnesota do not consider age distribution variances. The decision to grant or deny a variance request is final and not subject to appeal.
- Wabasha County Social Services has the discretion to make exceptions/additions to this policy.



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Wabasha County Social Services
Request for Age Distribution Variance

Provider Name: _____

Phone: _____ **License Class (A, B, C1, C2, etc.):** _____

Licensor: _____ **Food Program:** _____

1. Why are you requesting a variance? _____

2. Describe how you will be out of compliance: _____

3. Who is the variance for (Name/DOB)? _____

4. Is the variance for a sibling of another child? Yes _____ No _____

If yes, please list names and ages of siblings:

5. Effective dates for the variance:

Start Date: _____ **End Date:** _____

6. In the event that the variance is approved, what specific measures will you take to ensure the health, safety, and protection of the children in your care? _____

7. Have you received any variance approvals in this calendar year (January-December)?

Yes _____ No _____

If yes, please provide details to the contents of that variance: _____

8. Have there been any complaints, negative actions, accidents, or rule violations involving your child care home within the last 12 months?

Yes _____ No _____

If yes, please provide details to regarding the nature of the complaint or negative action: _____

9. Have you received a correction order or fix-it ticket in the last 12 months?

Yes _____ No _____

If yes, please provide details regarding the nature of the correction order or fix-it ticket: _____

Additional Comments: _____

Provider Signature: _____ Date: _____



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Wabasha County Social Services
Parent Notification Statement

Your child care provider is requesting a variance from Wabasha County Social Services on his/her allowable or age distribution capacity so that he/she may care for an additional child or children. **The license holder will be over his/her license capacity or over in age distribution for the following time period if the variance is approved:**

Start Date: _____ **End Date:** _____

Please complete the requested information below to indicate that you have been informed of this variance request.

No.	Printed Name	Signature	Parent/Guardian of which Children:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Minnesota Rules, part 9502.0367 Child/Adult Ratios; Age Distribution Restrictions.

A. Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
10	1	6	Of the total children under school age, a combined total of no more than 3 shall be infants and toddlers. Of this total, no more than 2 shall be infants.
B. (1) Specialized Infant and Toddler Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
5	1	3	No more than 3 shall be infants.
B. (2) Specialized Infant and Toddler Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
6	1	4	No more than 2 shall be infants
C. (1) Group Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
10	1	8	Of the total children under school age, no more than 3 shall be infants and toddlers. Of this total, no more than 2 shall be infants.
C. (2) Group Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
12	1	10	Of the total children under school age, no more than 2 shall be infants and toddlers. Of this total, no more than 1 shall be an infant.
C. (3) Group Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
14	2 A helper may be used in place of a second adult caregiver when there is no more than 1 infant or toddler present.	10	Of the total children under school age, a combine total of no more than 4 shall be infants and toddlers. Of this total, no more than 3 shall be infants.
D. Specialized Infant and Toddler Group Family Day Care			
Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
9	2 Both caregivers shall be adults.	7	Of the total children, no more than 4 shall be infants.

*Class D may operate as a class B on days that only one caregiver is present.



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**Wabasha County Social Services
Notice of Variance Decision**

Licensor's summary of variance request: _____

Decision:

_____ **Denied for the following reason:**

_____ **Approved as requested**

_____ **Approved with conditions**

Conditions:

Maximum number of children in care at one time:

(DATE RANGE)

- 1. _____ Infants
- 2. _____ Toddlers
- 3. _____ Preschool
- 4. _____ School Age

Total: _____

The decision to grant or deny a variance request is final and not subject to appeal.

Licensor: _____ **Date:** _____