



Office of Inspector General – Financial Fraud & Abuse Investigations Division

Administrative Disqualification & Notice of Refusal to Pay

Date: August 22, 2022

Provider ID: 34606

Provider: Minnesota Child Care Center Inc.
312 W. Lake St. Suite 2935
Minneapolis, MN 55408

Temporary Payment Stop

Effective August 23, 2022, the Child Care Assistance Program (CCAP) will temporarily stop paying Minnesota Child Care Center Inc., including any unpaid bills, until further notice AND all authorizations for CCAP will be closed or denied because:

- The Department of Human Services (DHS) finds by a preponderance of the evidence that Minnesota Child Care Center Inc., intentionally gave materially false information on billing forms and/or provided false attendance records. (Minn. Stat. § 119B.13, subd. 6(d)(2)).

CCAP will temporarily stop paying your program, including any unpaid bills, until:

- The Department of Human Services determines there is insufficient evidence to continue this action; or
- The Department of Human Services decides not to pursue further administrative remedy under Minnesota Statutes, chapter 245E or section 256.98; or
- All criminal, civil, or administrative proceedings related to the alleged misconduct have concluded and all appeal rights have been exhausted.

CCAP agencies will send letters to any child care assistance families that use Minnesota Child Care Center Inc., as a provider. The letter will tell them that Minnesota Child Care Center Inc. is no longer authorized.

Can I contest my payments stopping?

You have the right to an administrative review. An administrative review is a process that allows providers whose Child Care Assistance Program payments are temporarily suspended to submit written proof and argument for consideration by the Minnesota Department of Human Services.

Submit your written argument and written proof to:

Minnesota Department of Human Services
Financial Fraud and Abuse Investigations Division
Attn: CCAP Provider Investigations
P.O. Box 64982
St. Paul, MN 55164-0982

attendance records documented with time-in that four children arrived, during this period.

- On December 13, 2018 between 5:16 pm-5:30pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that three children arrived, during this period.
- On December 24, 2018 between 4:45 pm-5:00 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that four children arrived, during this period.
- On December 26, 2018 between 08:16am - 08:30 am; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that five children arrived, during this period.
- On December 26, 2018 between 3:31 pm- 3:45 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that four children arrived, during this period.
- On December 26, 2018 between 3:46 pm-4:00 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that seven children arrived, during this period.
- On December 26, 2018 between 4:16 pm-4:30 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that seven children arrived, during this period.
- On December 26, 2018 between 4:31pm - 4:45 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that two children arrived, during this period.
- On December 31, 2018 between 1:16 pm-1:30 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that four children arrived,
- On December 31, 2018 between 3:01 pm-3:15 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that seven children arrived, during this period.
- On December 31, 2018 between 3:16 pm-3:30 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that six children arrived, during this period.
- On December 31, 2018 between 3:31 pm-3:45 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that four children arrived, during this period.
- On December 31, 2018 between 3:46 pm-4:00 pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that five children arrived, during this period.

- On December 31, 2018 between 4:01 pm-4:15pm; there were no children observed in the video entering the building. Minnesota Child Care Center Inc. attendance records documented with time-in that five children arrived, during this period.

- An analysis of 2018-2019 attendance records was completed for the following six billing Periods:
 - November 19, 2018 to December 2, 2018
 - December 3, 2018 to December 16, 2018
 - December 17, 2018 to December 30, 2018
 - December 31, 2018 to January 13, 2019
 - January 14, 2019 to January 27, 2019
 - January 28, 2019 to February 10, 2019
- For 361 of the 4,711 dates of CCAP billing reviewed, attendance records did not meet record keeping requirements for one or more of the following reasons:
 - In 14 instances, no attendance record was provided;
 - In 187 instances, the attendance record was missing a time in;
 - In 262 instances, the attendance record was missing a time out;
 - In one (1) instance, the attendance record was missing the child's last name; and

In one (1) instance, the billing record does not match the attendance record because the child was billed as absent, but marked as present in attendance records.

- A provider may only be paid for a holiday if the provider does not provide care on the holiday and it is the provider's policy to charge all families for the holiday, and the holiday falls on a day when the child normally attends.
- From January 1, 2021 through December 31, 2021, Minnesota Child Care Center Inc. billed for seventeen (17) holidays that did not meet the criteria for billing a holiday.
 - On January 1, 2021, you billed a holiday for 66 children, regular attendance for 15 children, and absent for one (1) child.
 - On January 17, 2021, you billed a holiday for 92 children , regular attendance for 6 and absent for 1 child.
 - On February 1, 2021, you billed a holiday for 1 child regular attendance for 93 children and absent for 4 children..
 - On February 8, 2021, you billed a holiday for 1 child , regular attendance for 88 children and absent for 14 children
 - On February 10, 2021, you billed a holiday for 1 child, regular attendance for 74 children, and absent for 10 children.
 - On February 17, 2021, you billed a holiday for 2 children, regular attendance for 65 children and absent for 17 children.
 - On April 29, 2021, you billed a holiday for 1 child, regular attendance for 94 children and absent for 24 children.
 - On May 13, 2021, you billed a holiday for 103 children, regular attendance for 2 children and absent for 14 children.
 - On May 31, 2021, you billed a holiday for 9 children and regular attendance for 102 children.
 - On July 4, 2021, you billed a holiday for 19 children, regular attendance for 26 children and absent for 9 children.
 - On July 5, 2021, you billed a holiday for 51 children, regular attendance for 50 children and absent for 13 children.
 - On July 20, 2021, you billed a holiday for 96 children and absent for 6 children.
 - On September 6, 2021, you billed a holiday for 5 children, regular attendance for 77 children

- and absent for 11 children.
 - On November 11, 2021, you billed a holiday for 59 children and regular attendance for 23 children.
 - On November 25, 2021, you billed a holiday 79 children and regular attendance for 5 children.
 - On December 24, 2021, you billed a holiday 1 child, regular attendance for 14 children and absent for 15 children.
 - On December 25, 2021, you billed a holiday for 29 children and absent for 1 child.
- From January 1, 2020 to December 31, 2020, Minnesota Child Care Center Inc. billed for nine (9) holidays that did not meet the criteria for billing a holiday.
 - On January 8, 2020, you billed a holiday for one (1) child, regular attendance for 76 children and absent for 25 children.
 - On May 23, 2020, you billed a holiday for 59 children and absent for 17 children.
 - On May 30, 2020, you billed a holiday for 15 children and absent for 57 children.
 - On July 31, 2020, you billed a holiday for 61 children and regular attendance for 4 children.
 - On September 7, 2020, you billed a holiday for 70 children, regular attendance for 15 children and absent for 3 children.
 - On November 11, 2020, you billed a holiday for 4 children, regular attendance for 59 children and absent for 6 children.
 - On November 14, 2020, you billed a holiday for 1 holiday, regular attendance for 46 children and absent for 22 children.
 - On November 26, 2020, you billed a holiday for 89 children and absent for 1 child.
 - On December 25, 2020, you billed a holiday for 54 children and regular attendance for 9 children.
- From January 1, 2019 to December 31, 2019, Minnesota Child Care Center Inc. billed for ten (10) holidays that did not meet the criteria for billing a holiday.
 - On January 1, 2019, you billed a holiday for 80 children and regular attendance for 3 children.
 - On January 21, 2019, you billed a holiday for 101 children and regular attendance for 1 child.
 - On May 27, 2019, you billed a holiday for 114 children, regular attendance for 2 children and absent for 2 children.
 - On June 4, 2019, you billed a holiday for 107 children and regular attendance for 1 child.
 - On September 2, 2019, you billed a holiday for 120 children, regular attendance for 1 child and absent for 2 children.
 - On September 9, 2019, you billed a holiday for 1 child, regular attendance for 109 children and absent for 10 children.
 - On November 11, 2019, you billed a holiday for 111 children and regular attendance for 1 child.
 - On November 28, 2019, you billed a holiday for 85 children, regular attendance for 8 children and absent for 3 children.
 - On December 25, 2019, you billed a holiday for 85 children and regular attendance for 3 children.
 - On December 26, 2019, you billed a holiday for 1 child regular attendance for 79 children and absent for 8 children.
- From January 1, 2018 to December 31, 2018, Minnesota Child Care Center Inc. billed for thirteen (13) holidays that did not meet criteria for billing a holiday..
 - On December 1, 2018, you billed a holiday for 121 children, regular attendance for 4 children

- and absent for 7 children.
- On December 15, 2018, you billed a holiday for 102 children and regular attendance for 7 children.
 - On March 4, 2018, you billed a holiday for 1 child, regular attendance for 59 children and absent for 7 children.
 - On May 28, 2018, you billed a holiday for 95 children and regular attendance for 4 children.
 - On July 4, 2018, you billed a holiday for 55 children, regular attendance for 54 children and absent for 3 children.
 - On August 21, 2018, you billed a holiday for 103 children and absent for 2 children.
 - On August 22, 2018, you billed a holiday for 1 child, regular attendance and absent for 25 children.
 - On September 3, 2018, you billed a holiday for 95 children, regular attendance for 1 child and absent for 1 child.
 - On November 11, 2018, you billed a holiday for 103 children and absent for 1 child.
 - On November 22, 2018, you billed a holiday for 90 children and absent for 6 children.
 - On November 29, 2018, you billed a holiday for 2 children, regular attendance for 71 children and absent for 23 children.
 - On December 24, 2018, you billed a holiday for 4 children, regular attendance for 35 children and absent for 62 children.
 - On December 25, 2018, you billed a holiday for 79 children and regular attendance for 7 children.

What happens next?

We will close the provider CCAP authorization(s) and disqualify you and the program from receiving payments from CCAP for three years. See Minn. Stat. §119B.13, subd. 6(d)(2), Minn. Stat. §256.046, subd. 3(g), and Minn. Stat. §256.98, subd. 8(c).

What is the effect of being disqualified?

In addition to being disqualified from accepting CCAP payments for three years, a disqualification may also affect your ability to clear a background study, hold a child care license or certification, have direct contact or access to children in a child care setting, and/or participate in other Department of Human Services programs.

See Minn. Stat. §245.095 (limit on public funds), Minn. Stat. §245A.04, subd. 7 (shall not issue or re-issue a license issuance), Minn. Stat. §245A.05 (license denial), Minn. Stat. §245A.07, subd. 3 (license suspension, revocation, or fine), Minn. Stat. §245A.075 (effect of disqualification for licensing purposes), Minn. Stat. §245C.14 (Background Studies Act disqualification), Minn. Stat. §245C.15 (disqualifying characteristics), and Minn. Stat. §245H.07 (certified child care centers, if applicable).

In addition, because of the CCAP violations, we estimate Minnesota Child Care Center Inc. was overpaid \$24,480.38. If the agency assesses Minnesota Child Care Center Inc. an overpayment, Minnesota Child Care Center Inc. will receive a separate notice with separate appeal rights.

Can I appeal the disqualification?

The program and any individuals identified above have the right to appeal their disqualification. Your appeal must be in writing. Your appeal request must:

- Be received by the Department of Human Services Appeals Division within 30 days of the date this notice was mailed.
- List each item in this notice you disagree with, the reason(s) you disagree, and (if applicable) the dollar

value of each item you disagree with.

- State the overpayment amount you believe is correct (if applicable).
- State the Statute and/or Rule references you believe support your position.
- Provide a name, address, and telephone number of a person at your business that can be contacted about your appeal.
- Be addressed to:

Minnesota Department of Human Services - Appeals Division
P.O. Box 64941
St. Paul, MN 55164-0941
Metro: 651-431-3600 (Voice)
Outstate: 800-657-3510
TTY: 800-627-3529
Fax: 651-431-7523

Appeals are referred to a hearing before a Human Services Judge pursuant to Minn. Stat. §256.045 and Minn. Stat. §256.0451. Note: The decision to close your CCAP authorization cannot be appealed and will not be within the scope of your hearing.

What if I don't appeal?

The disqualification is final and binding unless you follow the procedures above and appeal within 30 days of the date this notice.

Questions

If you have questions about your rights and responsibilities, consult with an attorney. You may be able to get legal advice or help from your local legal aid office. To find your local legal aid office, visit www.LawHelpMN.org or call 888-354-5522.

If you have questions about this notice, contact Chris Clifford, Investigation Manager, at 651- 431-5614 or by email Christopher.Clifford@state.mn.us

Financial Fraud Abuse & Investigations Division
Office of Inspector General

Legal Authority

Minnesota Statutes, chapter 245E; and
Minnesota Statutes, sections 256.046, 119B.16, 119B.161, 256.98, and
119B.13, subdivision 6, paragraph (d), clauses (1) and (2)



ADA1 (2-18)



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.CCAP@state.mn.us, call 651-431-4848 or use your preferred relay service.



Minnesota Department of Human Services
Office of Inspector General
Financial Fraud & Abuse Investigations
PO Box 64982
Saint Paul, MN 55164 - 0982

August 22, 2022 9:14 AM

Provider ID: 34606
Claim Number: 21555 and 21556

Minnesota Child Care Center Inc.
312 West Lake Street, Suite 2935
Minneapolis, MN 55408

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment ("Notice") issued to you on August 22, 2022. You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of November 19, 2018 to February 10, 2019, and resulted in a total overpayment of \$24,480.38 for children from Dakota County, Hennepin County and Ramsey County.

The reason for the overpayment was:

1. The attendance records provided were missing, unavailable, incomplete, inaccurate, or otherwise inadequate. Minn. Stat. § 119B.125, subdivision 6(d); and/or
2. You failed to make records available to DHS immediately upon request. Minn. Stat. § 119B.125, subdivision 6(a)(2).

DHS issued this overpayment for the following reason:

1. In 14 instances, you failed to make attendance records available upon request.
2. In 187 instances, you failed to document the time a child was signed into care.
3. In 262 instances, you failed to document the time a child was signed out of care.
4. In 1 instance, attendance records were missing a child's last name.
5. In 29 instance, you submitted billing for children that indicated they were absent, when records indicate the children were actually present and receiving care.
6. In 4 instances, you submitted billing for children that indicated your facility was closed for a holiday, when records indicate children were actually present and receiving care.

See the attachment to this Supplemental Notice for details of the overpayment.

Minnesota Child Care Center Inc.

August 22, 2022 9:14 AM

Page 2

See the Notice for your appeal rights related to this overpayment.

If you have questions related to the Notice or this Supplemental Notice, please contact Terri Vandergriff at 651-431-4583 or email terri.e.vandergriff@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Enclosures

CC: Dakota County
Hennepin County
Ramsey County



Office of Inspector General – Financial Fraud & Abuse Investigations Division

Administrative Disqualification & Notice of Refusal to Pay

Date: August 22, 2022

Provider ID: 32244

Provider: Nuna Child Care Center Inc.
312 W Lake St. Suite 2933
Minneapolis, MN 55048

Temporary Payment Stop

Effective August 23, 2022, the Child Care Assistance Program (CCAP) will stop paying Nuna Child Care Center Inc., including any unpaid bills, until further notice AND all authorizations for CCAP will be closed or denied because:

- The Department of Human Services (DHS) finds by a preponderance of the evidence that Nuna Child Care Center Inc. intentionally gave materially false information on billing forms and/or provided false attendance records. (Minn. Stat. § 119B.13, subd. 6(d)(2)).

CCAP will stop paying your program, including any unpaid bills, until:

- The Department of Human Services determines there is insufficient evidence to continue this action; or
- The Department of Human Services decides not to pursue further administrative remedy under Minnesota Statutes, chapter 245E or section 256.98; or
- All criminal, civil, or administrative proceedings related to the alleged misconduct have concluded and all appeal rights have been exhausted.

CCAP agencies will send letters to any child care assistance families that use Nuna Child Care Center Inc. as a provider. The letter will tell them that Nuna Child Care Center Inc. is no longer authorized.

Can I contest my payments stopping?

You have the right to an administrative review. An administrative review is a process that allows providers whose Child Care Assistance Program payments are temporarily suspended to submit written proof and argument for consideration by the Minnesota Department of Human Services.

Submit your written argument and written proof to:

Minnesota Department of Human Services
Financial Fraud and Abuse Investigations Division
Attn: CCAP Provider Investigations
P.O. Box 64982
St. Paul, MN 55164-0982

Administrative Disqualification

In addition, Nuna Child Care Center Inc. and the individuals/center listed below will be disqualified from receiving CCAP payments in the State of Minnesota effective 30 days of the date this notice is mailed, unless DHS receives your appeal before the appeal deadline. (Minn. Stat. §256.046, subd. 3 and Minn. Stat. §256.98, subd. 8(c)).

- [REDACTED]

Why are the program and the individuals identified above being disqualified?

We reviewed CCAP provider records, and we have determined that Nuna Child Care Center Inc. and the listed individual(s) did the following:

- Nuna Child Care Center Inc. failed to accurately bill an absent day or holiday on a day(s) when children did not attend. (Minn. Stat. §119B.13, subd. 7; and Minn. R. §3400.0110, subd. 9).
- Nuna Child Care Center Inc. failed to comply with attendance record keeping requirements (119B.125, subd. 6)
- Nuna Child Care Center Inc. failed to maintain records for 6 years (Minn. Stat. § 119B.125, subd. 6(b))
- Nuna Child Care Center Inc. willfully or intentionally withheld, concealed, or misrepresented information for the purposes of obtaining CCAP or to assisting someone else to receive CCAP. (Minn. Stat. §256.98, subd. 1).
- Nuna Child Care Center Inc. committed an intentional program violation by intentionally misrepresenting, concealing, or withholding facts and repeatedly and intentionally violating program regulations under chapters 110B and 245E. (Minn. Stat. §256.046, subd. 3).
- Nuna Child Care Center Inc. repeatedly and intentionally violated child care assistance requirements under 245E. (Minn. Stat. §256.046, subd. 3 (a)).

What is the proof?

We have the following proof to support our determination:

- Video does not match attendance records.
 - A DHS Investigator compared the video of children entering the 312 W Lake St building to Nuna Child Care Center Inc. attendance records with the documented time-in for arrival of children. The investigator broke down the comparison times into 15 minute increments.
 - Example of video not matching attendance records:
 - On December 1, 2018 between 8:46 am and 9:00 am; there were no children observed in the video entering the building. Nuna Child Care Center Inc. attendance records documented with time-in that 4 children arrived during this period.
 - On December 1, 2018 between 5:01 pm and 5:45 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 2 children arrived during this period.
 - On December 13, 2018 between 5:46 am and 6:00 am; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 2 children arrived during this period.
 - On December 24, 2018 between 10:01 am and 10:15 am; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 2 children arrived during this period.
 - On December 24, 2018 between 11:46 am and 12:00 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance

- records documented with time-in that 2 children arrived during this period.
 - On December 26, 2018 between 2:46 pm and 3:00 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 9 children arrived during this period.
 - On December 31, 2018 between 2:31 pm and 2:45 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 5 children arrived during this period;
 - On December 31, 2018 between 3:16 pm and 3:30 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 6 children arrived during this period.
 - On December 31, 2018 between 4:01 pm and 4:15 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 5 children arrived during this period.
 - On January 1, 2019 between 2:46 pm and 3:00 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 3 children arrived during this period.
 - On January 29, 2019 between 6:00 am and 6:15 am; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 2 children arrived during this period.
 - On January 29, 2019 between 3:01 pm and 3:15 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 4 children arrived during this period.
 - On January 29, 2019 between 3:16 pm and 3:30 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 11 children arrived during this period.
 - On January 29, 2019 between 4:01 pm and 4:15 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 9 children arrived during this period.
 - On January 29, 2019 between 4:16 pm and 4:30 pm; there were no children observed in the video entering the building. Nuna Child Care Inc. attendance records documented with time-in that 2 children arrived during this period.
- An analysis of 2018-2019 attendance records was completed for the following six billing Periods:
 - November 19, 2018 to December 2, 2018
 - December 3, 2018 to December 16, 2018.
 - December 17, 2018 to December 30, 2018
 - December 31, 2018 to January 13, 2019
 - January 14, 2019 to January 27, 2019
 - January 28, 2019 to February 10, 2019
 -
 - For 1,250 of the 2,055 dates of CCAP billings reviewed, attendance records did not meet record keeping requirements for one or more of the following reasons:
 - In 18 instances, no attendance record was provided;
 - In 1,144 instances, the attendance record were missing a time in;
 - In 1,187 instances, attendance record were missing a time out;
 - Billing Record Does Not Match Attendance Record: 16
 - In 16 instances, children were billed in attendance (Regular), but attendance records show the children marked absent or vice versa.

- A provider may only be paid for a holiday if the provider does not provide care on the holiday and it is the provider's policy to charge all families for the holiday, and the holiday falls on a day when the child normally attends.
- From January 1, 2021 through December 31, 2021, Nuna Child Care Center Inc. billed two (2) holidays which did not meet the criteria for billing a holiday:
 - On May 31, 2021, you billed a holiday for 13 children and regular attendance for 1 child.
 - On July 5, 2021, you billed a holiday for 5 children and regular attendance for 5 children.
- From January 1, 2020 to December 31, 2020, Nuna Child Care Center Inc. billed four (4) holidays which did not meet the criteria for billing a holiday:
 - On January 1, 2020, you billed a holiday for 31 children and regular attendance for 1 child.
 - On January 20, 2020, you billed a holiday for 19 children and regular attendance for 4 children.
 - On May 25, 2020, you billed a holiday for 7 children and regular attendance for 18 children and absent for 1 child.
 - On September 7, 2020, you billed a holiday for 23 children and regular attendance for 2 children.
- From January 1, 2019 to December 31, 2019, Nuna Child Care Center Inc. billed for fourteen (14) holidays. Providers are only allowed ten (10) holidays per calendar year. In addition, Nuna Child Care Center, Inc. billed nine (9) holidays which did not meet the criteria for billing a holiday.
 - On June 3, 2019, you billed a holiday for 31 children and regular attendance for three (3) children.
 - On July 4, 2019, you billed a holiday for 48 children and regular attendance for 1 child.
 - On August 12, 2019, you billed a holiday for 32 children, regular attendance for 4 children and absent for 1 child.
 - On August 13, 2019, you billed a holiday for 1 child, regular attendance for 32 children and absent for 4 children.
 - On September 2, 2019, you billed a holiday for 36 children and absent for 1 child.
 - On September 3, 2019, you billed a holiday for 1 child, regular attendance for 30 children and absent for 6 children.
 - On September 4, 2019, you billed a holiday for 1 child, regular attendance for 31 children and absent for 11 children.
 - On September 5, 2019, you billed a holiday for 1 child, regular attendance for 31 children and absent for 11 children.
 - On November 11, 2019, you billed a holiday for 17 children and regular attendance for 1 child.
- From January 1, 2018 to December 31, 2018, Nuna Child Care Center Inc. billed for six (6) holidays which did not meet the criteria for billing a holiday.
 - On January 15, 2018, you billed a holiday for 68 children and regular attendance for 6 children.
 - On May 28, 2018, you billed a holiday for 45 children and regular attendance for 12 children.
 - On June 15, 2018, you billed a holiday for 33 children and regular attendance for 4 children.
 - On July 4, 2018, you billed a holiday for 45 children and regular attendance 8 children.
 - On November 12, 2018, you billed a holiday for 41 children and regular attendance for 1 child.
 - On December 25, 2018, you billed a holiday for 37 children and regular attendance for 1 child.

What happens next?

We will close the provider CCAP authorization(s) and disqualify you and the program from receiving payments from CCAP for three years. See Minn. Stat. §119B.13, subd. 6(d)(2), Minn. Stat. §256.046, subd. 3(g), and Minn. Stat. §256.98, subd. 8(c).

What is the effect of being disqualified?

In addition to being disqualified from accepting CCAP payments for three years, a disqualification may also affect your ability to clear a background study, hold a child care license or certification, have direct contact or access to children in a child care setting, and/or participate in other Department of Human Services programs.

See Minn. Stat. §245.095 (limit on public funds), Minn. Stat. §245A.04, subd. 7 (shall not issue or re-issue a license issuance), Minn. Stat. §245A.05 (license denial), Minn. Stat. §245A.07, subd. 3 (license suspension, revocation, or fine), Minn. Stat. §245A.075 (effect of disqualification for licensing purposes), Minn. Stat. §245C.14 (Background Studies Act disqualification), Minn. Stat. §245C.15 (disqualifying characteristics), and Minn. Stat. §245H.07 (certified child care centers, if applicable).

In addition, because of the CCAP violations, we estimate Nuna Child Care Center Inc. was overpaid \$72,529.85. If the agency assesses Nuna Child Care Center Inc. an overpayment, Nuna Child Care Center Inc. will receive a separate notice with separate appeal rights.

Can I appeal the disqualification?

The program and any individuals identified above have the right to appeal their disqualification. Your appeal must be in writing. Your appeal request must:

- Be received by the Department of Human Services Appeals Division within 30 days of the date this notice was mailed.
- List each item in this notice you disagree with, the reason(s) you disagree, and (if applicable) the dollar value of each item you disagree with.
- State the overpayment amount you believe is correct (if applicable).
- State the Statute and/or Rule references you believe support your position.
- Provide a name, address, and telephone number of a person at your business that can be contacted about your appeal.
- Be addressed to:

Minnesota Department of Human Services - Appeals Division
P.O. Box 64941
St. Paul, MN 55164-0941
Metro: 651-431-3600 (Voice)
Outstate: 800-657-3510
TTY: 800-627-3529
Fax: 651-431-7523

Appeals are referred to a hearing before a Human Services Judge pursuant to Minn. Stat. §256.045 and Minn. Stat. §256.0451. Note: The decision to close your CCAP authorization cannot be appealed and will not be within the scope of your hearing.

What if I don't appeal?

This action is final and binding unless you follow the procedures above and appeal within 30 days of the date this notice.

Questions

If you have questions about your rights and responsibilities, consult with an attorney. You may be able to get legal advice or help from your local legal aid office. To find your local legal aid office, visit www.LawHelpMN.org or call 888-354-5522.

If you have questions about this notice, contact Chris Clifford, Investigation Manager, at 651- 431-5614 or by email Christopher.Clifford@state.mn.us

Financial Fraud Abuse & Investigations Division
Office of Inspector General

Legal Authority

Minnesota Statutes, chapter 245E; and
Minnesota Statutes, sections 256.046, 119B.16, 119B.161, 256.98, and
119B.13, subdivision 6, paragraph (d), clauses (1) and (2)

cc: [REDACTED]

ADA1 (2-18)



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.CCAP@state.mn.us, call 651-431-4848 or use your preferred relay service.



Minnesota Department of Human Services
Office of Inspector General
Financial Fraud & Abuse Investigations
PO Box 64982
Saint Paul, MN 55164 - 0982

August 22, 2022 9:57 AM

Provider ID: 32244
Claim Number: 21557, 21558, 21559 and 21560

Nuna Child Care Center Inc.
312 West Lake St, Suite 2933
Minneapolis, MN 55408

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment ("Notice") issued to you on August 22, 2022. You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of November 19, 2018 to February 10, 2019 and resulted in a total overpayment of \$72,529.85 for children from Anoka County, Hennepin County, Think Small and Washington County.

The reason for the overpayment was:

1. The attendance records provided were missing, unavailable, incomplete, inaccurate, or otherwise inadequate. Minn. Stat. § 119B.125, subdivision 6(d); and/or
2. You failed to make records available to DHS immediately upon request. Minn. Stat. § 119B.125, subdivision 6(a)(2).

DHS issued this overpayment for the following reason:

1. In 18 instances, you failed to make attendance records available upon request.
2. In 1,144 instances, you failed to document the time a child was signed into care.
3. In 1,187 instances, you failed to document the time a child was signed out of care.
4. In 16 instances, you submitted billing for children that indicated they were in attendance and receiving care, when records indicated the children were actually absent.

See the attachment to this Supplemental Notice for details of the overpayment.

See the Notice for your appeal rights related to this overpayment.

Nuna Child Care Center Inc.

August 22, 2022 9:57 AM

Page 2

If you have questions related to the Notice or this Supplemental Notice, please contact Terri Vandergriff at 651-431-4583 or email terri.e.vandergriff@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Enclosures

CC: Anoka County
Hennepin County
Ramsey County
Think Small
Washington County



2/18/22

Quality Learning Center
1411 Nicollet Avenue
Minneapolis, MN 55403

Dear [REDACTED]

On 8/20/21, Quality Learning Center [REDACTED] accidentally billed for a child who was 13 years old. Quality Learning Center stated they would be willing to correct the mistake and offer a refund on the payment. In cases like this, CCAP would not cite an overpayment for a child who turned 13 during the school year.

This case is closed with no further action being taken.

Please contact me via email if you have any questions kevin.reinke@state.mn.us or at (651) 431-4402.

Thank you,

Kevin Reinke
Senior Investigator
Child Care Provider Investigations
Financial Fraud and Abuse Investigations Division
Office of Inspector General



Minnesota Department of Human Services
Office of Inspector General
Financial Fraud & Abuse Investigations
PO Box 64982
Saint Paul, MN 55164 – 0982

May 1, 2023 0900

Sweet Angel Child Care
2740 Minnehaha Ave. Ste 156
Minneapolis, MN 55406

Provider ID: 40351
Claim Number: 21930

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment (“Notice”) issued to you on May 1, 2023 . You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of December 12, 2022 to January 8, 2023, and resulted in a total overpayment of \$9,830.80 for children from Hennepin County.

The reason for the overpayment was:

1. The attendance records provided were missing, unavailable, incomplete, inaccurate, or otherwise inadequate. Minn. Stat. § 119B.125, subdivision 6(d);
2. You failed to make records available to DHS immediately upon request. Minn. Stat. § 119B.125, subdivision 6(a)(2).

DHS issued this overpayment for the following reasons:

1. In 184 instances, you failed to make attendance records available upon request.

See the attachment to this Supplemental Notice for details of the overpayment.

See the Notice for your appeal rights related to this overpayment.

Sweet Angel Child Care

May 1, 2023

Page 2

If you have questions related to the Notice or this Supplemental Notice, please contact Mike Helman at (651) 431-5570, or by email michael.helman@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Enclosures

CC: Hennepin County



Minnesota Department of Human Services
Office of Inspector General
Financial Fraud & Abuse Investigations
PO Box 64982
Saint Paul, MN 55164 – 0982

April 4, 2023 09:41 am

Mini Childcare Center Inc.
2538 25th Avenue South
Minneapolis, MN 55406

Provider ID: 40860
Claim Number: 21893, 21894

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment (“Notice”) issued to you on April 4, 2023 . You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of November 28, 2022 to December 25, 2022, and resulted in a total overpayment of \$47,487.80 for children from Ramsey and Hennepin Counties.

The reason for the overpayment was:

1. The attendance records provided were missing, unavailable, incomplete, inaccurate, or otherwise inadequate. Minn. Stat. § 119B.125, subdivision 6(d);

DHS issued this overpayment for the following reasons:

1. In 709 instances, you failed to make attendance records available upon request.
2. In 26 instances, you failed to document the time a child was signed out of care.
3. In 27 instances, you submitted billing for children that indicated they were absent, when records indicate the children were actually present and receiving care.

See the attachment to this Supplemental Notice for details of the overpayment.

Mini Childcare Center Inc.

April 4, 2023

Page 2

See the Notice for your appeal rights related to this overpayment.

If you have questions related to the Notice or this Supplemental Notice, please contact Terri Vandergriff at 651 283-0171.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Enclosures

CC: Hennepin County
Ramsey County
Think Small



Minnesota Department of Human Services
Office of Inspector General
Program Integrity Oversight Division
Child Care Audits and Investigations
PO Box 64982
Saint Paul, MN 55164 – 0982

April 30, 2024

Minnesota Childcare Center
[REDACTED]
312 W Lake St. Ste 2935
Minneapolis, MN 55408

License Number: 1076213

Notice of Overpayment

The Minnesota Department of Human Services (DHS), Office of the Inspector General (OIG), Program Integrity Oversight Division (PIO) recently reviewed information related to one Facility Revitalization Grant issued to you: June of 2022. DHS/OIG/PIO is authorized by law to ensure grant funds are used pursuant to their authorizing laws and in accordance with the terms of the grant attestations you signed March 30, 2022.

The documents reviewed during the grant audit showed that you were awarded a \$9,990.40 Facility Revitalization Grant for carpet replacement and received a 90% disbursement of \$8,991.36. Our findings showed:

You attested March 30, 2022 on the grant application to spend dollars exactly as described in the carpet budget or as amended with permission in writing from Grand Administrators. You also agreed that you would submit a final report as required within six months of grant award notification. The carpet project was not completed, and the final report was not submitted which was to include before and after pictures, and expense documentation for your entire grant. The final due date was November 30, 2022.

Minnesota Childcare Center [REDACTED]

April 22, 2024

Page 2

You did not meet the requirements of the Facility Revitalization Grant for the March 2022 grant period as you failed to submit required project completion information and documentation by November 30, 2022. **You will need to reimburse DHS for the recovery of the awarded grant money, totaling \$8,991.36, for this grant period.**

Here are your options for repayment:

If you agree that you did not qualify for one Facility Revitalization Grant as mentioned above, you must return the payment of \$8,991.36 within 15 calendar days of receiving this letter. Follow this process to return the funds:

- a. Write a letter that includes provider information and identify the funds that are being returned (template below)
- b. Enclose a check payable to the State of Minnesota Department of Human Services. In the check memo, write "Financial Hardship Grants"
- c. Send to:

Minnesota Department of Human Services
Attn: Receipts Center MAXIS 211
PO Box 64835
St Paul, MN 55164-0835

Appeal Rights:

If you choose not to repay the requested amount, you can appeal this action by sending a written request.

The written request must:

- Be received by the Minnesota Department of Human Services, Appeals Division within 30 days of the date this notice was mailed;
- List each item in this notice you disagree with, the reason(s) you disagree, and if applicable, the dollar value of each item you disagree with;
- State the dollar amount you believe is correct, if applicable;
- State the statute and/or rule references you believe support your position; and
- Provide a name, address, and telephone number of a person at your business that can be contacted about your appeal.

Submit your appeal to:

Minnesota Department of Human Services
Appeals Division
P.O. Box 64941
St. Paul, MN 55164-0941
Fax: 651-431-7523

Minnesota Childcare Center [REDACTED]

April 22, 2024

Page 3

Online: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG>

If you have questions for the DHS Appeals Division, call:

- Metro: 651-431-3600
- Greater Minnesota: 800-657-3510
- TTY: 800-627-3529 or your preferred relay service

If you have questions related to the Notice, please contact Beth Richtsmeier by phone at (651) - 431-5770, or by email at beth.richtsmeier@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Legal Authority:

Laws of Minnesota 2021, First Special Session, Chapter 7, Article 14, Section 21.

Minnesota Statutes, sections 245E.01, 245E.02, 245E.04, 245E.06 and 245E.07.

Minnesota Statutes, sections 119B.16 and 119B.21

Minnesota Statutes, section 256.045.



Minnesota Department of Human Services
Office of Inspector General
Program Integrity Oversight Division
Child Care Audits and Investigations
PO Box 64982
Saint Paul, MN 55164 – 0982

July 26, 2024

ABC Learning Center Inc.
2533 24th Ave S
Minneapolis, MN 55406

License Number: 1095850

Notice of Overpayment

The Minnesota Department of Human Services (DHS), Office of the Inspector General (OIG), Program Integrity Oversight Division (PIO) recently reviewed information related to 4 Financial Hardship Grants issued to you in March, June, September and December 2022. DHS/OIG/PIO is authorized by law to ensure grant funds are used pursuant to their authorizing laws and in accordance with the terms of the grant attestations you signed on 3/28/22, 6/27/22, 9/23/22, and 1/6/23.

The documents that you provided during the grant audit showed that you failed to meet the requirements on all 4 of the grants you received. Our findings showed:

March 2022 FHG Application

Criteria 1: Monthly gross income or operating funds is insufficient to cover 4 weeks of personnel expenses..

Application Gross Income: [REDACTED]
Personnel Expenses: [REDACTED]

Audited Gross Income: [REDACTED]
Personnel Expenses: \$ [REDACTED]

Provider did not qualify because it had enough income to cover 4 weeks of personnel expenses.

June 2022 FHG Application

ABC Learning Center Inc.

July 26, 2024

Page 2

Criteria 1: Monthly gross income or operating funds is insufficient to cover 4 weeks of personnel expenses..

Application Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Audited Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Provider did not qualify because it had enough income to cover 4 weeks of personnel expenses.

September 2022 FHG Application

Criteria 1: Monthly gross income or operating funds is insufficient to cover 4 weeks of personnel expenses.

Application Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Audited Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Provider did not qualify because it had enough income to cover 4 weeks of personnel expenses.

December 2022 FHG Application

Criteria 1: Monthly gross income or operating funds is insufficient to cover 4 weeks of personnel expenses..

Application Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Audited Gross Income: \$ [REDACTED]
Personnel Expenses: \$ [REDACTED]

Provider did not qualify because it had enough income to cover 4 weeks of personnel expenses.

You did not meet the requirements of the Financial Hardship Grants for the March, June, September and December 2022 grant periods, as the financial records did not reflect your claims on the Financial Hardship Grant applications. **You will need to reimburse DHS for the recovery of the awarded grant money, totaling \$76,000.00, for these grant periods.**

Here are your options for repayment:

ABC Learning Center Inc.

July 26, 2024

Page 3

If you agree that you did not qualify for 4 Financial Hardship Grants as mentioned above, you must return the payment of \$76,000.00 within 15 calendar days of receiving this letter. Follow this process to return the funds:

- a. Write a letter that includes provider information and identify the funds that are being returned (template below)
- b. Enclose a check payable to the State of Minnesota Department of Human Services. In the check memo, write "Financial Hardship Grants"
- c. Send to:

Minnesota Department of Human Services
Attn: Receipts Center MAXIS 211
PO Box 64835
St Paul, MN 55164-0835

Appeal Rights:

If you choose not to repay the requested amount, you can appeal this action by sending a written request.

The written request must:

- Be received by the Minnesota Department of Human Services, Appeals Division within 30 days of the date this notice was mailed;
- List each item in this notice you disagree with, the reason(s) you disagree, and if applicable, the dollar value of each item you disagree with;
- State the dollar amount you believe is correct, if applicable;
- State the statute and/or rule references you believe support your position; and
- Provide a name, address, and telephone number of a person at your business that can be contacted about your appeal.

Submit your appeal to:

Minnesota Department of Human Services

Appeals Division

P.O. Box 64941

St. Paul, MN 55164-0941

Fax: 651-431-7523

Online: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG>

If you have questions for the DHS Appeals Division, call:

- Metro: 651-431-3600

ABC Learning Center Inc.

July 26, 2024

Page 4

- Greater Minnesota: 800-657-3510
- TTY: 800-627-3529 or your preferred relay service

If you have questions related to this Notice, please contact Beth Richtsmeier by phone at (651) - 431-5770, or by email at beth.richtsmeier@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Legal Authority:

Laws of Minnesota 2021, First Special Session, Chapter 7, Article 14, Section 21.

Minnesota Statutes, sections 245E.01, 245E.02, 245E.04, 245E.06 and 245E.07.

Minnesota Statutes, sections 119B.16 and 119B.21

Minnesota Statutes, section 256.045.

From: [Gross, Tracy \(DCYF\)](#)
To: [REDACTED]
Subject: Lic # 1111696
Date: Wednesday, January 28, 2026 11:42:00 AM
Attachments: [image001.png](#)

[REDACTED]

This email is to inform you, the Financial Hardship Grant Audit was completed for **Mini Childcare Center Inc, License # 1111696**.

You provided documents that met the requirement of your Financial Hardship Grant audit. Your audit is closed.

Thank you for your prompt reply to this audit notification and request for records.

Tracy Gross

Senior Investigator - Child Care Audits and Investigations
Program Integrity Oversight (PIO)
Office of Inspector General

Department of Children, Youth, and Families

444 Lafayette Road N

Saint Paul, MN 55155

C: 651-248-5503

F: 651-431-7569

Improving the lives of children, youth, and families | dcyf.mn.gov





Minnesota Department of Children, Youth, and Families
Office of Inspector General
Program Integrity Oversight Division
Child Care Audits and Investigations
PO Box 64982
Saint Paul, MN 55164 – 0982

October 23, 2025 7:15 am

Minnesota Child Care Center
312 W. Lake Street, Suite 2935
Minneapolis, MN 55408

Provider ID: 34606
Claim Number: 23116, 23117, and 23118

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment (“Notice”) issued to you on October 23, 2025 . You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of December 9, 2024 to January 5, 2025, and resulted in a total overpayment of \$9,408.00 for children from Dakota, Hennepin and Ramsey Counties.

The reason for the overpayment was:

1. The attendance records provided were missing, unavailable, incomplete, inaccurate, or otherwise inadequate. Minn. Stat. § 142E.16, subdivision 7(b);
2. You failed to make records available to DHS immediately upon request. Minn. Stat. § 142E.16, subdivision 7(a)(2).
3. You failed to accurately bill an absent day or holiday on a day when a child does not attend. Minn. Stat. § 142E.17, subdivision 10 and Minn. R. 3400.0110, subpart 9.

DCYF issued this overpayment for the following reasons:

1. In 35 instances, you failed to make attendance records available upon request.
2. In 8 instances, you submitted billing for children that indicated they were in attendance and receiving care, when records indicated the children were actually absent.
3. In 3 instances, you submitted billing for children that indicated they were absent, when records indicate the children were actually present and receiving care.

Minnesota Child Care Center

October 23, 2025

Page 2

4. In 11 instances, attendance records were missing a child's last name.
5. In 2 instances, you failed to document the time a child was signed into care.
6. In 2 instances, you failed to document the time a child was signed out of care.
7. In 1 instance, you submitted billing for a child that had two entries for the day with two different checkout times.

See the attachment to this Supplemental Notice for details of the overpayment.

See the Notice for your appeal rights related to this overpayment.

If you have questions related to the Notice or this Supplemental Notice, please contact DKTerri Vandergriff by phone at (651) 431-4583, or by email at terri.e.vandergriff@state.mn.us.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Legal Authority

Minnesota Statutes, sections 142E.16, 142E.17, 142E.18, 142E.51, and 142E.54

Minnesota Rule 3400.0110

Enclosures

CC: Dakota County
Hennepin County
Ramsey County



07/15/2021

Ahmed O Hassan, Authorized Agent
ABC Learning Center Inc
1553 Dale ST N
Saint Paul, MN 55117

License Number: 1095850 (Child Care Ctr)
Program Location: 2533 24th AVE S, Minneapolis, MN 55406

CORRECTION ORDER

Dear Ahmed O Hassan:

On 06/29/2021, the Department of Human Services (DHS) conducted a licensing review at ABC Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff did not supervise the children at all times (School Age).

At approximately 3:25 p.m. the DHS licensor observed a staff person leave three school age children unsupervised before another staff person arrived in the classroom at 3:27 p.m.

Supervision occurs when a program staff person is accountable for the child's care, is within sight and hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Health Practices

2. Violation: The health consultant's monthly review of the infant health policies and practices was not completed monthly.

The health consultant's monthly review was not completed in February of 2020.

Citation: Minnesota Rules, part 9503.0140, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Food and Water

3. Violation: Menus did not comply with the nutritional requirements of the USDA. Menus did not include:

- at least one whole grain rich food per day; and
- the type of milk (whole, 1%, skim).

Citation: Minnesota Rules, part 9503.0145, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Medication/First Aid

4. Violation: Products to control diaper rash were not labeled with the child's first and last name in the infant classroom.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

5. Violation: The DHS licensor observed that hazardous objects were accessible to children.

On the day of the licensing visit there was a roll of plastic bags on the bottom shelf of the infant changing table.

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Violation: A hazardous area was accessible to the children.

On the day of the licensing visit the DHS licensor observed that the mechanical room in the preschool classroom was unlocked. The mechanical room contained a water heater, various electronic items, hanging cords, and various damaged and broken equipment.

Citation: Minnesota Rules, part 9503.0155, subpart 15.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Violation: The program did not comply with annual fire extinguisher inspection requirements.

The fire extinguishers were last inspected in April 2019.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Rules, part 9503.0155, subpart 16.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

8. Violation: Each infant's bottle was not labeled with the child's first and last name.

Citation: Minnesota Rules, part 9503.0145, subpart 7, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Violation: The program did not place all infants to sleep on their backs and did not have documentation from an infant's physician or advanced practice registered nurse directing an alternative sleeping position. Through a conversation with an infant staff person the licenser determined that infants are sometimes placed to sleep on their sides.

Citation: Minnesota Statutes, section 245A.1435, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Documentation Logs

10. Violation: The program did not have documentation of a tornado drill.

There was no documentation to show that a tornado drill was completed in July through September of 2020.

Citation: Minnesota Rules, part 9503.0110, subpart 3, items D and E and subpart 4, item B

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

11. Violation: Each child's record did not contain all required information:

- 4 of 5 (C1, C2, C4 and C5) children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the program;
- 4 of 5 (C1, C2, C4 and C5) children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention; and
- 5 of 5 (C1, C2, C3, C4 and C5) children's files reviewed did not contain written authorization for the center to act in an emergency or when the parent cannot be reached or is delayed.

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Violation: The program did not develop an Individual Child Care Program Plan for 2 of 2 (C1 and C3) children's files reviewed with a known allergy.

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Aisha Hassan
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Ahmed O Hassan, Authorized Agent
07/15/2021
Page 5

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4950.

Sincerely,

Aisha Hassan, Licensor
Licensing Division
Office of Inspector General



09/08/2022

Ahmed O Hassan, Authorized Agent
ABC Learning Center Inc
1553 Dale ST N
Saint Paul, MN 55117

License Number: 1095850 (Child Care Ctr)
Program Location: 2533 24th AVE S, Minneapolis, MN 55406

CORRECTION ORDER

Dear Ahmed O Hassan:

On 08/22/2022, the Department of Human Services (DHS) conducted a licensing review at ABC Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.

At the time of the DHS licensor's arrival to the program, an aide qualified staff person was supervising the child in the infant classroom. A teacher qualified staff person was required. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2, item D; and Minnesota Rules, part 9503.0034, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

2. Violation: The required in-service training had not been completed for 4 of 7 (SP3, SP6, SP8 and SP10) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include:
- the required number of in-service training hours for the previous concluded calendar year (SP3, SP6, SP8 and SP10); and
 - training on sudden unexpected infant death that was at least one half hour in length as required by Minnesota Statutes, section 245A.40, subdivision 5 (SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 7.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP. There was no documentation available to show that 1 of 1 (SP9) staff persons had reviewed an allergy-related ICCPP for a child.

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (b).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Emergency Preparedness

4. Violation: The license holder did not have a written emergency plan that included accommodations for infants and toddlers.

Citation: Minnesota Statutes, section 245A.41, subdivision 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Vicky Douglas
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6765 or at Vicky.Douglas@state.mn.us.

Sincerely,

Vicky Douglas, Licensor
Licensing Division
Office of Inspector General



12/06/2023

Umi Hassan, Authorized Agent
ABC Learning Center Inc
2533 24th Ave S
Minneapolis, MN 55406-4127

License Number: 1095850 (Child Care Ctr)
Program Location: 2533 24th Ave S, Minneapolis, MN 55406-4127

CORRECTION ORDER

Dear Umi Hassan:

On 11/20/2023, the Department of Human Services (DHS) conducted a licensing review at ABC Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Staff Training

1. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 4 (SP4) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment within 90 days of the start of work or within the previous two years (SP4).

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 4 (SP4) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training within 90 days of the start of work or within the previous two years (SP4).

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The cardiopulmonary resuscitation (CPR) training taken by 2 of 3 (SP1 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) did not meet requirements. CPR training was not developed by the American Heart Association, American Red Cross, or by an individual approved to provide CPR instruction using nationally recognized, evidence-based guidelines and psychomotor skills. Persons providing cardiopulmonary resuscitation (CPR) training must use CPR training that was developed by the American Heart Association, American Red Cross, or by an individual approved to provide CPR instruction using nationally recognized, evidence-based guidelines.

Citation: Minnesota Statutes, section 245A.40, subdivision 4, paragraph (c)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licensor at:

Commissioner, Department of Human Services
ATTN: Patti Dailey-Ruddy
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit

Umi Hassan, Authorized Agent
12/06/2023
Page 3

P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 or at patricia.dailey.ruddy@state.mn.us.

Sincerely,

Patti Dailey-Ruddy, Licensor
Office of Inspector General
Licensing Division



December 20, 2024

Umi Hassan, Authorized Agent
ABC Learning Center Inc
18353 Grasshopper Dr
Lakeville, MN 55044

License Number: 1095850 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Umi Hassan

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one out of two background study violations. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on November 20, 2024:

While preparing for a licensing review, a DHS licensor determined you failed to repeat a background study for two child care program staff within five years of the staff person's most recent study.

SP1 began working in a position allowing direct contact services to persons served by the program on October 15, 2022. However, you did not initiate a background study request for SP1 until July 27, 2023. SP1's fingerprints were taken on April 22, 2019. Because SP1's fingerprints were taken on April 22, 2019, SP1's background study expired on April 24, 2024. However, you did not initiate a new background study request for SP1 until May 9, 2024. SP1 worked without a background study from April 24, 2024, to May 9, 2024.

Because you self-corrected the background study violation involving SP1 before the Commissioner discovered the violation, the license holder is not being fined for the background study violation involving SP1.

SP2 began working in a position allowing direct contact services to persons served by the program on February 20, 2019. However, you did not initiate a background study request for SP2 until July 4, 2019. SP2's fingerprints were taken on July 5, 2019. Because SP2's fingerprints were taken on July 5, 2019, SP2's background study expired on July 12, 2024. However, you did not initiate a new background study request for SP2 until September 10, 2024. SP2 worked without a background study from July 12, 2024, to September 10, 2024.

Umi Hassan, Authorized Agent

December 20, 2024

Page 2

Although you corrected the background study violation involving SP2 by submitting the background study before a DHS licenser became aware of the violations, at least 365 days had not passed since you previously self-corrected the background study for SP1 so DHS is issuing a fine for SP2.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (g); section 245C.05, subdivision 2; and section 245C.13, subdivision 2.

Fine: \$200 (two background study violations – one fineable at \$200 per violation)

Corrective Action Required: Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. If this occurs, you are personally responsible for payment. If you do not pay the fine on or before the date specified on the invoice and you did not request a contested case hearing, as described below, the Commissioner may issue a second fine, may not issue or reissue a license, or may suspend the license until the license holder pays the fine.

Your Right to Appeal

You have the right to appeal this fine. If you choose to appeal this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. Your request must be made before the deadline provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when this order was issued in the Provider Hub.

Your request for an appeal must be submitted in the Provider Hub within 10 calendar days from the date it was issued in the Provider Hub.

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Umi Hassan, Authorized Agent

December 20, 2024

Page 3

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.lawhelpmn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- Minnesota Statutes, section 245A.04, subdivision 7, paragraph (d)(4), states that DHS shall not issue or reissue a license if the applicant, license holder, or controlling individual has an outstanding debt related to a license fee, licensing fine, or settlement agreement for which payment is delinquent.
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(2), states that that the license holder shall pay the fine assessed on or before the payment date specified, and if the license holder does not do so the commissioner may issue a second fine or suspend the license until the license holder complies.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact Chad Kratzke, Supervisor, at 651-431-6030, extension 4018.

Sincerely,

Umi Hassan, Authorized Agent

December 20, 2024

Page 4

A handwritten signature in black ink, appearing to read "Chad Kratzke". The signature is written in a cursive, somewhat stylized font.

Chad Kratzke, Unit Supervisor

Licensing Division

Office of Inspector General



02/14/2025

Umi Hassan, Authorized Agent
ABC Learning Center Inc
18353 Grasshopper Dr
Lakeville, MN 55044-4838

License Number: 1095850 (Child Care Ctr)
Program Location: 2533 24th Ave S, Minneapolis, MN 55406

CORRECTION ORDER

Dear Umi Hassan:

On 11/20/2024, the Department of Human Services (DHS) conducted a licensing review at ABC Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Medication/First Aid

1. Violation: Written parental permission had not been obtained for administering medicine.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: Equipment and furniture were not in good repair.
A fabric bookcase sling was torn. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The DHS licenser observed that hazardous objects were accessible to children. A plastic bag was in a cubby at a level accessible to children. (Toddler: Toddler classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Areas used by the children were not in good repair. A toilet was missing the lid to the tank. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: A rug or rugs were curled or had frayed edges (Toddler).

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: Electrical outlets were not tamper-proof or shielded.

Citation: Minnesota Rules, part 9503.0155, subpart 11

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

7. Violation: The program did not comply with the requirements for reducing the risk of sudden unexpected infant death. The program did not place each infant to sleep in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner with

reasonable effort.

Citation: Minnesota Statutes, section 245A.1435, paragraph (b)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Background Studies

8. Violation: The program did not meet all background study requirements for child care background study subjects.
- The program failed to initiate a background study on an individual required to have a study - multiple self-corrected background studies within 365 days. Self-corrected background study violations did not occur at least 365 days apart. 1 of 7 (SP6).

Citation: Minnesota Statutes, section 245C.04, subdivision 1, paragraphs (b) and (h)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

9. Violation: The program did not comply with allergy prevention requirements;
- Before admitting a child with a known allergy, the program did not obtain documentation from the child's parent or medical source (C6); and
 - The program did not maintain information about a child's allergy in the child's record (C6).

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

10. Violation: The license holder did not review and update the emergency plan annually. There was no documentation to verify that an annual review and update of the center's emergency plan was done in 2023. "Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (d)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

Umi Hassan, Authorized Agent
02/14/2025
Page 4

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4041 or at patricia.dailey.ruddy@state.mn.us.

Sincerely,

Patti Dailey-Ruddy, Licenser
Office of Inspector General
Licensing Division



11/19/2025

Umi Hassan, Authorized Agent
ABC Learning Center Inc
18353 Grasshopper Dr
Lakeville, MN 55044

License Number: 1095850 (Child Care Ctr)
Program Location: 2533 24th Ave S, Minneapolis, MN 55406

CORRECTION ORDER

Dear Umi Hassan:

On 11/07/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at ABC Learning Center Inc. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Program Practices

- Violation:** Staff did not supervise the children at all times (School Age Classroom).
Staff did not supervise the children at all times. At approximately 3:12 p.m., the DCYF licensors observed seven school aged children unsupervised in the school age classroom while a staff person walked down to the toddler and preschool classroom. (School Age Classroom: School Age classroom)
Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 142B.01, subdivision 27 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Food and Water

2. Violation: Menus did not comply with the nutritional requirements of the USDA. Menus did not include:
- at least one whole grain rich food per day; and
 - the type of milk (whole, 1%, skim).
- Based on the provided lunch and dinner menus, no whole grain rich foods were listed.
- Based on conversations with administrative staff persons, it was determined that children over two are sometimes served 2% milk. The requirement is skim or 1% milk for children over two.

Citation: Minnesota Rules, part 9503.0145, subpart 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

3. Violation: Written parental permission had not been obtained for administering medicine. There was no parent permission to administer medication for three of three children.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item A

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 14, 2025

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

4. Violation: Electrical outlets were not tamper-proof or shielded.
The upper outlet on the wall in the hallway between the infant and school age classroom was not shielded.
(Facility: Facility)

Citation: Minnesota Rules, part 9503.0155, subpart 11

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 14, 2025

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

5. Violation: All crib brand names and model numbers were not checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs. Crib brand names and model numbers were not checked in 2024 for crib two, and in 2025 for cribs one, two, three, four and five. (Infant Classroom: Infant classroom)
"Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 142B.45, subdivision 3

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

6. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a science interest area (Toddler Classroom and Preschool Classroom).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

7. Violation: The required in-service training had not been completed for 7 of 10 (SP1, SP3, SP4, SP6, SP7, SP9 and SP11) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP1, SP3, SP4, SP6, SP7, SP9 and SP11).

Citation: Minnesota Statutes, section 142B.65, subdivision 9

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP. There was no documentation available to show that 1 of 1 (SP2) staff persons had reviewed an allergy-related ICCPP for a child.

Citation: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (b)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 8, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

forward.

Children's Records

9. Violation: The individual child care program plan (ICCPP) for 1 of 2 (C4) children with a known allergy did not contain:
- specific triggers (C4);
 - avoidance techniques (C4); and
 - procedures for responding to an allergic reaction, including: medication, dosage, and doctor contact information (C4).

Citation: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (a)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

10. Violation: The program did not comply with allergy prevention requirements; The program did not maintain information about a child's allergy in the child's record (C3 and C4).

Citation: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (a)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 14, 2025

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Umi Hassan, Authorized Agent
11/19/2025
Page 5

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4057 or at marcy.dearking@state.mn.us.

Sincerely,

Marcy Dearking, Licensor
Office of Inspector General
Licensing Division

Child Care Center Licensing Checklist

Obtained via FOIA by Judicial Watch Inc.

Date(s) of Review: _____
 Program Name: _____
 Program Address: _____

License #: _____
 Report #: _____
 Licensor Name(s): _____

Fu=Full Inspection; Mo=Modified Inspection; Pr=Pre-Licensure Visit; Pre=Pre-Licensure Policy and Procedure Review; CA=CA-Conditional Reinspection A; CB=CB-Conditional Reinspection B; EA=EA-Early and Often A; EB=EB-Early and Often B; EC=EC-Early and Often C

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
Program Practices														
x	x	x		x	x	x	x	x	9503.0040, subp 1	Staff-to-child ratios were maintained at all times.				
x	x	x		x	x	x	x	x	9503.0040, subp 1	Maximum group size was maintained at all times.				
x	x	x		x	x	x	x	x	9503.0040, subp 2	Staff distribution requirements were maintained at all times (excluding aide alone).				
x	x	x		x	x	x	x	x	9503.0034, subp 1; and 9503.0040, subp 2, item D	A teacher or assistant teacher directly supervised an aide				
									142B.41, subd 14	<input type="checkbox"/> A child care aide in a licensed child care center may substitute for a teacher during morning arrival and afternoon departure times if the total arrival and departure time does not exceed 25 percent of the center's daily hours of operation. In order for an aide to be used in this capacity, an aide must:				
										- be at least 18 years of age				
										- have worked at the program for a minimum of 30 days				
										- have completed the training required under section 142B.65, including orientation training				
										- complete training required within the first 90 days of employment.				
x		x		x	x	x	x	x	9503.0040, subp 3, item A, (1)	When children of different age categories were mixed, the total arrival and departure time did not exceed 25% of the daily hours of operation.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x	9503.0040, subp 3, item B, (1)	During the program's regular hours of operation infants are not mixed with other age categories.				
x	x	x		x	x	x	x	x	9503.0040, subp 3, item B, (2)	There was no more than a 36-month range in age among children in a group.				
x		x		x	x	x	x	x	9503.0040, subp 4	The program had correctly designated each child in the correct age category.				
x	x	x		x	x	x	x	x	142B.10, subd 15, para (a)	The program was operating within the terms of the license.				
x	x	x		x	x	x	x	x	142B.01, subd 27 and Minnesota 9503.0045, subp 1, item A	<input checked="" type="checkbox"/> Supervision of children				
x	x	x		x	x	x	x	x		Staff supervised the children with in sight, hearing, and was able to intervene at all times.				
x	x	x		x	x	x	x	x		When an infant is placed in a crib room to sleep, supervision occurs when a program staff person is within sight or hearing of the infant. When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision components.				
x	x	x		x	x	x	x	x	142B.01, subd 27, para (c) and (d) and Minnesota 9503.0045, subp 1, item A	<input checked="" type="checkbox"/> Staff supervised school-age children at all times.				
x	x	x		x	x	x	x	x		A single school-age child used the restroom within the licensed space.				
x	x	x		x	x	x	x	x		A staff person had knowledge of a school-age child using the restroom within the licensed space.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x		A staff person checked on a school-age child, in the restroom, every five minutes.				
x	x	x		x	x	x	x	x		A staff person accompanied a school-aged child to a restroom outside the licensed space.				
x	x	x		x	x	x	x	x		A staff person had knowledge of a school-age child using their personal storage space within the licensed space.				
x	x	x		x	x	x	x	x		A staff person checked on a school-age child, at their personal storage space, every five minutes.				
x	x	x		x	x	x	x	x	142B.01, subd 27, para (e) and Minnesota 9503.0045, subp 1, item A	<input checked="" type="checkbox"/> When a single preschooler uses an individual, private restroom within the classroom with the door closed, supervision occurs when a program staff person:				
x	x	x		x	x	x	x	x		- has knowledge of the child's activity and location				
x	x	x		x	x	x	x	x		- can hear the child.				
x	x	x		x	x	x	x	x		- checks on the child at least every five minutes.				
									142B.10, subd 21, para (b), cl (3)	The program monitored implementation of policies and procedures by program staff.				
									142B.18, subd 4, para (a), cl (3)	<input checked="" type="checkbox"/> The program did not knowingly withhold relevant information or give false or misleading information to the commissioner:				
										- in connection with an application				
										- in connection with the background study status of an individual				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										- during an investigation				
										- regarding compliance with applicable laws or rules				
									142B.10, subd 1, para (b)	All controlling individuals must be identified.				
									142B.10, subd 22	Upon request, the license holder must cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.				
				x	x				142B.16, subd 1, para (a), cl (4) and subd 3	The license holder complied with all terms of the Order of Conditional License.				
									142B.10, subd 22	The license holder cooperated with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.				
									142B.10, subd 16	The program must comply with the terms and conditions of the variance.				
									142B.11, subd 2	<input type="checkbox"/> The license holder must submit a new application when the Commissioner determines that there is a change in ownership:				
										- the license holder sold or transferred 100 percent of the property, stock, or assets				
										- the license holder merged with another organization				
										- the license holder consolidated with two or more organizations, resulting in the creation of a new organization				
										- there was a change to the federal tax identification number associated with the license holder				
										- all controlling individuals associated with the original application changed				
									142B.67	<input type="checkbox"/> During the observation period, a prospective employee had physical access to children in the licensed facility:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										- for two hours or less				
										- and was not counted in ratio.				
									142B.10, subd 1, para (e)	Upon implementation of the provider licensing hub, the program must use the hub in the manner prescribed by the commissioner.				
									142B.66, subd 1, para (c)	At least once each calendar year, or following any changes made to allergy-related information in the child's record, the licensor holder must update the child's Individual Child Care Program Plan.				
Health Practices														
									9503.0140, subp 1 and 2	<input type="checkbox"/> The program must develop written health policies and ensure that they are carried out. The programs written health policies must include:				
										First aid policies and procedures				
										Safety policies and procedures required in Minnesota Rules, part 9503.0110, subpart 3, items A, B, and C				
x	x	x			x			x	9503.0140, subp 13	<input type="checkbox"/> Children's hands were washed with soap and water:				
x	x	x			x			x		- after a diaper change				
x	x	x			x			x		- after a use of a toilet				
x	x	x			x			x		- after use of a toilet training chair				
x	x	x			x			x		- before eating				
									9503.0110,	<input type="checkbox"/> The program had a written policy for safety rules to follow				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
									subp 3, item B	<input type="checkbox"/> in avoiding each of the following:				
										Injuries.				
										Poisoning				
										Burns				
										Suffocation				
										Choking				
										Traffic accidents				
										Pedestrian Accidents				
x		x			x			x	9503.0140, subp 13	Staff monitored and assisted with children's hand washing.				
									9503.0140, subp 1 and 2	<input type="checkbox"/> Diapering procedures and practices developed in consultation with a health consultant which include:				
										The use of individual disposable diaper change covers for the table				
										Application procedures for use of diaper products on a child.				
									9503.0110, subp 3, item C	The program had a statement that the program will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.				
x	x	x			x			x	9503.0140, subp 14	<input type="checkbox"/> A staff person washed their hands with soap and water:				
x	x	x			x			x		- after changing a child's a diaper				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x		x			- after using the toilet facilities				
x	x	x			x		x			- before handling food or eating				
									9503.0110, subp 3, item D	<input type="checkbox"/> The program had written procedures for fire prevention and procedures for staff to follow in the event of a fire. Fire procedures must:				
										Mandate monthly fire drills and a log of dates and times showing that the fire drills were held				
										Show primary and secondary exits				
										Show building evacuation routes				
										List the telephone number of the fire department				
										Identify which staff persons are responsible for the evacuation of children in all areas of the center				
										Contain instructions on how to use a fire extinguisher and how to close off a fire area				
										Provide for the training of staff persons to carry out the fire procedures				
		x							9503.0140, subp 13	The program was not using a common basin or hand sink filled with standing water.				
									9503.0110, subp 3, item E	<input type="checkbox"/> The program had written procedures to follow that include the location of an emergency shelter in the event of:				
										Blizzard				
										Tornado, including mandating monthly tornado drills from April to September and a log of times and dates showing that drills were held				
										Other natural disaster				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x		x		9503.0140, subp 2	There was a copy of the health consultant's yearly findings in the program's administrative records.				
x		x			x		x		9503.0140, subp 2	For programs serving infants, health policies were reviewed monthly by a health consultant.				
									9503.0110, subp 3, item E	The program had a written procedures to follow when a child is missing.				
x		x			x		x		9503.0140, subp 2	<input checked="" type="checkbox"/> The program requested a health policy review by the health consultant when there was:				
x		x			x		x			- a proposed change in the program's health policies				
x		x			x		x			- an outbreak of a contagious reportable disease				
x		x			x		x		142B.66, subd 1, para (d)	<input checked="" type="checkbox"/> Children's allergy information was available at all times:				
x		x			x		x			- on site				
x		x			x		x			- on field trips				
x		x			x		x			- during transportation.				
									9503.0110, subp 3, item G	<input checked="" type="checkbox"/> The program had written procedures to follow if:				
										An unauthorized person attempts to pick up a child				
										A person who is incapacitated attempts to pick up a child				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										A person who is suspected of abuse attempts to pick up a child				
										No one comes to pick up a child				
x	x	x			x			x	142B.66, subd 1, para (d)	<input type="checkbox"/> Food allergy information is available:				
										- where food is prepared				
x	x	x			x			x		- where food is served				
x								x	142B.66, subd 1, para (e)	The program contacted the child's parent as soon as possible after any instance of exposure or allergic reaction that required medication or medical intervention.				
x								x	142B.66, subd 1, para (e)	The program called Emergency medical services when epinephrine was administered.				
x	x	x						x	142B.66, subd 1	The program had a policy to prevent and respond to allergies.				
x	x	x						x	142B.66, subd 2	The program had a policy for handling and disposal of bodily fluids.				
x	x	x							142B.66, subd 1	<input type="checkbox"/> The program's policy on preventing and responding to allergies included the following:				
										- before admitting a child for care, documentation of any known allergy must be obtained from the child's parent or legal guardian or the child's sources of medical care				
										- if a child has a known allergy, the license holder must maintain current information about the allergy in the child's record				
										- the license holder must develop an individual child care program plan, which includes a description of the allergy,				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x								specific triggers, avoidance techniques, symptoms of an allergic reaction, procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information				
x	x	x								- the license holder must ensure that each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site.				
x	x	x								- at least once each calendar year or following any changes made to allergy-related information in the child's record, the license holder must update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. The license holder must keep on site documentation that a staff person was informed of a change.				
x	x	x								- a child's allergy information must be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.				
x	x	x								- the license holder must contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care.				
x	x	x			x			x	142B.66, subd 2	 The programs policy on handling and disposal of bodily fluids includes the following:				
x	x	x				x		x		-surfaces that come into contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.				
x	x	x				x		x		-blood-contaminated material must be disposed of in a plastic bag with a secure tie.				
										-sharp items used for a child with special needs must be disposed of in a "sharps container" and must be stored				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x		x			out of reach of a child.				
x			x					x	142B.66, subd 2, para (1)	Surfaces that came in contact with potentially infectious bodily fluids were cleaned and disinfected.				
x								x	142B.66, subd 2, para (2)	Blood-contaminated materials were disposed of in a plastic bag with secure tie.				
x								x	142B.66, subd 2, para (3)	Sharp items used for children with special care needs were disposed of in a sharps container.				
x								x	142B.66, subd 2, para (3)	The sharps container was inaccessible to children				
			x						142B.66, subd 2, para (3)	The program has a sharps container.				
x								x	142B.66, subd 2, para (4)	<input type="checkbox"/> The program had the following supplies available to staff:				
x								x		- disposable gloves				
x								x		- disposable bags				
x								x		- eye protection				
			x						142B.10, subd 1, para (c)	The program had a policy that prohibits the license holder, employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care.				
								x	142B.10, subd 1, para (c)	The program's drug and alcohol policy prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care.				
Food and Water														
									9503.0145, subp 3	<input type="checkbox"/> The program's written sanitation procedures and practices for food not prepared by or provided by the license holder as specified in Minnesota Rules, part 9503.0145, subpart 3. The programs procedures and practices must be in compliance with the requirements for food and beverage establishments in Minnesota Rules, chapter 4626 and must include procedures for:				
										Handwashing				
										Maintaining hot and cold food temperatures at safe levels				
										Washing of food, utensils, and equipment				
										Serving of food				
x		x			x			x	9503.0145, subp 1	The program ensured that meals and snacks were available.				
									9503.0145, subp 3	<input type="checkbox"/> The programs written procedures for food prepared on-site must be in compliance with the requirements for food and beverage establishments in Minnesota Rules, chapter 4626 and must include procedures for:				
										Preparation of food				
										Handling of food				
										Serving of food				
										Handwashing				
										Washing of food, utensils, and equipment				
										<input type="checkbox"/>				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x		x		9503.0145, subp 4	<input checked="" type="checkbox"/> The program ensured that meals and supplemental snacks were available at required intervals:				
x		x			x		x			- a snack was provided for a child in attendance for more than two hours.				
x		x			x		x			- one meal and two snacks or two meals and one snack were provided for a child in attendance five to ten hours per day unless four or more hours are spent in sleep.				
x		x			x		x			- two meals and two snacks were provided for a child in attendance more than ten hours per day unless four or more hours are spent in sleep.				
									9503.0145, subp 7	<input checked="" type="checkbox"/> The programs written procedures must ensure that sanitary procedures and practices are developed to prepare, handle, and store food for infants. Procedures and practices must be reviewed by a health consultant and include:				
										Policies and procedures for the preparation of formula, milk, breast milk, solid foods, and supplements				
										Policies and procedures for the handling of formula, milk, breast milk, solid foods, and supplements				
										Policies and procedures for the storage of formula, milk, breast milk, solid foods, and supplements.				
x	x	x			x		x		9503.0145, subp 4	Each meal provided one-third of the child's daily nutritional needs as specified by the USDA.				
x	x	x			x		x		9503.0145, subp 2	<input checked="" type="checkbox"/> Snacks included two of the four food components identified by USDA.				
										Snacks included two of the four food components identified by USDA.				
										Two food components are required for snack, but cannot be two fruits or two vegetables.				
										Grain-based desserts do not count as a food component				
										<input checked="" type="checkbox"/>				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x							9503.0145, subp 3	<input checked="" type="checkbox"/> The program complied with refrigeration requirements.				
		x								There was refrigeration for dairy products or other perishable foods.				
		x								The refrigerator maintained a temperature of 40 degrees Fahrenheit or less.				
		x								The program complied with refrigeration requirements.				
									9503.0145, subp 3	The program complied with refrigeration requirements.				
x		x			x			x	9503.0145, subp 3	Tables and high chair trays were washed with soap and water before and after each use.				
		x							9503.0145, subp 4, item D	Staff were seated with children during meal and snack times.				
x		x			x			x	9503.0145, subp 5	<input checked="" type="checkbox"/> Prescribed diets				
x		x			x			x		- The program ensured that a child's prescribed dietary needs were met.				
x		x			x			x		- All staff designated to provide care for a child with a prescribed diet were informed of the diet order.				
		x							9503.0145, subp 8	The program had a safe water supply.				
		x							9503.0145, subp 8	<input checked="" type="checkbox"/> If the program has a privately owned well that is not governed by Chapter 4720:				
										- the water was tested annually to verify safety				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x											
			x							- the center had a copy of the test results of the well water safety available in the administrative records				
			x						9503.0145, subp 8	<input type="checkbox"/> Drinking water was:				
			x							- always available to children				
			x							- offered to children at frequent intervals				
			x							- provided in single service cups or at an accessible drinking fountain				
x	x	x			x			x	9503.0145, subp 2	<input type="checkbox"/> When food was provided by the program, menus complied with USDA nutritional requirements.				
x	x	x			x			x		- fluid milk				
x	x	x			x			x		- meat/meat alternate				
x	x	x			x			x		- fruit				
x	x	x			x			x		- vegetable				
x	x	x			x			x		- grain				
										- whole grain				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x		x							
x	x	x			x		x			- no more than one serving of juice per day (needs to be 100%)				
x	x	x			x		x			- both a fruit and a vegetable or two different vegetables at lunch and supper meals				
x	x	x			x		x			- name of breakfast cereal to confirm the sugar limit				
x	x	x			x		x			- type of milk (whole, 1%, skim) and no flavored milk				
		x							142B.41, subd 13	☐ For a program using water bottles or reusable cups, the program:				
		x								- had a policy.				
		x								- followed the policy - cleaning/sanitizing.				
		x								- followed the policy - first and last name				
		x								- followed the policy - storage				
		x								- followed the policy - water only				
		x							142B.41, subd 13	☐ The program's policy for water bottle use included the following:				
										- each day the water bottle or cup is used, the child care				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							center cleans and sanitizes the water bottle or cup using procedures that comply with the Food Code under Minnesota Rules, chapter 4626, or allows the child's parent or legal guardian to bring the water bottle or cup home to be cleaned and sanitized each day the water bottle or cup is used				
			x							- a water bottle or cup is assigned to a specific child and labeled with the child's first and last name				
			x							- water bottles and cups are stored in a manner that reduces the risk of a child using the wrong water bottle or cup				
			x							- a water bottle or cup is used only for water				
x	x								9503.0145, subp 2	When food was provided by the program, menus complied with USDA nutritional requirements.				
x			x						9503.0145, subp 2	The program had a menu available on site.				
Medication/First Aid														
x	x	x			x			x	9503.0140, subp 7, item A	<input type="checkbox"/> There was written parental permission for administering:				
x	x	x			x			x		- medicine				
x		x			x			x		- diaper products				
x		x			x			x		- sunscreen lotions				
x		x			x			x		- insect repellents				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
									9503.0110, subp 3, item A	The program had written policies for administrating first aid.				
x	x	x			x		x		9503.0140, subp 7, item A	<input type="checkbox"/> Manufacturer's instructions or written physician's or dentist's instructions were followed when administering:				
										- non-prescription medicine				
x	x	x			x		x			- diapering products				
x	x	x			x		x			- sunscreen lotions				
x	x	x			x		x			- insect repellents				
x	x	x			x		x		9503.0140, subp 7, item B	Written instructions from a physician or dentist to administer prescription medications were obtained and followed.				
x		x			x		x		9503.0140, subp 7, item C	<input type="checkbox"/> All medication:				
x		x			x		x			- was kept in its original container				
x		x			x		x			- had a legible label stating the child's first and last name				
x		x			x		x			- was not given after an expiration date on the label				
x		x			x		x			- had any unused expired portion returned to the child's parent or destroyed				
									9503.0140,	<input type="checkbox"/> The record of medication administration form included				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x		x		subp 7, item C	<input type="checkbox"/> the:				
										- name of child				
x	x	x			x		x			- name of medication or prescription number				
x	x	x			x		x			- date, time, and dosage				
x	x	x			x		x			- name and signature of person dispensing medication				
x					x		x		9503.0140, subp 7, item D	Products to control diaper rash were labeled with the child's first and last name.				
x									9503.0140, subp 7, item D	Products to control diaper rash were labeled with the child's first or last name.				
x	x	x			x		x		9503.0140, subp 7, item E	<input type="checkbox"/> Medicines, insect repellents, sunscreen lotions, and diaper rash products were:				
x	x	x			x		x			- stored according to the manufacturer's directions				
x	x	x			x		x			- inaccessible to children				
x					x		x		9503.0140, subp 7, item C	<input type="checkbox"/> The following was labeled with the child's first and last name:				
x					x		x			- sunscreen				
										- insect repellent				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x		x							
x									9503.0140, subp 7, item C	Sunscreen was labeled with the child's first or last name.				
x									9503.0140, subp 7, item C	Insect repellent was labeled with the child's first or last name.				
x		x			x		x		9503.0140, subp 16	<input type="checkbox"/> The center's first aid kit contained:				
x		x			x		x			- sterile bandages				
x		x			x		x			- band-aids				
x		x			x		x			- sterile compresses				
x		x			x		x			- scissors				
x		x			x		x			- ice bag or cold pack				
x		x			x		x			- oral or surface thermometer				
x		x			x		x			- adhesive tape				
x		x			x		x			- current first aid manual				
									9503.0140,	<input type="checkbox"/> The program's first aid kit contained:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x									subp 16					
										- sterile bandages				
x										- Band-aids				
x										- sterile compresses				
x										- scissors				
x										- ice bag or cold pack				
x										- oral or surface thermometer				
x										- adhesive tape				
x										- current first aid manual				
x	x				x			x	9503.0140, subp 16	The program must ensure that a first aid kit is available within the center.				
x	x				x			x	9503.0140, subp 16	↓ The first aid kit and manual:				
x	x				x			x		- was accessible to the staff				
										- must be taken on field trips				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x		x							
Exclusion of Sick Children														
x	x	x			x		x		9503.0080; 9503.0140, subp 6, item A; and 9503.0155, subp 6	<input checked="" type="checkbox"/> The program complied with the following procedures when a child was sick at the center:				
x	x	x			x		x			- a child who became sick while at the center was isolated from the other children in an area separate from activity areas used by other children.				
x	x	x			x		x			- a child who became sick while at the program was supervised at all times.				
x	x	x			x		x			- the license holder notified a parent immediately when a child became sick at the program.				
x		x			x		x		9503.0155, subp 6	<input checked="" type="checkbox"/> A cot and blanket for a child who became sick was:				
x		x			x		x			- available at the center				
x		x			x		x			- provided by the program				
x		x			x		x		9503.0080	A child who exhibited a condition stated in 9503.0080, items A to M, was excluded from care.				
x		x			x		x		9503.0140, subp 6, item B	The program required parents to notify the program within 24 hours when a child had a contagious reportable disease specified in 4605.7040, or lice, scabies, impetigo, ringworm, or chicken pox.				
x		x			x		x		9503.0140, subp 6, item B	The program posted or gave notice to parents of exposed children the same day the center was notified of a child's illness or condition listed above.				
Facility														

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x	x	x	x	9503.0140, subp 9	↓ The program complied with cleanliness requirements:				
x	x	x			x	x	x	x		- the indoor space and equipment of the program were clean.				
x	x	x			x	x	x	x		- the outdoor space and equipment of the program were clean.				
x	x								9503.0140, subp 9	The program complied with cleanliness requirements. Toilets were flushed.				
x	x								9503.0140, subp 9	<input checked="" type="checkbox"/> The indoor space was clean.				
x	x									- plungers were not accessible to children				
x	x									- toilet brushes were not accessible to children				
x		x			x	x	x	x	9503.0140, subp 10	<input checked="" type="checkbox"/> Bathrooms were clean:				
x		x			x	x	x	x		- toilet rooms were cleaned daily.				
x		x			x	x	x	x		- training chairs were emptied, washed with soap and water, and disinfected after each use.				
x		x			x	x	x	x		- toilets and seats were washed and disinfected when soiled or least daily.				
x	x	x			x	x	x	x	9503.0140, subp 15	<input checked="" type="checkbox"/> The program provided and made accessible to the children:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x	x	x	x		- toilet paper				
x		x			x	x	x	x		- liquid hand soap				
x		x			x	x	x	x		- facial tissues				
x		x			x	x	x	x		- single use paper towels or warm air hand dryers				
x	x								9503.0140, subp 15	<input checked="" type="checkbox"/> Children had access to supplies.				
x	x									Toilet Paper				
x	x									Facial Tissue				
x	x									Hand Towels				
x	x									Hand Soap				
x	x	x			x	x	x	x	9503.0140, subp 19	Equipment and furniture were durable, in good repair, structurally sound and stable, and free from sharp edges, dangerous protrusions and points, and openings or angles which would endanger a child.				
x	x								9503.0140, subp 19	Equipment and furniture were durable, in good repair, structurally sound and stable, and free from sharp edges, dangerous protrusions and points, and openings or angles which would endanger a child.				
									142B.54, subd 2, para (e) and	Sharp objects, medicines, plastic bags, and poisonous plants and chemicals, including household supplies, were stored				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x	x	x	x	Minnesota 9503.0140, subp 17	out of reach of children.				
x	x	x			x	x	x	x	9503.0140, subp 20	All areas used by children were free from debris; loose flaking, peeling, or chipped paint; loose wallpaper, or crumbling plaster, litter, and holes in the walls, floors, and ceilings.				
									9503.0140, subp 20	All areas used by children were free from debris; loose flaking, peeling, or chipped paint; loose wallpaper, or crumbling plaster, litter, and holes in the walls, floors, and ceilings.				
x	x	x			x	x	x	x	9503.0140, subp 20	☒ Rugs:				
x	x	x			x	x	x	x		- had a nonskid backing				
x	x	x			x	x	x	x		- were firmly fastened to the floor				
x	x	x			x	x	x	x		- were free from tears				
x	x	x			x	x	x	x		- were not curled or frayed				
x	x	x			x	x	x	x		- did not have hazardous wrinkles				
		x							9503.0155, subp 18, item A	The program had one hand sink and one toilet for every 15 children and one toilet training chair for every 15 toddlers.				
		x							9503.0155, subp 18, item A	Any hand sink required for children, except infants, was located in the toilet area.				
									9503.0155, subp 18, item	Foot or wrist operated sinks were provided in the diaper changing areas for newly constructed or remodeled				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x							B	programs.				
			x						9503.0155, subp 18, item C	Children's sinks were not used for custodial work or food preparation.				
x		x			x	x	x	x	9503.0155, subp 18, item D	The temperature of the water in the children's hand sinks did not exceed 120 degrees F.				
x									9503.0155, subp 18, item D	The temperature of hot water in the hand sinks was 121 or 122 degrees Fahrenheit.				
			x						9503.0155, subp 18, item F	Toilets, sinks, faucets, and hand drying devices were at an appropriate height for toddlers and preschoolers.				
									142B.66, subd 5	<input type="checkbox"/> The program complied with telephone requirements:				
										- a working telephone which is capable of making outgoing calls and receiving incoming calls must be located within program at all times.				
										- staff must have access to a working telephone while providing care and supervision to children in care, even if the care occurs outside of the child care facility. A license holder may use a cellular telephone to meet the requirements of this subdivision.				
										- if a cellular telephone is used to satisfy the requirements of this subdivision, the cellular telephone must be accessible to staff, be stored in a centrally located area when not in use, and be sufficiently charged for use at all times.				
									9503.0155, subp 5	There was storage space for each child's clothing and personal belongings at a height appropriate to the age of the child.				
									9503.0155, subp 7, item A	The program provided an outdoor activity area of at least 1,500 square feet with at least 75 square feet of space per child.				
									9503.0155, subp 7, item B	<input type="checkbox"/> Activity area for children under school age was within 2,000 feet of the center or transportation was provided to				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								<input type="checkbox"/> an area no more than 1/2 mile from the program.				
			x							within 2000 feet of the program or transportation provided.				
										was within one-half mile				
x	x	x							9503.0155, subp 7, item C	The outdoor activity area was enclosed if adjacent to hazards, unless it was a public park or playground.				
x	x	x			x	x	x	x	9503.0155, subp 7, item D	The outdoor activity area was free from litter, rubbish, toxic materials, water hazard, machinery, animal waste, and sewage contaminants.				
x	x								9503.0155, subp 7, item D	There were five or fewer pieces of litter on the outdoor play area.				
x		x			x	x	x	x	9503.0155, subp 9	There were 35 square feet of indoor space available for each child.				
x		x			x	x	x	x	9503.0155, subp 10	Radiators, fireplaces, hot pipes, and other hot surfaces were shielded or insulated.				
x		x			x	x	x	x	9503.0155, subp 11	Outlets were tamper proof or shielded when not in use.				
			x						9503.0155, subp 12	Bodies of water were inaccessible to children.				
x		x			x	x	x	x	9503.0155, subp 13	A minimum temperature of 68 degrees Fahrenheit was maintained in the program.				
x									9503.0155, subp 13	A minimum temperature of 68 degrees Fahrenheit was maintained in the program.				
									9503.0155, subp 15	Kitchen, stairs, and other hazardous areas were inaccessible to children unless supervised.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x	x	x	x						
x		x			x	x	x	x	9503.0155, subp 16	The name of the inspector and date of inspection were written on a tag attached to the extinguisher verifying annual service by a qualified inspector.				
x									9503.0155, subp 16	The name of the inspector and date of inspection were written on a tag attached to the extinguisher verifying annual service by a qualified inspector.				
		x							9503.0155, subp 17	Outside doors and windows used for ventilation were screened.				
									9503.0155, subp 17	Outside doors and windows used for ventilation were screened.				
x		x			x	x	x	x	9503.0140, subp 18	↓ The program had a:				
x		x			x	x	x	x		- battery operated flashlight				
x		x			x	x	x	x		- battery operated portable radio				
x									9503.0140, subp 18	↓ The program had a:				
x										- battery operated flashlight				
x										- battery operated portable radio				
Postings														
x				x		x			9503.0170, subp 3	The license was posted in a conspicuous place within the program.				
									9503.0170,	The license was posted in a conspicuous place within the				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x									subp 3	program.				
x		x		x		x			9503.0140, subp 21	<input type="checkbox"/> The posted procedures for emergencies and accidents were:				
x		x		x		x				- included identification of persons responsible for each area				
x		x		x		x				- included identification of primary and secondary exits				
x		x		x		x				- included identification of tornado shelter area/s				
x		x		x		x				- included identification of building evacuation routes				
x		x		x		x				- described how to use a fire extinguisher and how to close off the fire area				
x		x		x		x				- included a list of telephone numbers and sources of emergency medical and dental care, poison control, fire department, health authority, and DCYF-Division of Licensing				
x		x		x		x				- posted in a visible place				
x	x			x		x			142B.16, subd 5	<input type="checkbox"/> The program posted:				
x	x			x		x				- all conditional license orders in a conspicuous place for two years				
x	x			x		x				- all conditional license orders and accompanying maltreatment investigation memorandum in a conspicuous place for two years				
										<input type="checkbox"/>				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x			x		x			142B.16, subd 5; and 142B.18, subd 6	<input checked="" type="checkbox"/> The program had all orders of:				
x	x			x		x				- license suspension, TIS, fine, or revocation posted in a conspicuous place for two years.				
x	x			x		x				- license suspension, TIS, fine, revocation, with an accompanying IM posted in a conspicuous place for four years.				
Infant and Toddler Care														
x		x		x		x			9503.0140, subp 11	The diaper changing area was separate from areas used for food storage, food preparation, and eating.				
x		x		x		x			9503.0140, subp 11	<input checked="" type="checkbox"/> The diaper changing area had:				
x		x		x		x				- a hand sink equipped with hot and cold running water within three feet of the diaper changing surface				
x		x		x		x				- a surface and floor covering that were smooth and nonabsorbent				
x		x		x		x				- a sanitary container for soiled and wet diapers				
		x							9503.0140, subp 11	Diapers were changed only in the diaper changing area.				
x		x		x		x			9503.0140, subp 12	<input checked="" type="checkbox"/> The diaper changing procedures were:				
x		x		x		x				- developed in consultation with a health consultant				
										- posted in diaper changing area				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x		x								
										- followed by staff persons				
x		x		x		x								
									9503.0140, subp 12	There were diaper changing procedures posted in the diaper change area and followed by staff.				
x									9503.0140, subp 19	Toys and equipment likely to be mouthed by infants and toddlers were made of material able to be disinfected, and were cleaned and disinfected when mouthed or soiled and at least daily.				
x		x		x		x			9503.0090, subp 2, item D	Daily written reports were given to parents of infants and toddlers on food intake, elimination, sleeping, and general behavior.				
x		x		x		x			9503.0145, subp 7	↓ Sanitary procedures and practices for infant diets were:				
x		x		x		x				- used to prepare, handle, and store formula, milk, breast milk, solid foods, and supplements.				
x		x		x		x				- reviewed and certified by a health consultant for preparing, handling, and storing formula, milk, breast milk, solid foods, and supplements.				
x									9503.0145, subp 7, item A	There were written dietary instructions from the parents of infants.				
x		x		x		x			9503.0145, subp 7, item B	Infant feeding schedules were available in the food preparation area.				
x		x		x		x			9503.0145, subp 7, item C	The program offered infants formula or milk and nutritionally adequate solid foods in prescribed quantities at specified time intervals.				
x		x		x		x			9503.0145, subp 7, item D	Each infant's bottle was labeled with the child's first and last name.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x		x			142B.45, subd 2, para (a)	For every crib used by or accessible to any child in care, the program had documentation of the crib's brand name and model number.				
			x						142B.46, para (a)	The program maintained acceptable documentation showing all full-size and non-full size cribs meet federal crib standards under title 16, part 1219 or 1220.				
x	x	x		x		x			142B.45, subd 3	On an annual basis, the program checked all crib brand names and model numbers against the US CPSC website listing of unsafe cribs, and maintained documentation of the review.				
x	x	x		x		x			142B.45, subd 4	On a monthly basis, the program performed the required safety inspections of every crib used by or accessible to children in care, and maintained documentation of the inspections.				
x	x	x		x		x			142B.46, para (a)	The program placed all infants to sleep on their back unless the program had documentation from the infant's physician or advanced practice registered nurse directing an alternative sleeping position, on a form developed by the commissioner.				
x	x	x		x		x			142B.46, para (a)	The program did not allow an infant under six months of age who independently rolled to his/her stomach after being placed to sleep on his/her back to remain sleeping on his/her stomach without a signed statement from the parent indicating that the infant regularly rolls over at home.				
x	x	x		x		x			142B.46, para (b)	↓ The program complied with requirements for reducing SUID:				
x	x	x		x		x				- each infant is placed to sleep in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner with reasonable effort.				
x	x	x		x		x				- nothing in the crib with an infant younger than one year in age, except for the infant's pacifier.				
x	x	x		x		x				- pacifiers in the crib, with an infant younger than one year of age, were free from any sort of attachment				
									142B.46, para (c)	When an infant fell asleep before being placed in a crib, the program moved the infant to a crib as soon as practicable.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x		x								
x	x	x		x		x			142B.46, para (c)	The program ensured that infants were placed in a position where the airway may not be blocked or with anything covering the infant's face.				
x	x	x		x		x			142B.46, para (f)	☑ When swaddling, the program:				
x	x	x		x		x				- ensured the swaddle used for an infant was a one-piece sleepwear that wraps over the infant's arms, fastens securely only across the infant's upper torso, and does not constrict the infant's hips or legs.				
x	x	x		x		x				- ensured that the swaddle was not so tight that it restricts the infant's ability to breathe or so loose that the fabric could cover the infant's nose and mouth.				
x	x	x		x		x				- had written parental or guardian consent on a form developed by the commissioner prior to swaddling an infant, who had not yet begun to roll over, in a crib.				
									9503.0145, subp 7	Child was fed their own bottle.				
									9503.0145, subp 7	An infant's diet, determined by the parent, was followed.				
x	x	x		x		x			142B.46, para (d)	↓ When a license holder places an infant under one year of age down to sleep, the infant's clothing or sleepwear must not have:				
x	x	x		x		x				- weighted materials				
x	x	x		x		x				- a hood				
x	x	x		x		x				- a bib				
									142B.46, para (e)	A program may place an infant under one year of age down to sleep wearing a helmet if the program has signed documentation by a physician, advanced practice registered				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										nurse, physician assistant, licensed occupational therapist, or licensed physical therapist.				
									142B.46, para (e)	A program may place an infant under one year of age down to sleep wearing a helmet if the program has signed documentation on a form developed by the commissioner.				
									142B.46, para (g)	The program may request a variance to this section to permit the use of a cradleboard when requested by a parent or guardian for a cultural accommodation.				
									142B.45, subd 3, para (f)	If a cradleboard is used in a program, the program must check the cradleboard not less than monthly to ensure the cradleboard is structurally sound and there are no loose or protruding parts. The program shall maintain written documentation of this review.				
Program Plan/Interest Areas														
									9503.0045, subp 1	☐ The programs written child care program plan must include:				
										A. A statement mandating that children are supervised at all times				
										B. A statement identifying the age categories and number of children to be served by the program				
										C. A statement describing the days and hours of operation of the program				
										D. A description of the general education methods used by the program and the religious, political, or philosophical basis, if any				
										E. A statement that the program plan must be developed and evaluated in writing annually by a staff person qualified as a teacher under Minnesota Rules, part 9503.0032				
										F. Goals and objectives which promote the physical, intellectual, social, and emotional development of the children in each age category, as described in Minnesota Rules, part 9503.0005, subpart 2, for which care is provided				
										G. A description of specific activities designed to promote the intellectual, physical, social, and emotional				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										development of a child in a manner consistent with the child's cultural background				
										H. A statement that the intellectual, physical, social, and emotional progress of each child be documented in the child's record and conveyed to the parent(s) during the conferences specified in Minnesota Rules, part 9503.0090, subpart 2				
										I. A daily schedule for both indoor and outdoor activities for each age category served by the program				
										J. A description of the activities that are both quiet and active, teacher-directed and child-initiated				
										K. A description of a variety of activities that require the use of varied equipment and materials				
										L. A statement that the program plan must be available for parents upon request				
x	x	x			x			x	9503.0045, subp 2	<input checked="" type="checkbox"/> The program provided children with daily access to:				
										- creative arts and crafts activities				
x	x	x			x			x		- construction activities				
x	x	x			x			x		- dramatic or practical life activities				
x	x	x			x			x		- science activities				
x	x	x			x			x		- music activities				
x	x	x			x			x		- fine motor activities				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x			x		- large muscle activities				
x	x	x			x			x		- sensory stimulation activities				
			x						9503.0045, subp 2	<input type="checkbox"/> Programs operating less than 3 hours a day or school age programs operating less than 90 consecutive days provided:				
										- large muscle activities on a daily basis				
										- at least five of the required interest areas as specified under this rule part				
									9503.0045, subp 1, item F	The program is required to have stated goals and objectives identified in the child care program plan that promote the physical, intellectual, social, and emotional development of the child. The program must see that the child care program plan is carried out.				
									9503.0045, subp 1, item E	<input type="checkbox"/> The child care program plan was:				
										- developed by a teacher qualified staff person				
										- evaluated in writing annually by a teacher qualified staff person				
									9503.0045, subp 1, item E	The child care program plan was evaluated by a teacher qualified staff person in the previous calendar year.				
									9503.0045, subp 1, item L	The child care program plan was available to parents for review upon request.				
Equipment List														
									9503.0060	<input type="checkbox"/> The center had sufficient furnishings, equipment, materials, and supplies specified in subparts 3 through 6 for the age categories and number of children being served.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x			x		Area rug or carpeting-1 per group				
x	x	x			x			x		A variety of non-folding child size chairs, including infant seats and highchairs-1 per child or a minimum of 4 per group for infants				
x	x	x			x			x		One changing table-1 for every group of {NUMTABLES1} toddlers and succeeding group of {NUMTABLES1} or fewer toddlers				
x	x	x			x			x		Covered, foot operated diaper pail with liners-1 per changing table				
x	x	x			x			x		Crib with mattress-1 per child				
x	x	x			x			x		Cots-1 per child				
x	x	x			x			x		Wall or bulletin board display space-2 square feet per child				
x	x	x			x			x		Partially enclosed quiet activity space-1 per group				
x	x	x			x			x		Open shelving-1 linear foot per child				
x	x	x			x			x		Tables-20 linear inches per child				
x	x	x			x			x		The following should be available in an adequate supply: Clay or playdough, tempera or finger paints, colored and white paper, paste, collage materials, paint brushes, washable felt type markers, crayons, blunt scissors and smocks				
										Books-{NUMBOOKS} per child				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x			x						
										Large, soft building blocks				
x	x	x			x			x						
										Large building blocks-{NUMLARGEBLOCKS} per group				
x	x	x			x			x						
										Small building blocks-{NUMSMALLBLOCKS} per group				
x	x	x			x			x						
										Dramatic play equipment or Montessori Practical Life area-3 sets per group				
x	x	x			x			x						
										Materials and accessories for dramatic play				
x	x	x			x			x						
										Double easel-1 per group				
x	x	x			x			x						
										Durable outdoor large muscle equipment				
x	x	x			x			x						
										Durable indoor large muscle equipment-3 pieces per group				
x	x	x			x			x						
										Mirror-12x36 inches, made of Plexiglas or a similar plastic or of safety glass-1 per group				
x	x	x			x			x						
										Noise or music making toys-1 per child				
x	x	x			x			x						
										Music source				
x	x	x			x			x						
										Music selections				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x			x						
x	x	x			x			x		Cognitive developmental equipment (e.g. puzzles or games, etc.)-1 set per child				
x	x	x			x			x		Manipulative toys (e.g. interlocking plastic forms or beads or strings)-{NUMTOYS} sets per child				
x	x	x			x			x		Pictures (at child's level)				
x	x	x			x			x		Musical or rhythm instruments-1 per child or a minimum of 5 per group for school age				
x	x	x			x			x		Soft, washable toys-1 per child				
x	x	x			x			x		Sensory stimulation materials				
x	x	x			x			x		Infant mobility equipment				
x	x	x			x			x		Sports/recreation equipment-10 per group				
x	x	x			x			x		For each crib, 2 sets sheets				
x	x	x			x			x		Cover(s) for changing table				
x	x	x			x			x		Diapers (may be disposable)				
Equipment and Supplies														
									9503.0060, subp 1	<input type="checkbox"/> If equipment was rotated, there was enough for the maximum group size of the age category scheduled to				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								<input type="checkbox"/> use the equipment as shown on the child care program plan.				
			x							There was a schedule for rotation of equipment.				
			x							There was enough of the rotated equipment for the maximum group size for the age category scheduled to use the equipment.				
			x						9503.0060, subp 1	<input type="checkbox"/> The minimum amount of required equipment was:				
										- accessible every day to the children of that age category				
			x							- arranged as specified in the child care program plan				
x		x			x				9503.0140, subp 19	All toys and other equipment intended for use by children under three years of age met the size standard in the Code of Federal Regulations.				
									9503.0060, subp 1	Equipment was appropriate to the age categories and any special needs of the children served.				
Behavior Guidance														
									9503.0055, subp 1	<input type="checkbox"/> The written behavior guidance policies and procedures must include all of the following statements:				
										A. Ensure that each child is provided with a positive model of acceptable behavior				
										B. Be tailored to the developmental level of the children that the center is licensed to serve				
										C. Redirect children and groups away from problems toward constructive activity in order to reduce conflict				
										D. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										E. Protect the safety of children and staff persons				
										F. Provide immediate and directly related consequences for a child's unacceptable behavior				
			x						9503.0055, subp 2	<input type="checkbox"/> There were written procedures for dealing with persistent unacceptable behavior that required an increased amount of staff guidance and time. The written procedures for dealing with persistent unacceptable behavior specified that:				
			x							- staff persons observed and recorded the behavior of the child and staff response to the behavior				
			x							- a written plan be developed to address the child's behavior in consultation with the parents, other staff, and other professionals when appropriate				
			x						9503.0055, subp 3	<input type="checkbox"/> The program's written behavior guidance policy prohibited children from being subjected to:				
			x							- corporal punishment				
			x							- emotional abuse				
			x							- being separated from the group except within rule guidelines				
			x							- punishment for lapses in toilet habits				
			x							- withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior				
			x							- the use of physical restraint other than to physically hold the child when necessary to protect the child or others from harm				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							- the use of mechanical restraints, such as tying				
x	x	x		x		x			9503.0055, subp 3	The program did not subject children to: - corporal punishment which includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking - emotional abuse which includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child - being separated from the group except within rule guidelines - punishment for lapses in toilet habits - withholding of food, light, warmth, clothing, or medical care as punishment for unacceptable behavior - the use of physical restraint other than to physically hold the child when necessary to protect the child or others from harm - the use of mechanical restraints, such as tying				
									9503.0055, subp 3, item A	<input type="checkbox"/> The written procedures for prohibited action must prohibit the subjection of a child to corporal punishment, which includes, but is not limited to:				
										Rough Handling				
										Kicking				
										Shoving				
										Biting				
										Hair Pulling				
										Pinching				
										Ear Pulling				
										Hitting				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										Shaking				
										Spanking				
										Slapping				
x		x		x		x			9503.0055, subp 4	<input checked="" type="checkbox"/> The program followed the behavior guidance policy for separation:				
x		x		x		x				- children were not separated from the group unless less intrusive behavior guidance methods had been tried				
x		x		x		x				- children separated from the group remained within an unenclosed part of the classroom within continuous sight and hearing by a program staff person				
x		x		x		x				- a child's return to the group was contingent upon and occurred after abatement of the unacceptable behavior which precipitated the separation				
x		x		x		x				- children between the ages of 6 weeks and 16 months were not separated from the group as a means of behavior guidance				
										- children were not separated when their behavior did not threaten the well being of the child or other children in the program.				
									9503.0055, subp 3, item B	<input checked="" type="checkbox"/> The written procedures for dealing with persistent unacceptable behavior must include the following: Subjection of a child to emotional abuse, which includes, but is not limited to:				
										Name calling				
										Ostracism				
										Shaming				
										Making derogatory remarks about a child or the child's family				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										Using language that threatens, humiliates, or frightens the child				
									9503.0055, subp 3, item C	The written procedures for dealing with persistent unacceptable behavior must include the following: Separation of a child from the group, except within the Rule requirements.				
									9503.0055, subp 3, item D	The written procedures for dealing with persistent unacceptable behavior must include the following: Punishment for lapses in toilet training.				
									9503.0055, subp 3, item E	<input checked="" type="checkbox"/> The written procedures for prohibited action must prohibit punishment for unacceptable behavior by withholding:				
										food				
										light				
										warmth				
										clothing				
										medical care				
									9503.0055, subp 3, item F	The written procedures for dealing with persistent unacceptable behavior must prohibit the use of physical restraint, other than to physically hold a child where containment is necessary to protect a child or others from harm.				
x		x		x			x		9503.0055, subp 5; and 9503.0115, item G	<input checked="" type="checkbox"/> All separations from the group because of behavior guidance were noted on a daily log containing the following:				
										- child's name				
										- staff person's name				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x		x				- time				
x		x		x		x				- date				
x		x		x		x				- less intrusive guidance methods first used				
x		x		x		x				- how the child's behavior threatened the well-being of the child or group				
x		x		x		x				- documentation of all separations.				
									9503.0055, subp 3, item G	The written procedures for dealing with persistent unacceptable behavior must prohibit the use of mechanical restraints, such as tying.				
x		x		x		x			9503.0055, subp 5	The daily separation log contained documentation that parents were notified if a child was separated three times or more in one day.				
									9503.0055, subp 4	<input checked="" type="checkbox"/> Written procedures for dealing with separations specified that, no child may be separated from the group unless the following has occurred:				
										Less intrusive methods of guiding the child's behavior have been tried and were ineffective				
										The child's behavior threatens the well-being of the child or other children in the program				
										A child who requires separation from the group must: (1) Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person; (2) Be returned to the group upon the contingency that the child has stopped or brought the behavior that precipitated the separation under control; and (3) Be returned to the group as soon as soon as the behavior that precipitated the separation abates or stops				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance				
x		x		x			x		9503.0055, subp 2	Persistent unacceptable behavior procedures were followed for children separated five times or more in one week or eight times or more in two weeks.				
			x						9503.0055	The program had a behavior guidance policy.				
									9503.0055, subp 1	<input type="checkbox"/> The program followed all behavior guidance general requirements. The program must:				
										- ensure that each child is provided with a positive model of acceptable behavior				
										- be tailored to the developmental level of the children the center is licensed to serve				
										- redirect children and groups away from problems towards constructive activity in order to reduce conflict				
										- teach children how to use acceptable alternatives to problem behavior in order to reduce conflict				
										- protect the safety of children and staff persons				
										- provide immediate and directly related consequences for a child's unacceptable behavior.				
									142B.52; and 245A.211, subd 3	<input type="checkbox"/> The program can not use a prone restraint.				
										- The program did not restrain a child in a prone position.				
										- A child in a restraint rolled into a prone position and the program restored the child to a nonprone position as quickly as possible.				
									142B.52; and 245A.211, subd 4	A program must not implement a restraint on a person receiving services in a program in a way that is contraindicated for any of the person's known medical or psychological conditions. Prior to using restraints on a				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										person with a known medical or psychological conditions that restraints are contraindicated for, the license holder must document the contraindication and the type of restraints that will not be used on the person based on this determination.				
Nap and Rest														
									9503.0050, subp 3	The programs nap and rest policy must include a statement that a child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib or bed.				
x		x			x				9503.0050, subp 3	No child was required to remain on a cot, mat, crib, or bed after completing a nap or resting quietly for 30 minutes.				
									9503.0050, subp 4	The nap and rest policy must include a statement that naps and rest must be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child. Cribs, cots, and beds must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots and beds must be placed directly on the floor and must not be stacked when in use.				
			x						9503.0050, subp 2	Parents were informed of the center's nap and rest policy at the time of enrollment.				
									9503.0050, subp 6	The nap and rest policy must include a statement that separate bedding must be provided for each child in care, and that bedding must be washed or dry cleaned weekly and when soiled or wet.				
x		x			x				9503.0050, subp 4	<input type="checkbox"/> Napping area and equipment:				
x		x			x					- naps and rest were provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child				
x		x			x					- cribs, cots, beds, and mats were placed directly on the floor and not stacked when in use				
										-crib, cots, beds, and mats had clear aisles and				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x			x		unimpeded access on at least one side of the equipment				
									9503.0050, subp 4	Cots are placed with clear aisles and unimpeded access for both adults and children on at least one side.				
									142B.46	 The programs nap and rest policy must include these statements, pursuant to Minnesota Statutes, section 142B.46:				
										(1) The license holder must place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician, advanced practice registered nurse, or physician assistant directing an alternative sleeping position for the infant. The physician, advanced practice registered nurse, or physician assistant directive must be on a form approved by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.				
										(2) The license holder must place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.				
										(3) If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder must consider the supervision needs of the other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.				
										(4) Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes	
u	o	r	r	A	B	A	B	C							
										independently, however with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.					
x		x			x			x	9503.0050, subp 6	<input type="checkbox"/> Bedding used for nap and rest:					
x		x			x			x		- separate bedding was provided for each child					
x		x			x			x		- was washed weekly or when soiled or wet					
									9503.0050	The program had a nap and rest policy.					
Transporting of Children															
x	x	x		x				x	142B.41, subd 12	When a program provides transportation for children or contracts to provide transportation for children, a person who has a current, valid driver's license appropriate to the vehicle driven may transport the child.					
		x							9503.0150, item B	Staff to child ratios were maintained on all transportation provided on all field trips.					
		x							9503.0150, item C	When children were driven in a private car or van, a second adult was present when more than four children under the age of five were being transported.					
		x							9503.0150, item D	<input type="checkbox"/> Program provided transportation to and from the center:					

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								- a second adult was present				
		x								- for ten or fewer children, a two-way communication system was used in lieu of second adult				
		x							9503.0150, item D	Children were not transported more than one hour per one-way trip.				
x		x		x				x	142B.51, subd 1	When a child was transported, the program complied with all seat belt and child passenger restraint system requirements under Minnesota Statutes, section 169.685 (child passenger restraint system).				
Parent Permissions														
		x							9503.0100	The parent's written permission form states that parents had been informed of the purpose and destination of the field trip.				
		x							9503.0100	<input type="checkbox"/> On a field trip, the program took with the:				
		x								- emergency telephone number for the child's parent				
		x								- emergency telephone number for the persons to be called if a parent cannot be reached				
		x								- emergency telephone number for the child's physician				
		x								- first-aid kit				
		x							9503.0105	Permission was obtained before each occasion of experimental research or public relations activity, or on a form that annually summarizes such activities				
									9503.0100	Written parental permission was obtained before each field				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								trip, or on a form that annually summarizes all field trips that will be taken.				
Documentation Logs														
x		x			x	x			9503.0110, subp 3, items D and E and subp 4, item B	<input checked="" type="checkbox"/> The program maintained:				
										- a fire drill log with times and dates of drills				
										- a tornado drill log with times and dates of drills				
x		x			x	x				- documentation of a fire drill for every month				
										- documentation of a tornado drill for every month				
x		x			x	x			9503.0110, subp 4, item C	The program maintained a written record of incidents, emergencies, accidents, and injuries that occurred.				
x		x			x	x			9503.0110, subp 3, item I and subp 4, item C	<input checked="" type="checkbox"/> The program's written record of incidents, emergencies, accidents, and injuries included:				
										- the name and age of persons involved				
										- the date and place of occurrence				
										- the type of injury				
										- the action taken by staff				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x			x	x								
										- to whom the accident, injury, or incident was reported				
x		x			x	x								
									9503.0110, subp 3, item I	<input type="checkbox"/> The program had written procedures for recording accidents, injuries, and incidents involving a child enrolled in the program. The written record of accidents, injuries, and incidents must include the following information:				
										Name and age of the person(s) involved				
										Date of the accident, injury, or incident				
										Place of the accident, injury, or incident				
										Type of injury				
										Action taken by a staff person(s)				
										To whom the accident, injury, or incident was reported				
									9503.0110, subp 3, item J	The programs had written procedures mandating an annual analysis of accident, injury, and incident records and any modification of the center's policies based on the analysis.				
Reporting Requirements														
x	x	x		x		x			9503.0130, subp 1	<input type="checkbox"/> Abuse and neglect				
										The program complied with the mandated reporting requirements of abuse and neglect as specified in Minnesota Statutes, chapter 260E.				
										Staff persons were aware of the reporting requirements for abuse and neglect specified in Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors Act).				
									142B.54, subd	The program identified the primary and secondary person or				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x		x			1, para (2)	position who will ensure that internal reviews are completed.				
		x							142B.54, subd 1, para (3)	<input type="checkbox"/> As necessary, the program:				
		x								- documented that an internal review was completed within 30 calendar days				
		x								- provided the documentation to the commissioner immediately upon request				
		x							142B.54, subd 1, cl (1)	As necessary, the program developed, documented, and implemented a corrective action plan based on results of the internal review.				
x		x		x		x			9503.0130, subp 2	<input type="checkbox"/> The program informed the commissioner within:				
x		x		x		x				- 24 hours of the death of a child in care in the program				
x		x		x		x				- 24 hours of any serious injury to a child in care in the program that required treatment by a physician or dentist				
x		x		x		x				- 48 hours of a fire during hours of operation requiring services of a fire department				
x		x		x		x				- 24 hours of the use of any emergency medical service by a child while in care				
x		x		x		x			9503.0140, subp 6, item D	The program ensured that the health authority was notified of any suspected case of reportable disease within 24 hours of receiving the parent's report.				
		x							142B.61, subd 1	<input type="checkbox"/> The program complied with maltreatment reporting policy requirements.				
										Program must use the policies and procedures developed				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								by DCYF.				
		x								Provided to parents of all children at the time of enrollment in the child care program.				
		x								Made available upon request.				
Personnel Records														
x		x		x	x	x	x	x	9503.0115, item B; and 9503.0120	There was a personnel record maintained by the program for each staff person.				
		x							9503.0120, item A	↓ Each personnel record contained the staff person's:				
		x								- name				
		x								- home address				
		x								- home telephone number				
		x								- date of birth				
		x								- documentation that the staff person meets the education and experience requirements of the staff person's job position				
									142B.03, subd 3	The program must document the first date that a background study subject has direct contact with a person served by the program.				
Background Studies														
x	x	x		x	x	x	x	x	245C.04, subd 1, para (b) and (h)	<input checked="" type="checkbox"/> The program met all background study requirements for child care background study subjects.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x		- The program removed all individuals who did not cooperate with the background study. (245C.09, subd 1)				
x	x	x		x	x	x	x	x		- The program removed a disqualified child care background study subject. (245C.18)				
x	x	x		x	x	x	x	x		- The program initiated a background study on an individual required to have a study - not self corrected. (245C.04, subd 1 (g))				
x	x	x		x	x	x	x	x		- The program initiated a background study on an individual required to have a study. (245C.04, subd 1 (g) and 142B.18, subd 4 (d))				
x	x	x		x	x	x	x	x		- The program provided continuous direct supervision to a child care background study subject who was required by notice to have continuous direct supervision. (245C.13, subd 2 (b))				
x	x	x		x	x	x	x	x		- The program complied with a set aside. (245C.22, subd 5).				
x	x	x		x	x	x	x	x		- The program complied with the terms of a background study variance. (245C.30)				
x	x	x		x	x	x	x	x		- The child care staff person's materially true statement in connection with a background study. (245C.09, subd 3)				
x	x	x		x	x	x	x	x		- The program did not rely on a background study completed for a program that is not affiliated with the license holder or did comply with background sensitive information person requirements. (245C.07 (a))				
x	x	x		x	x	x	x	x		- The program notified DHS to transfer background studies from a closed license to an active license after a program closure. (245C.07 (b))				
x	x	x		x	x	x	x	x		- The program repeated a background study for a child care background study subject within five years of the child care background study subjects most recent study. (245C.04, sub 1 (b))				
									245C.04, subd	Completed background studies were submitted before staff				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x	1, para (b) and (h)	persons had direct contact with children served by the program.				
		x							245C.04, subd 7	The program submitted a new BGS or notified the commissioner when a staff person had a legal name change.				
									245C.05, subd 2	The program verified that the information required for submission of BGSs was correct for all BGS subjects.				
									245C.04, subd 4a, para (b)	The program is required to have their NetStudy 2.0 roster up to date.				
										<input checked="" type="checkbox"/> The program met all background study requirements for controlling individuals.				
										- A controlling individual had a cleared background study or if disqualified, the disqualification was set aside or a variance was granted				
										- The commissioner shall conduct a background study on all controlling individuals.				
Staff Qualifications														
x	x	x		x	x	x	x	x	9503.0031, subp 1; and 9503.0120, item B	<input checked="" type="checkbox"/> The program had documentation available on site to verify the staff person identified as the director met the education and experience requirements of the director job classification.				
x	x	x		x	x	x	x	x		The program had documentation available on site to verify the staff person identified as the director met the education and experience requirements of the director job classification.				
x	x	x		x	x	x	x	x		The program had documentation available on site to verify the staff person identified as the director met the education and experience requirements of the director job classification.				
x	x	x		x	x	x	x	x	9503.0032, subp 2; and 9503.0120, item B	<input checked="" type="checkbox"/> The program had documentation available on site to verify all staff persons identified as teachers met the education and experience requirements of the teacher job classification.				
x	x	x		x	x	x	x	x		The program has documentation on site to verify that all staff persons identified as teacher met the education requirements of the teacher job classifications.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x		The program had documentation available on site to verify all staff persons identified as teachers met the experience requirements of the teacher job classification.				
		x							9503.0032, subp 1; and 9503.0120, item B	The program had documentation available on site to verify all staff persons identified as RN/LPN infant teachers met the education requirements of the RN/LPN infant teacher job classification.				
		x							9503.0033, subp 1; and 9503.0120, item B	The program had documentation available on site to verify all staff persons identified as RN/LPN infant assistant teachers met the education requirements of the RN/LPN infant assistant teacher job classification.				
x	x	x		x	x	x	x	x	9503.0033, subp 2; and 9503.0120, item B	<input checked="" type="checkbox"/> The program had documentation available on site to verify all staff persons identified as assistant teachers met the education and experience requirements of the assistant teacher job classification.				
x	x	x		x	x	x	x	x		The program had documentation available on site to verify all staff persons identified as assistant teachers met the education requirements of the assistant teacher job classification.				
x	x	x		x	x	x	x	x		The program had documentation available on site to verify all staff persons identified as assistant teachers met the experience requirements of the assistant teacher job classification.				
x	x	x		x	x	x	x	x	9503.0034, subp 1	The program had documentation available on site to verify all staff persons identified as aides met the requirements of the aide job classification.				
x		x		x	x	x	x	x	9503.0034, subp 2	Volunteers included in the staff to child ratio met the qualification requirements for the assigned staff position.				
x		x		x	x	x	x	x	9503.0034, subp 3	Substitute staff met the qualification requirements for the assigned staff position.				
x		x		x	x	x	x	x	9503.0034, subp 3	<input checked="" type="checkbox"/> Unqualified substitute staff				
x		x		x	x	x	x	x		The program used unqualified substitute staff within allotted hours per calendar year				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x	x	x	x	x		The program used unqualified substitute staff for no more than ten consecutive working days for the same group of children				
x		x		x	x	x	x	x		When the program used unqualified substitute staff, a teacher qualified staff person was present within the center				
x		x		x	x	x	x	x	142B.41, subd 7, para (a)	<input checked="" type="checkbox"/> Experienced aide use met requirements:				
x		x		x	x	x	x	x		- when using experienced aides, the program did not use the experienced aide for an amount of time that exceed 25% of the center's daily hours of operation				
x		x		x	x	x	x	x		- when using experienced aides, the program ensured that a teacher was present in the program				
x		x		x	x	x	x	x		- each experienced aide had current first aid and CPR training				
x		x		x	x	x	x	x		- each experienced aide was at least 20 years old				
x		x		x	x	x	x	x		- each experienced aide had at least 4,160 hours of child care experience, 120 days of which were with the current licensed program				
x		x		x	x	x	x	x	142B.41, subd 7, para (b)	<input checked="" type="checkbox"/> Experienced aide record requirements were followed:				
x		x		x	x	x	x	x		- each classroom that used experienced aides posted a notice identifying which staff person is the experienced aide				
x		x		x	x	x	x	x		- a record of experienced aide use was maintained on site				
x		x		x	x	x	x	x	142B.41, subd 7, para (c)	The program did not use experienced aides for one year following two determined experienced aide violations within - one-year period.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x	x	x	x	x	142B.41, subd 7, para (d)	The program used no more than one experienced aide for every four full-time staff.				
x	x								9503.0120, item B	Each personnel record contained the staff person's documentation of qualifications necessary to meet job requirements.				
Staff Training														
x	x	x		x	x	x	x	x	142B.10, subd 21, para (c)	<input type="checkbox"/> Program policies and procedures were:				
x	x	x		x	x	x	x	x		- readily accessible to staff				
x	x	x		x	x	x	x	x		- indexed with a table of contents or another method approved by the commissioner				
x	x	x		x	x	x	x	x	142B.10, subd 21, para (b), cl (1); and 142B.65, subd 1	<input type="checkbox"/> The program complied with orientation requirements. Orientation contained:				
x	x	x		x	x	x	x	x		- at least one-half hour of training on the risk of abusive head trauma as required in Minnesota Statutes, section 142B.65, subdivision 7.				
x	x	x		x	x	x	x	x		- allergy prevention and response as required by Minnesota Statutes, 142B.66, subdivision 1.				
x	x	x		x	x	x	x	x		- behavior guidance standards in Minnesota Rules, part 9503.0055.				
x	x	x		x	x	x	x	x		- the child care program plan and center philosophy.				
x	x	x		x	x	x	x	x		- emergency preparedness as required by Minnesota Statutes, 142B.66, subdivision 3.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x		- handling and disposal of bodily fluids as required by Minnesota Statutes, 142B.66, subdivision 2.				
x	x	x		x	x	x	x	x		- handling emergencies and accidents according to Minnesota rules, part 9503.0110.				
x	x	x		x	x	x	x	x		- procedures for maintaining health and safety according Minnesota Rules, part 9503.0140.				
x	x	x		x	x	x	x	x		- training required by a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3.				
x	x	x		x	x	x	x	x		- specific job responsibilities				
x	x	x		x	x	x	x	x		- the program's drug and alcohol policy under section 142B.10, subdivision 1, paragraph (c).				
x	x	x		x	x	x	x	x		- reporting responsibilities for Maltreatment of Minors Act.				
x	x	x		x	x	x	x	x		- the program's risk reduction plan as required under section 142B.54, subdivision 2.				
x	x	x		x	x	x	x	x		- at least one-half hour of training on the standards under Minnesota Statutes, section 142B.46, and on reducing the risk of sudden unexpected infant death as required in Minnesota Statutes, section 142B.65, subdivision 6.				
x	x	x		x	x	x	x	x	142B.65, subd 9	<input type="checkbox"/> The program must ensure that the center director, staff persons, substitutes, and unsupervised volunteers complete in-service training each calendar year. In service training must include:				
x	x	x		x	x	x	x	x		- the required number of in-service training hours for each concluded calendar year				
										- AHT one half hour in length training yearly				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x						
										- allergy prevention and response training yearly				
x	x	x		x	x	x	x	x						
										- emergency preparedness yearly				
x	x	x		x	x	x	x	x						
										- handling and disposal of bodily fluids training yearly				
x	x	x		x	x	x	x	x						
										- handling emergencies and accidents yearly				
			x											
										- health policies training yearly				
x	x	x		x	x	x	x	x						
										- reporting responsibilities training yearly				
x	x	x		x	x	x	x	x						
										- risk reduction plan training yearly				
x	x	x		x	x	x	x	x						
										- ICCPP training yearly				
										- SUID one half hour in length training yearly				
			x											
										- cultural dynamics training every two years				
										- disabilities training every two years				
x	x	x		x	x	x	x	x						
									142B.65, subd 6, para (b)	↴ SUID training:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								↴				
			x							- was at least one-half hour in length.				
										- addressed the related risk factors related to sudden unexpected infant death, means of reducing the risk of sudden unexpected infant death in child care, and license holder communication with parents regarding reducing the risk of sudden unexpected infant death.				
x	x	x							142B.65, subd 6, para (a)	Before caring for infants, all staff persons, substitutes, and volunteers must receive training on reducing the risk of sudden unexpected infant death.				
			x						142B.65, subd 7, para (b)	↴ AHT training:				
										- was at least one-half hour in length.				
										- addressed the related risk factors, means of reducing the risk, and license holder communication with parents.				
x	x	x							142B.65, subd 7, para (a)	Before caring for children under school age, all staff persons, substitutes, and unsupervised volunteers must receive training on the risk of abusive head trauma.				
x	x	x		x	x	x	x	x	142B.65, subd 8	The program must have documentation to verify that before children under age 8 were transported in a motor vehicle, the person who placed the children in a passenger restraint satisfactorily completed training on the proper use and installation of child restraint systems in motor vehicles.				
									142B.65, subd 8	☒ The child passenger restraint system training was:				
										- at least one hour in length				
										- repeated at least once every five years				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x											
			x							- provided by an individual certified and approved by the Department of Public Safety, Office of Traffic Safety				
x	x	x		x	x	x	x	x	142B.66, subd 1, para (b)	<input checked="" type="checkbox"/> The program ensured that staff persons responsible for carrying out allergy-related ICCPPs reviewed and followed the plan.				
x	x	x		x	x	x	x	x		The program ensured that staff persons responsible for carrying out ICCPPs reviewed the plan.				
x	x	x		x	x	x	x	x		The staff persons responsible for following an allergy-related ICCPP followed the plan.				
x	x	x		x	x	x	x	x	142B.66, subd 1, para (c)	There was documentation showing that staff persons responsible for carrying out the plan were informed of the ICCPP changes.				
x	x	x		x	x	x	x	x	142B.65, subd 5 and Minnesota 9503.0120, subp D	<input checked="" type="checkbox"/> The director, staff persons, substitutes, and unsupervised volunteers completed pediatric CPR training:				
x	x	x		x	x	x	x	x		- that included techniques for infants and children and a hands-on skill assessment within 90 days of the start of work or within the previous two calendar years				
x	x	x		x	x	x	x	x		- that included techniques for infants and children and a hands-on skill assessment within the previous two calendar years				
x	x	x		x	x	x	x	x		- before unsupervised direct contact with a child				
x	x	x		x	x	x	x	x	142B.65, subd 4 and Minnesota 9503.0120, subp D	<input checked="" type="checkbox"/> The director, staff persons, substitutes, and unsupervised volunteers received pediatric first aid training:				
										- within the first 90 days of the start of work or within the previous two calendar years				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x	x	x	x	x						
										- within the previous two calendar years				
x	x	x		x	x	x	x	x						
										- before having unsupervised direct contact with a child				
x	x	x		x	x	x	x	x						
									142B.65, subd 5, para (c)	CPR training was developed by the American Heart Association, American Red Cross, or by an individual approved to provide CPR instruction using nationally recognized, evidence-based guidelines and psychomotor skills.				
x	x	x		x	x	x	x	x						
									142B.65, subd 3	↴ Child development and learning training met requirements for staff persons, substitutes, and unsupervised volunteers:				
x	x	x		x	x	x	x	x		- at least two hours in length for staff persons				
										- completed at least every second calendar year				
x	x	x		x	x	x	x	x						
										- completed within 90 days of hire				
x	x	x		x	x	x	x	x						
									142B.65, subd 9	There was documentation showing that staff persons responsible for carrying out the plan were informed of the special needs ICCPP changes.				
Children's Records														
x		x		x		x			9503.0115; and 9503.0125	At the time of enrollment in the program, the program ensured that a record was maintained on each child.				
x	x	x		x		x			9503.0125	↴ Each child's record contained items A-M as specified in Minnesota Rules, part 9503.0125, including:				
										- the child's full name, birthdate, and current home address				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x		x								
x		x		x		x				- the name, address, and telephone number of the child's parent				
x		x		x		x				- instructions on how the parent can be reached when the child is attending the center				
x	x	x		x		x				- names and telephone numbers of any persons authorized to take the child from the center				
x		x		x		x				- names, addresses, and telephone numbers of the child's source of regular medical and dental care, and emergency medical and dental care				
x	x	x		x		x				- names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention				
x		x		x		x				- written authorization for the center to act in an emergency, or when a parent cannot be reached or is delayed				
x		x		x		x				- the hours and days of the week the child will attend the center				
x		x		x		x				- (for children age six weeks to 33 months) a description of the child's eating, sleeping, toileting, and communication habits, and effective methods for comforting the child				
x		x		x		x				- documentation of any dietary or medical needs of the child				
x		x		x		x				- documentation of any individual child care program needs of the child				
x		x		x		x				- the date of parent conferences and a summary of information provided to the parent at the conference				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x									9503.0125, subp E	Each child's record contained the names, addresses, and telephone numbers of the child's source of regular medical and dental care, and emergency medical and dental care.				
x	x								9503.0125, subp F	Each child's record contained names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.				
		x							9503.0125	The program did not disclose a child's record to any person not specified under 9503.0125 unless the parent/legal guardian gave written consent or as otherwise required by law.				
x									9503.0125, subp I	Each child's record contained the hours and days of the week the child will attend the program				
x	x			x		x			9503.0125, item G; and 9503.0140, subp 3	Each child's record contained a report on a current physical exam received before admission or within 30 days of admission, signed by the child's source of medical care.				
		x							9503.0125, item G; and 9503.0140, subp 4	<input type="checkbox"/> The center obtained an updated report of physical examination:				
		x								- at least annually for children under 24 months of age				
		x								- after advancing to a new age category				
x	x	x		x		x			9503.0125, item G; and 9503.0140, subp 5	There was documentation in each child's record of current immunization, assigned notarized statement of parental objection, or a medical exemption.				
		x							9503.0145, subp 5	<input type="checkbox"/> Prescribed diet requirements				
		x								There was a record of any prescribed diet in the child's record				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x								All staff designated to provide care to a child with a prescribed diet order were informed of the prescribed diet				
		x							9503.0090, subp 2, item A	Individual parent conferences were planned and offered twice a year.				
		x							9503.0090, subp 2, item B	Documentation that conferences were planned and offered was available in each child's record.				
		x							9503.0090, subp 2, item C	The status of the child's intellectual, physical, social, and emotional development was reported to the parent during conferences.				
x		x		x		x			142B.66, subd 1, para (a)	The program developed an ICCPP for a child with a known allergy.				
x	x	x		x		x			142B.66, subd 1, para (a)	<input type="checkbox"/> The ICCPP for a child with a known allergy contained:				
x	x	x		x		x				allergy description				
x	x	x		x		x				specific triggers				
x	x	x		x		x				avoidance techniques				
x	x	x		x		x				symptoms of an allergic reaction				
x	x	x		x		x				procedures for responding to an allergic reaction, including: medication, dosage, and contact information.				
x	x	x		x		x			142B.66, subd 1, para (a)	<input type="checkbox"/> The program complied with allergy requirements:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x		x				- obtained documentation of a child's allergy from the child's parent or medical source before admitting a child with any known allergy				
x	x	x		x		x				- maintained information about a child's allergy in the child's record.				
x		x		x		x			142B.66, subd 1, para (c)	<input type="checkbox"/> ICCPPs were updated annually or when changes were made to allergy related information.				
x		x		x		x				Allergy-related ICCPP updated annually.				
x		x		x		x				Allergy-related ICCPP updated when changes were made to allergy related information.				
Children with Special Needs														
x		x		x		x			9503.0065, subp 3	<input type="checkbox"/> Each child with special needs had a written ICCPP:				
x		x		x		x				that specifies methods of implementation.				
x		x		x		x				that is reviewed and followed by all staff who interact with the child.				
x		x		x		x				that was followed by all staff who interact with the child.				
									9503.0065, subp 3	<input type="checkbox"/> The ICCPP was coordinated with:				
										- the child's individual service plan (ISP), for children with developmental disabilities				
										- the child's individual education plan (IEP) developed under chapter 125A, as applicable				
										- reports from the licensed physician, psychiatrist,				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										psychologist, or consulting psychologist when a special need related to physical, social, or emotional development was determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist				
			x						9503.0065, subp 3	The ICCPP was evaluated annually by the licensed physician, psychiatrist, psychologist, or consulting psychologist and with the child's parent to determine if the child's needs are being met.				
			x						9503.0065, subp 4	The program had copies of all service contracts (ISP, IEP, etc) available on-site when care was provided to a child with special needs at the center.				
			x						9503.0065, subp 5	The program ensured that any additional staff, staff qualifications, or staff training required by the ICCPP were provided.				
Attendance Records														
x	x	x		x	x			x	142B.41, subd 10, para (a)	<input type="checkbox"/> The program maintained documentation of actual attendance for each child for which the license holder is reimbursed by a governmental program. The attendance records:				
	x	x		x	x			x		- included the first and last name of child				
	x	x		x	x			x		- included the time child was dropped off				
	x	x		x	x			x		- included the time child was picked up				
	x	x		x	x			x		- were completed on the actual day of attendance				
	x	x		x	x			x		- were available to the commissioner				
Risk Reduction Plan														
x	x	x		x					142B.54, subd 2, para (a)	The program had a risk reduction plan that identified general risks to children served by the center and established new or referred to existing procedures to minimize identified risks.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x					142B.54, subd 2, para (b), cl (1)	☐ The risk reduction plan included an assessment and identification of risks presented by the physical plant where licensed services are provided including an evaluation of the:				
x		x		x						- condition and design of the facility and its outdoor space				
x		x		x						- bathrooms				
x		x		x						- storage areas				
x		x		x						- accessibility of medications and cleaning products that are harmful to children when children are not supervised				
x		x		x						- the existence of areas that are difficult to supervise				
x	x	x		x					142B.54, subd 2, para (b), cl (2)	☐ The risk reduction plan included an assessment and identification of risks presented by the environment for each facility and for each site including an evaluation of the:				
x	x	x		x						- type of grounds and terrain surrounding the building				
x	x	x		x						- proximity to hazards, busy roads, and publicly accessed businesses				
x		x		x					142B.54, subd 2, para (c)	For each identified risk in the physical plant and environment assessments, the risk reduction plan had stated measures to be taken to minimize the risk of harm to children including the development and implementation of specific policies and procedures or reference to existing policies and procedures.				
x		x		x					142B.54, subd 2, para (d)	☐ The plan included specific policies and procedures or reference to existing policies and procedures that minimize the risk of harm or injury to children including items 1-10 listed in Minnesota Statutes, section 142B.54,				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										<input type="checkbox"/> subdivision 2, paragraph (d), including:				
x		x		x						- closing children's fingers in doors, including cabinet doors				
x		x		x						- leaving children in the community without supervision				
x		x		x						- children leaving the facility without supervision				
x		x		x						- caregiver dislocation of children's elbows				
x		x		x						- burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages				
x		x		x						- injuries from equipment, such as scissors and glue guns				
x		x		x						- sunburn				
x		x		x						- feeding children foods to which they are allergic				
x		x		x						- children falling from changing tables				
x		x		x						- children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products				
x		x		x					142B.54, subd 2, para (e)	The risk reduction plan included a statement prohibiting the accessibility of hazardous items to children.				
									142B.54, subd 2, para (f)	<input type="checkbox"/> The risk reduction plan included specific policies and procedures to ensure adequate supervision of children at				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x		x						<input type="checkbox"/> all times, with particular emphasis on:				
										- transitioning children from one area to another				
x	x	x		x										
x	x	x		x						- nap-time supervision, including infant crib rooms as specified under section 142B.01, subdivision 27, which requires that when an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant. When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision components				
x	x	x		x						- child drop-off and pick-up times				
x	x	x		x						- outdoor play and community activities, including field trips and neighborhood walks				
x	x	x		x						- children in hallways				
x	x	x		x						- supervision of school age children when using the restroom and visiting the child's personal storage space				
x	x	x		x						- supervision of preschool children when using an individual, private restroom within the classroom with the door closed.				
x				x					142B.54, subd 3	Documentation was available to verify that the risk reduction plan was reviewed each calendar year.				
x				x					142B.54, subd 3	<input type="checkbox"/> The yearly review of the risk reduction plan included consideration of incidents that occurred in the program since the last review, including:				
x				x						- the assessment factors in the plan				
										- internal reviews conducted, if any				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x		x		x										
				x						- substantiated maltreatment findings, if any				
x		x		x						- incidents that caused injury or harm to a child, if any				
x		x		x					142B.54, subd 3	The program had documentation to verify that staff persons were informed following a change to the risk reduction plan.				
Emergency Preparedness														
x	x	x			x				142B.66, subd 3, para (a)	The license holder created an emergency preparedness plan that requires evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.				
x	x	x			x				142B.66, subd 3	<input type="checkbox"/> The license holder had a written emergency plan that included.				
x	x	x			x					procedures for an evacuation, relocation, shelter in place, and lockdown.				
x	x	x			x					a designated relocation site and evacuation route.				
x	x	x			x					procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, or lockdown, including procedures for reunification with families.				
x	x	x			x					accommodations for a child with a disability or a chronic medical condition				
x	x	x			x					procedure for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation				
										procedure for continuing operations in the period during				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
x	x	x			x					and after a crisis				
x	x	x			x					procedure for communicating with local emergency management officials, law enforcement, or other appropriate state or local authorities				
x	x	x			x					Accommodations for infants and toddlers.				
x	x	x			x				142B.66, subd 3, para (d)	The license holder reviewed and updated the emergency plan each calendar year. The yearly review was documented in the program's administrative records.				
x	x	x			x				142B.66, subd 3, para (e)	<input type="checkbox"/> The license holder:				
x	x	x			x					- included the emergency plan in the program's indexed policies and procedures				
x	x	x			x					- provided a physical or electronic copy of the emergency plan to the child's parent upon enrollment				
x	x	x			x				142B.66, subd 3, para (f)	The relocation site and evacuation route was posted in a visible place as part of the written procedures for emergencies and accidents in Minnesota Rules, part 9503.0140, subpart 21.				
x	x	x			x				142B.66, subd 3, para (a)	The program used the Child Care Emergency Plan form developed by the commissioner.				
									142B.66, subd 3, para (b)	The program had documentation to verify that staff persons were informed following a change to the emergency preparedness plan.				
Policies and Procedures for Parents														
									142B.10, subd 1, para (d)	The applicant and license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.				
									9503.0090,	<input type="checkbox"/> At the time of a child's enrollment, the parents must be				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
									subp 1	<input type="checkbox"/> provided with written notification of the:				
										- ages and numbers of children the program is licensed to serve.				
										- hours and days of operation.				
										- child care program options the center is licensed to operate, including a description of the program's educational methods and religious, political, or philosophical basis, if any, and how parents may review the center's child care program plan.				
										- center's policy on parent conferences and notification to a parent of a child's intellectual, physical, social, and emotional development.				
										- center's policy requiring a health care summary and immunization record of a child.				
										- policies and procedures for the care of children who become sick at the center and parent notification practices for the onset of or exposure to a contagious illness or condition or when there is an emergency or injury requiring medical attention.				
										- center's policies and procedures for administering first aid and sources of care to be used in case of emergencies.				
										- center's policies on the administration of medicine.				
										- procedures for obtaining written parental permission for field trips.				
										- procedures for obtaining written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child.				
										- center's policies on the provision of meals and snacks.				
										- center's behavior guidance policies and procedures.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
										- presence of pets.				
										- center's policy that parents of enrolled children may visit the center any time during the hours of operation.				
										- telephone number of the Department of Children, Youth, and Families, Division of Licensing.				
Fire and Safety Codes														
			x						142B.10, subd 2	The program complied with local zoning ordinances.				
			x						142B.10, subd 3 and Minnesota 9503.0155, subp 1	The program complied with applicable state or local building codes.				
			x						142B.10, subd 3 and Minnesota 9503.0155, subp 2	The program was inspected and approved by - fire marshal within 12 months before initial licensing, and complied with the MN State Fire Code requirements.				
			x						142B.10, subd 3 and Minnesota 9503.0145, subp 3	The program was inspected and approved by - health inspector, and complied with the requirements for food and beverage establishments in chapter 4626.				
			x						9503.0155, subp 4	 The floor plan included:				
			x							- dimensions and location of all areas of the center designated for the provision of child care				
			x							- planned use of each area				
			x							- size and location of areas used for outdoor activity				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						142B.10, subd 3	The program had documentation to show compliance with applicable building codes, fire and safety codes, health rules, and zoning ordinances, or documentation that an appropriate waiver has been granted.				
Access and Records														
x	x	x		x				x	142B.10, subd 12	<input checked="" type="checkbox"/> The DCYF Licensor must be given access to:				
x	x	x		x				x		- the physical plant and grounds where the program is provided				
x	x	x		x				x		- documents and records, including records maintained in electronic format				
x	x	x		x				x		- persons served by the program				
x	x	x		x				x		- staff and personnel records of current and former staff whenever the program is in operation and the information is relevant to inspections or investigations conducted by the commissioner. Upon request, the program must provide the commissioner verification of documentation of staff work experience, training, or educational requirements				
		x							142B.03, subd 1, para (a)	<input checked="" type="checkbox"/> The program maintained and stored records as specified and in accordance with applicable state or federal law, regulation, or rule, including:				
		x								- service recipient records, including verification of service delivery, for a minimum of five years following discharge or termination of service				
		x								- personnel records for a minimum of five years following termination of employment				
		x								- program administration and financial records for a minimum of five years from the date the program closes				
									142B.03, subd	<input checked="" type="checkbox"/> The program's use of electronic record keeping or				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
		x							2	<input checked="" type="checkbox"/> electronic signatures met requirements in Minnesota Statutes, section 142B.10, subdivision 5.				
		x								- does not alter the license holder's obligations under state or federal law, regulation, or rule				
		x								- does not limit the commissioner's access to records as specified under section 142B.10, subdivision 5				
		x								- upon request, the program must assist the commissioner in accessing and copying all records, including encrypted records and electronic signatures				
		x								- the program must establish a mechanism or procedure to ensure that: the act of creating the electronic record or signature is attributable to the license holder, according to section 325L.09				
		x								- are maintained in a form capable of being retained and accurately reproduced				
		x								- the commissioner has access to information that establishes the date and time that data and signatures were entered into the electronic record				
		x								- does not compromise the security of the records				
x		x		x				x	142B.41, subd 11	<input checked="" type="checkbox"/> Parent/legal guardian access met requirements:				
x		x		x				x		A parent or legal guardian was allowed access to their child while the child was in care.				
x		x		x				x		The license holder had a policy allowing a parent or legal guardian access to their child at all times, while their child is in care.				
Positive Supports Rule														
		x							142B.63, para (d)	Time out or seclusion must not be used for children with developmental disabilities or a related condition.				
Behavior Guidance Policies and Procedures														

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						9503.0055, subp 1	↓ The written behavior guidance policies and procedures must include all of the following statements:				
			x							A. Ensure that each child is provided with a positive model of acceptable behavior				
			x							B. Be tailored to the developmental level of the children that the center is licensed to serve				
			x							C. Redirect children and groups away from problems toward constructive activity in order to reduce conflict				
			x							D. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict				
			x							E. Protect the safety of children and staff persons				
			x							F. Provide immediate and directly related consequences for a child's unacceptable behavior				
			x						9503.0055, subp 2	↓ The written procedures for dealing with persistent unacceptable behavior must include the following:				
			x							Procedures for staff observation and recording of the child's unacceptable behavior and staff response to the behavior				
			x							Procedures for developing a plan to address the behavior documented in item A in consultation with the child's parent, with other staff persons, and professionals when appropriate.				
			x						9503.0055, subp 3, item A	↓ The written procedures for prohibited action must prohibit the subjection of a child to corporal punishment, which includes, but is not limited to:				
			x							Rough Handling				
			x							Kicking				
			x							Shoving				
			x							Biting				

Function	Parent	Child	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Cor Site On-Site	Flagged	Notes
			9503.0055, subp 3, item E	↑ The written procedures for prohibited action must prohibit punishment for unacceptable behavior by withholding:				
				food				
				light				
				warmth				
				clothing				
				medical care				
			9503.0055, subp 3, item F	The written procedures for dealing with persistent unacceptable behavior must prohibit the use of physical restraint, other than to physically hold a child where containment is necessary to protect a child or others from harm.				
			9503.0055, subp 3, item G	The written procedures for dealing with persistent unacceptable behavior must prohibit the use of mechanical restraints, such as tying.				
			9503.0055, subp 4	↑ No child may be separated from the group unless the following has occurred:				
				Less intrusive methods of guiding the child's behavior have been tried and were ineffective				
				The child's behavior threatens the well-being of the child or other children in the program				
				A child who requires separation from the group must: (1) Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff -person; (2) Be returned to the group upon the contingency that the child has stopped or bought the behavior that precipitated the separation under control; and (3) Be returned to the group as soon as the behavior that precipitated the separation abates or stops				
				Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										behavior guidance				
			x						9503.0055, subp 5	↓ All separations from the group must be noted on a daily log that must include the following:				
			x							Child's name				
			x							Staff person's name				
			x							Time of Separation				
			x							Date of separation				
			x							Information indicating what less intrusive methods were used to guide the child's behavior before the separation occurred				
			x							How the child's behavior continued to threaten the well-being of the child or other children in care				
			x							If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log				
			x							If a child is separated five or more times in one week or eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed				
			x						142B.52; and 245A.211, subd 3	↓ The written procedures for dealing with prone restraint prohibition must include the following statements;				
			x							- A program must not use a prone restraint on any person receiving services in a program, except in the instances allowed below.				
			x							- If a person rolls into a prone position during the use of a restraint, the person must be restored to a nonprone position as quickly as possible.				
			x						142B.42; and 245A.211, subd 4	The written procedures for contraindicated physical restraints must include, a program must not implement a restraint on a person receiving services in a program in a way that is contraindicated for any of the person's known medical or psychological conditions. Prior to using restraints on a				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										person with a known medical or psychological conditions that restraints are contraindicated for, the license or certification holder must document the contraindication and the type of restraints that will not be used on the person based on this determination.				
Emergency and Accident Policies and Procedures														
			x						9503.0110, subp 3, item A	Procedures for Adminstrating First Aid				
			x						9503.0110, subp 3, item B	↓ Safety rules to follow in avoiding each of the following:				
			x							Injuries.				
			x							Poisoning				
			x							Burns				
			x							Suffocation				
			x							Choking				
			x							Traffic accidents				
			x							Pedestrian Accidents				
			x						9503.0110, subp 3, item C	A statement that the program will conduct a daily inspection of potential hazards in the center and on the outdoor activity area				
			x						9503.0110, subp 3, item D	↓ Procedures for fire prevention and procedures for staff to follow in the event of a fire. Fire procedures must				
			x							Mandate monthly fire drills and a log of dates and times showing that the fire drills were held				
			x							Show primary and secondary exits				

Function	Met	Part	Per	AC	BC	AE	BE	CE	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr Site On-Site	Flagged	Notes
										Show building evacuation routes				
			X							List the telephone number of the fire department				
			X							Identify which staff persons are responsible for the evacuation of children in all areas of the center				
			X							Contain instructions on how to use a fire extinguisher and how to close off a fire area				
			X							Provide for the training of staff persons to carry out the fire procedures				
			X						9503.0110, subp 3, item E	↑ Procedures to follow that include the location of an emergency shelter in the event of:				
			X							Blizzard				
			X							Tornado, including mandating monthly tornado drills from April to September and a log of times and dates showing that drills were held				
			X							Other natural disaster				
			X						9503.0110, subp 3, items D and E	Submit a map of the facility's floor plan showing designated primary and secondary fire exits and evacuation routes. Identify designated tornado shelter area on this map.				
			X						9503.0110, subp 3, item F	Procedures to follow when a child is missing				
			X						9503.0110, subp 3, item G	↑ Procedures to follow if:				
			X							An unauthorized person attempts to pick up a child				
			X							A person who is incapacitated attempts to pick up a child				
			X							A person who is suspected of abuse attempts to pick up a child				
			X							No one comes to pick up a child				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						9503.0110, subp 3, item H	Sources of emergency medical care (911) or designated medical source				
			x						9503.0110, subp 3, item I	↓ Procedures for recording accidents, injuries, and incidents involving a child enrolled in the program. The written record of accidents, injuries, and incidents must include the following information:				
			x							Name and age of the person(s) involved				
			x							Date of the accident, injury, or incident				
			x							Place of the accident, injury, or incident				
			x							Type of injury				
			x							Action taken by a staff person(s)				
			x							To whom the accident, injury, or incident was reported				
			x						9503.0110, subp 3, item J	Procedures mandating an annual analysis of accident, injury, and incident records and any modification of the center's policies based on the analysis.				
Allergy Prevention and Response Policies and Procedures														
			x						142B.66, subd 1, para (a)	Procedures to follow that specify the license holder will obtain documentation of any known allergy from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. If a child has a known allergy, the license holder must maintain current information about the allergy in the child's record				
			x						142B.66, subd 1, para (a)	↓ Procedures to develop an individual child care program plan as specified in Minnesota Rules, part 9503.0065, subpart 3. The individual child care program plan must include, but not be limited to:				
			x							A description of the allergy				
			x							Specific triggers				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							Avoidance techniques				
			x							Symptoms of an allergic reaction				
			x							Procedures for responding to an allergic reaction, including medication				
			x							Procedures for responding to an allergic reaction, including dosages				
			x							Procedures for responding to an allergic reaction, including doctor's contact information				
			x						142B.66, subd 1, para (b)	Procedures to ensure that each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site				
			x						142B.66, subd 1, para (c)	At least once each calendar year or following any changes made to allergy-related information in the child's record, the license holder must update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. The license holder must keep on site documentation that a staff person was informed of a change.				
			x						142B.66, subd 1, para (d)	Procedures to ensure that a child's allergy information will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and where food is served to the child.				
			x						142B.66, subd 1, para (e)	Procedures to follow that specify the license holder will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care.				
Handling and Disposal of Bodily Fluids Policies and Procedures														
			x						142B.66, subd 2	↓ Written policies must include procedures to ensure:				
			x							Surfaces that come in contact with potentially infectious				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.				
			x							Blood-contaminated material must be disposed of in a plastic bag with a secure tie.				
			x							Sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container must be stored out of reach of children.				
Emergency Preparedness Policies and Procedures														
			x						142B.66, subd 3	↓ The emergency preparedness plan must be written using the Child Care Emergency Plan form developed by the commissioner and must include:				
			x							Procedures for an evacuation, relocation, shelter-in-place or lock down				
			x							A designated relocation site and evacuation route				
			x							Procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place or lockdown; including procedures for reunification with families				
			x							Accommodations for a child with a disability or a chronic medical condition				
			x							Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation				
			x							Procedures for continuing operations in the period during and after a crisis				
			x							Procedures for communicating with local emergency management officials, law enforcement, or other appropriate state or local authorities				
			x							Accommodations for infants and toddlers.				
Health Policies and Procedures														
			x						9503.0140, subp 1 and 2	↓ The license holder must develop written health policies and ensure that they are carried out. Written health policies must include:				

F	M	P	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes	
u	o	r	r	r	A	B	A	B	C							
				x							First aid policies and procedures					
				x							Safety policies and procedures required in Minnesota Rules, part 9503.0110, subpart 3, items A, B, and C					
				x						9503.0140, subp 1 and 2	↓ Diapering procedures and practices developed in consultation with a health consultant which include:					
				x							The use of individual disposable diaper change covers for the table					
				x							Application procedures for use of diaper products on a child.					
Food and Water Policies and Procedures																
				x						9503.0145, subp 3	↓ Sanitation procedures and practices for food not prepared by or provided by the license holder as specified in Minnesota Rules, part 9503.0145, subpart 3. These procedures and practices must be in compliance with the requirements for food and beverage establishments in Minnesota Rules, chapter 4626 and must include procedures for:					
				x							Handwashing					
				x							Maintaining hot and cold food temperatures at safe levels					
				x							Washing of food, utensils, and equipment					
				x							Serving of food					
				x						9503.0145, subp 3	↓ Procedures for food prepared on-site must be in compliance with the requirements for food and beverage establishments in Minnesota Rules, chapter 4626 and must include procedures for:					
				x							Preparation of food					
				x							Handling of food					

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							Serving of food				
			x							Handwashing				
			x							Washing of food, utensils, and equipment				
			x						9503.0145, subp 7	↓ A license will ensure that sanitary procedures and practices are developed to prepare, handle, and store food for infants. Procedures and practices must be reviewed by a health consultant and include:				
			x							Policies and procedures for the preparation of formula, milk, breast milk, solid foods, and supplements				
			x							Policies and procedures for the handling of formula, milk, breast milk, solid foods, and supplements				
			x							Policies and procedures for the storage of formula, milk, breast milk, solid foods, and supplements.				
			x						142B.41, subd 13	↓ Per Minnesota Statutes, section 142B.41, subdivision 13, if a licensed child care center will provide drinking water to children in reusable water bottles or cups, license holders must develop a written policy and ensure implementation of the policy that at a minimum, includes the following procedures:				
			x							Each day the water bottle or cup is used, the child care center cleans and sanitizes the water bottle or cup using procedures that comply with the Food Code under Minnesota Rules, chapter 4626, or allows the child's parent or legal guardian to bring the water bottle or cup home to be cleaned and sanitized each day the water bottle or cup is used				
			x							A water bottle or cup is assigned to a specific child and labeled with the child's first and last name				
			x							Water bottles and cups are stored in a manner that reduces the risk of a child using the wrong water bottle or cup				
			x							A water bottle or cup is used only for water				
Maltreatment of Minors Mandated Reporting Policies and Procedures														
			x						142B.54, subd	DCYF must develop policies and procedures for reporting				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						142B.54, subd 2, para (b), cl (2)	↓ The risk reduction plan must identify specific risks to children based on an assessment of the environment for each facility and for each site, including an evaluation of the following factors:				
			x							(1) The type of grounds and terrain surrounding the building				
			x							(2) The proximity to hazards, busy roads, and publicly accessed businesses				
			x						142B.54, subd 2, para (c)	For each risk identified in the environment assessment, the risk reduction plan must include the development and implementation of specific policies and procedures or a reference to existing policies and procedures that minimize the risks identified.				
			x						142B.54, subd 2, para (d)	↓ In addition to program-specific risks identified in the physical plant and environment assessments, the risk reduction plan must include the development and implementation of policies and procedures or refer to existing policies and procedures that minimize the risk of harm or injury to children for the following known risks:				
			x							(1) Closing children's fingers in doors, including cabinet doors				
			x							(2) Leaving children in the community without supervision				
			x							(3) Children leaving the facility without supervision				
			x							(4) Caregiver dislocation of children's elbows				
			x							(5) Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food or beverages				
			x							(6) Injuries from equipment, such as scissors and glue guns				
			x							(7) Sunburn				
			x							(8) Feeding children foods to which they are allergic				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							(9) Children falling from changing tables				
			x							(10) Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products				
			x						142B.54, subd 2, para (e)	The risk reduction plan must include a statement that hazardous items will be inaccessible to children at all times when children are present.				
			x						142B.54, subd 2, para (f)	↓ The risk reduction plan must include specific policies and procedures to ensure adequate supervision of children at all times, as defined under Minnesota Statutes, section 142B.01, subdivision 27. The policies and procedures must include particular emphasis on the following:				
			x							(1) Times when children are transitioned from one area within the facility to another				
			x							(2) Nap time supervision				
			x							(3) Supervision of infant crib rooms as specified under Minnesota Statutes, section 142B.01, subdivision 27, which requires that when an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant				
			x							(4) When supervision of a crib room is provided by sight or hearing, the plan must address the other supervision component				
			x							(5) Child drop-off and pick-up times				
			x							(6) Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks				
			x							(7) Supervision of children in hallways				
			x							(8) Supervision of school age children when using the restroom and visiting the child's personal storage space				
			x							(9) Supervision of preschool children when using an individual, private restroom within the classroom with the door closed.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						142B.54, subd 3	↓ The license holder must review the risk reduction plan each calendar year and document the review. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including:				
			x							(1) The assessment factors in the plan				
			x							(2) The internal reviews conducted under this section, if any				
			x							(3) Substantiated maltreatment findings, if any				
			x							(4) Incidents that caused injury or harm to a child, if any, that occurred since the last review				
Child Care Program Plan Policies and Procedures														
			x						9503.0045, subp 1	↓ The written child care program plan must include:				
			x							A. A statement mandating that children are supervised at all times				
			x							B. A statement identifying the age categories and number of children to be served by the program				
			x							C. A statement describing the days and hours of operation of the program				
			x							D. A description of the general education methods used by the program and the religious, political, or philosophical basis, if any				
			x							E. A statement that the program plan must be developed and evaluated in writing annually by a staff person qualified as a teacher under Minnesota Rules, part 9503.0032				
			x							F. Goals and objectives which promote the physical, intellectual, social, and emotional development of the children in each age category, as described in Minnesota Rules, part 9503.0005, subpart 2, for which care is provided				
			x							G. A description of specific activities designed to promote				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										the intellectual, physical, social, and emotional development of a child in a manner consistent with the child's cultural background				
			x							H. A statement that the intellectual, physical, social, and emotional progress of each child be documented in the child's record and conveyed to the parent(s) during the conferences specified in Minnesota Rules, part 9503.0090, subpart 2				
			x							I. A daily schedule for both indoor and outdoor activities for each age category served by the program				
			x							J. A description of the activities that are both quiet and active, teacher-directed and child-initiated				
			x							K. A description of a variety of activities that require the use of varied equipment and materials				
			x							L. A statement that the program plan must be available for parents upon request				
Nap and Rest Policies and Procedures														
			x						9503.0050, subp 3	The nap and rest policy must include a statement that a child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib or bed.				
			x						9503.0050, subp 4	The nap and rest policy must include a statement that naps and rest must be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child. Cribs, cots, and beds must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots and beds must be placed directly on the floor and must not be stacked when in use.				
			x						9503.0050, subp 6	The nap and rest policy must include a statement that separate bedding must be provided for each child in care, and that bedding must be washed or dry cleaned weekly and when soiled or wet.				
			x						9503.0050, subp 5	A crib must be provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or Code of Federal Regulations,				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										title 16, part 1220 for non-full size baby cribs. See Minnesota Statutes, section 142B.45, subdivision 4, for additional crib safety standard including routine crib inspection requirements.				
			x						142B.46	↓ The nap and rest policy must include these statements, pursuant to Minnesota Statutes, section 142B.46:				
			x							(1) The license holder must place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.				
			x							(2) The license holder must place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. When an infant younger than one year of age is placed down to sleep, the license holder must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511; the infant's pacifier cannot have anything attached to it; and the infant's clothing or sleepwear cannot have weighted materials, a hood, or a bib.				
			x							(3) If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder must consider the supervision needs of the other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.				
										(4) An infant under one year of age may wear a helmet while sleeping if the license holder has signed documentation by a physician, advanced practice				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
										registered nurse, physician assistant, licensed occupational therapist, or licensed physical therapist on a form developed by the commissioner.				
			x							(5) Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently, however with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.				
										(6) Licensed providers have the option to request a variance to permit the use of a cradleboard, if requested by a parent or guardian for a cultural accommodation.				
Program Drug and Alcohol Policies and Procedures														
			x						142B.10, subd 1, para (c)	A policy must be developed that prohibits license holders, employees, subcontractors, and volunteers from abusing prescription medication, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care when they are directly responsible for persons served by the program. The license holder must train employees, subcontractors, and volunteers on the program's drug and alcohol policy. Documentation of training must be kept in each staff person's personnel file.				
Parent Policies and Procedures														
			x						9503.0090, subp 1, item A	Ages and total numbers of children the program is licensed to serve.				
			x						9503.0090, subp 1, item B	Hours and days of operation including AM and PM sessions for half-day programs.				
			x						9503.0090, subp 1, item C	↓ Child care program options the center is licensed to operate, including:				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x							(1) A description of the program's educational methods and religious, political, or philosophical basis, if any				
			x							(2) How the parents may review the center's child care program plan				
			x						9503.0090, subp 1, item D	Center's policy on parent conferences, which must include a written assessment to a parent of a child's intellectual, physical, social, and emotional development.				
			x						9503.0090, subp 1, item E	Center's policy requiring a health care summary within 30 days of enrollment and an immunization record of a child at the time of enrollment.				
			x						9503.0090, subp 1, item F	Policies and procedures for the care of children who become sick at the center and parent notification practices for the onset of or exposure to a contagious illness or condition when there is an emergency or injury requiring medical attention.				
			x						9503.0090, subp 1, item G	Center's policies and procedures for administering first aid and sources of care to be used in case of emergencies.				
			x						9503.0090, subp 1, item H	Center's policies on the administration of medication.				
			x						9503.0090, subp 1, item I	Procedures for obtaining written parental permission for field trips.				
			x						9503.0090, subp 1, item J	Procedures for obtaining written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child.				
			x						9503.0090, subp 1, item K	The program's policies on the provisions of meals and snacks.				
			x						9503.0090, subp 1, item L	Center's behavior guidance policies and procedures.				
			x						9503.0090, subp 1, item M	Presence of pets.				
			x						9503.0090, subp 1, item N	Center's policy that parents of enrolled children may visit the center at any time during the hours of operation per Minnesota Statutes, 142B.41, subdivision 11.				
			x						9503.0090, subp 1, item O	Telephone number of the Department of Children, Youth, and Families (DCYF), Division of Licensing 651-431-6015.				

F	M	P	P	C	C	E	E	E	Applicable Law or Rule	Requirement	Met, Unmet, N/A, Not Reviewed	Corr On-Site	Flagged	Notes
u	o	r	r	A	B	A	B	C						
			x						142B.10, subd 1, para (d)	The applicant and license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.				
			x						142B.54, subd 1; and 142B.61, subd 1	↓ DCYF must develop policies and procedures for reporting suspected child maltreatment. The license holder must provide these policies and procedures to the parents of all children at the time of enrollment in a child care program and be available upon request. The license holder must add the following information to the policy:				
			x							A. For reports of suspected child abuse or neglect of children occurring within a family or in the community, a contact phone number for the local child protection agency and local law enforcement.				
			x							B. A primary and secondary person must be designated on the policy to ensure that internal reviews are completed when the facility has a reason to know that an internal or external report of alleged or suspected maltreatment has been made.				
			x						9503.0050, subp 2	The parent of each child must be informed at the time the child is enrolled of the center's policy on naps and rest.				



February 4, 2019

Fahima Mahamud, Authorized Agent
Future Leaders Early Learning Center
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number: 1077606 (Rule 3)

CORRECTION ORDER

Dear Ms. Mahamud:

On January 23, 2019, a licensing review of Future Leaders Early Learning Center, located at 3641 Chicago Avenue South, Minneapolis, MN 55407, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing review. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Statutes, section 245A.40, subdivision 3; and Minnesota Rules, part 9503.0120, item D.

Violation: Documentation was not available on site to show that all teachers, assistant teachers, and at least one staff person during field trips and while transporting children in care, had received first aid training within the previous three years. Documentation

Fahima Mahamud

Page 2

February 4, 2019

was not available on site to show that one staff person (SP1) had completed the required first aid training.

Note: During the 2017 Session, the Minnesota Legislature changed the first aid training standards under this subdivision to require that first aid training be pediatric first aid training and repeated every two years.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Citation: Minnesota Statutes, section 245A.40, subdivision 4; and Minnesota Rules, part 9503.0120, item D.

Violation: Documentation was not available on site to show that all teachers, assistant teachers, and at least one staff person during field trips and when transporting children, had satisfactorily completed training in cardiopulmonary resuscitation (CPR) and in the treatment of obstructed airways that included techniques for infants and children within the previous three years. Documentation was not available on site to show that SP1 had satisfactorily completed the required CPR training.

Note: During the 2017 Session, the Minnesota Legislature changed the CPR training standards under this subdivision to require that CPR training be repeated every two years.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future and submit a copy of the staff person's documentation of CPR training.

3. Citation: Minnesota Statutes, section 245A.40, subdivision 5, paragraph (a).

Violation: The license holder did not comply with sudden unexpected infant death training and abusive head trauma training requirements. Documentation was not available to show that one staff person (SP2) received training in 2017 on reducing the risk of abusive head trauma before caring for children under school age.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Fahima Mahamud

Page 3

February 4, 2019

4. Citation: Minnesota Statutes, section 245A.66, subdivision 3, paragraph (a).

Violation: The license holder did not comply with orientation training requirements to the risk reduction plan. Documentation was not available to verify that all mandated reporters as defined in Minnesota Statutes, section 626.556, subdivision 3, who are under the control of the license holder, received an annual orientation to the risk reduction plan. There was no documentation to show that SP2 received training in 2017.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Violation: The center did not have documentation on site to show that one staff person (SP3) met the education and experience requirements of the teacher job classification for which the staff person was employed.

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

6. Citation: Minnesota Rules, part 9503.0145, subpart 7, item D.

Violation: One infant's bottle was not labeled with the child's first and last name.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Citation: Minnesota Rules, part 9503.0155, subpart 15.

Violation: The DHS licensor observed a hazardous area that was accessible to the children. The door to a staff room was open allowing children access to an unlocked cabinet that contained chemicals including household paint and pine sol.

Fahima Mahamud

Page 4

February 4, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: Areas used by the children were not in good repair. A handle on a storage cabinet in the preschool classroom was broken.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Citation: Minnesota Rules, part 9503.0140, subpart 13.

Violation: At approximately 11:37 a.m., the DHS licensor observed two children's hands were not washed with soap and water after diaper changes in the infant classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. Citation: Minnesota Rules, part 9503.0140, subpart 14.

Violation: At approximately 11:37 a.m., the DHS licensor observed that a staff person did not wash his/her hands with soap and water after changing a child's diaper in the infant classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. Citation: Minnesota Rules, part 9503.0140, subpart 7, item D.

Violation: Four diaper wipes in the toddler bathroom were not labeled with the child's first and last name.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Citation: Minnesota Rules, part 9503.0060, subpart 1.

Fahima Mahamud

Page 5

February 4, 2019

Violation: The minimum amount of required equipment was not accessible to the children every day. Through a conversation with a staff person, it was determined that soft washable toys were removed from the toddler classroom for cleaning and were not returned and that sensory items were accessible to children one time every two weeks in the toddler classroom. Soft washable toys and sensory items must be accessible to children daily.

The minimum equipment specified for an age category must be accessible every day to the children of that age category and arranged as specified in the child care program plan.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Statutes, section 245A.14, subdivision 14, paragraph (a).

Violation: The license holder did not comply with attendance record documentation requirements. Documentation was not available to the commissioner for five out of eight children's files to verify that actual attendance was maintained for each child receiving care for which the license holder is reimbursed by a governmental program that included the following:

- the first and last name of the child;
- the time of day that the child was dropped off; and
- the time of day that the child was picked up.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Fahima Mahamud

Page 6

February 4, 2019

Commissioner, Department of Human Services
ATTN: Kerri Leuth
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding compliance with this Correction Order or applicable rules, contact your licensor, Kerri Leuth at (651) 431- 2828.

Sincerely,

Michelle MacGregor, Unit Supervisor
Licensing Division
Office of Inspector General
651-431-6529



Office of Inspector General
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

February 21, 2019

Fahima Mahamud, Authorized Agent
Future Leaders Early Learning Center
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number 1077606 (Child Care Center)

CERTIFIED MAIL

**ORDER TO PAY A FINE
BACKGROUND STUDY VIOLATION**

Dear Ms. Mahamud:

During a licensing review conducted on January 23, 2019, to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 to 9503.0170, a Department of Human Services (DHS) licenser determined that Future Leaders Early Learning did not comply with background study requirements. The Commissioner is ordering Future Leaders Early Learning Center to pay a \$200 fine for a background study violation.

A. Reason for the Fine

The license holder failed to comply with background study requirements.

Under Minnesota Statutes, section 245A.07, subdivision 3, the Commissioner of Human Services may fine license holders \$200 for each occurrence of a violation of law or rule governing matters of health, safety, or supervision, including the failure to comply with background study requirements.

B. Statutory Citation and License Violation

Citation: Minnesota Statutes, section 245C.05, subdivision 2, paragraph (a).

Fahima Mahumud
Page 2
February 21, 2019

Violation: On January 23, 2019, DHS licensors determined that the license holder did not verify the last name of a staff person (SP1) before the background study request was submitted to DHS.

On May 26, 2017, the license holder submitted a background study request to DHS for SP1. However, the license holder did not provide SP1's entire last name. Because DHS conducted a background study using an incorrect last name for SP1, the background study conducted by DHS on SP1 was not a valid study.

Under Minnesota Statutes, section 245C.05, subdivision 2, the license holder is required to verify that the information collected under subdivision 1 about an individual who is the subject of the background study is correct.

The failure to verify the staff person's name before submitting the background study request to DHS is a violation of background study requirements.

Fine: \$200 (one violation at \$200 per violation)

Corrective Action Ordered: Immediately either remove SP1 from any position allowing direct contact with children served by the program or submit a background study request to DHS for SP1. After the background study is initiated, and pending notice from the Commissioner, ensure that SP1 does not provide direct contact services to persons served by the program unless s/he is under continuous direct supervision by another staff person who has received a background study clearance notification from DHS. (See Minnesota Statutes, section 245C.13, subdivision 2.)

You must comply with the background study requirements in Minnesota Statutes, chapter 245C. Within 10 days from receipt of this order, submit written documentation to your licensor detailing how compliance has been achieved and how compliance will be maintained in the future.

C. Total fine to be paid: \$200

D. Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

A timely request for a contested case hearing under item E shall stay the payment of the fine until the Commissioner issues a final order. If you decide to exercise your right to a contested case hearing, do not pay the fine. Following the contested case hearing, the Commissioner will issue a final order on this matter.

Fahima Mahumud
Page 3
February 21, 2019

Under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c), clause (5), when a fine has been assessed, the license holder may not avoid payment by closing, selling, or otherwise transferring the licensed program to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

E. Right to Request a Contested Case Hearing

You have the right to request a contested case hearing under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612. If you choose to exercise this right, your request must be made in writing by certified mail or personal service. If mailed, the appeal must be postmarked and sent to the Commissioner within ten (10) calendar days after you receive this order. If a request is made by personal service, it must be received by the Commissioner within ten (10) calendar days after you receive this order.

Your request for a contested case hearing must be sent to:

Commissioner, Department of Human Services
c/o Office of Inspector General - Licensing Division
ATTN: Legal Unit
PO Box 64242
St. Paul, MN 55164-0242

F. Requirement to Post this Order

You must post the Order to Pay a Fine in a place that is conspicuous to the people receiving services and all visitors to the facility for two years, even if you appeal the fine. (See Minnesota Statutes, section 245A.07, subdivision 5.)

If you have any questions regarding the fine, please contact Kimberly Sommers, Unit Supervisor, at (651) 431-6258.

Sincerely,



Peggy Cunningham, Unit Manager
Office of Inspector General, Licensing Division



02/24/2020

Fahima Egen Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number: 1077606 (Child Care Ctr)
Services Provided at: 3641 Chicago Ave S, Minneapolis, MN 55407-0000

CORRECTION ORDER

Dear Fahima Egen Mahamud:

On 02/13/2020, the Department of Human Services (DHS) conducted a licensing review at Future Leaders Early Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Food and Water

1. Violation: Menus did not comply with the nutritional requirements of the USDA. Menus did not include at least one whole grain rich food per day.

Citation: Minnesota Rules, part 9503.0145, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

2. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Infant (Infant classroom)

The DHS licensors observed red peeling tape on the toy shelf in the toddler classroom, which can pose a choking hazard.

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

3. Violation: The required crib safety inspections were not completed on a monthly basis.

Infant (Infant classroom)

Crib safety inspections were not completed in January of 2020. Crib I did not have items 1 and 2 completed.

Citation: Minnesota Statutes, section 245A.146, subdivision 4.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

4. Violation: Documentation was not available on site to verify that before direct contact with children 3 of 15 (SP5, SP13 and SP14) director, staff persons, substitutes, and unsupervised volunteers received training on:
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP13 and SP14);
 - emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP13 and SP14);
 - handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP5, SP13 and SP14);
 - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP13 and SP14);
 - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP13 and SP14);
 - a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP13);
 - reporting responsibilities in section 626.556 (MOMA) and 9503.0130 (SP13 and SP14); and
 - program's risk reduction plan as required under section 245A.66, subdivision 2 (SP14).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and 245A.04, subdivision 14, paragraph (b) (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 1 of 13 (SP5) staff persons completed training within 90 days of employment (SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

6. Violation: Each child's record did not contain all required information:
- 1 of 10 (C1) children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the program; and
 - 1 of 10 (C1) children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Kerri Leuth
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-2828.

Fahima Egen Mahamud, Authorized Agent
02/24/2020
Page 4

Sincerely,

Kerri Leuth, Licenser
Licensing Division
Office of Inspector General



06/21/2021

Fahima Egen Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number: 1077606 (Child Care Ctr)
Program Location: 3641 Chicago Ave S, Minneapolis, MN 55407-0000

CORRECTION ORDER

Dear Fahima Egen Mahamud:

On 06/17/2021, the Department of Human Services (DHS) conducted a licensing review at Future Leaders Early Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Food and Water

1. Violation: Menus did not comply with the nutritional requirements of the USDA. Menus did not include the name of the breakfast cereal to confirm sugar limits are not exceeded.

Menu lists whole wheat cereal cups, but does not provide the name of the cereal to confirm sugar limits are not exceeded.

Citation: Minnesota Rules, part 9503.0145, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

Fahima Egen Mahamud, Authorized Agent
06/21/2021
Page 2

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Emma Kurth
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4553.

Fahima Egen Mahamud, Authorized Agent
06/21/2021
Page 3

Sincerely,

Emma Kurth, Licensor
Licensing Division
Office of Inspector General



04/01/2022

Fahima Egen Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number: 1077606 (Child Care Ctr)
Program Location: 3641 Chicago Ave S, Minneapolis, MN 55407-0000

CORRECTION ORDER

Dear Fahima Egen Mahamud:

On 03/31/2022, the Department of Human Services (DHS) conducted a licensing review at Future Leaders Early Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Staff Training

1. Violation: The required in-service training had not been completed for 3 of 5 (SP1, SP2 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP1, SP2 and SP3).

The in-service record for 2021 included hours of training from orientation. Orientation training cannot count towards in-service, resulting in the staff person lacking the required amount of in-service hours for the year. (SP1)

The file did not contain a record of 2021 in-service hours. (SP2 and SP3)

Citation: Minnesota Statutes, section 245A.40, subdivision 7.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

2. Violation: 1 of 1 (C1) children's files reviewed did not contain documentation of a current physical examination received within 30 days of enrollment.

Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Emergency Preparedness

3. Violation: The license holder did not review and update the emergency plan annually.

There was no documentation to verify that an annual review and update of the center's emergency plan was done in 2021.

"Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (d).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Emma Kurth
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

Fahima Egen Mahamud, Authorized Agent

04/01/2022

Page 3

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4553.

Sincerely,

Emma Kurth, Licensor
Licensing Division
Office of Inspector General



04/10/2023

Fahima Egen Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Avenue South
Minneapolis, MN 55407

License Number: 1077606 (Child Care Ctr)
Program Location: 3641 Chicago Ave S, Minneapolis, MN 55407-0000

CORRECTION ORDER

Dear Fahima Egen Mahamud:

On 03/29/2023, the Department of Human Services (DHS) conducted a licensing review at Future Leaders Early Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Staff Qualifications

1. Violation: The program did not have documentation on site to show that 2 of 6 (SP8 and SP10) staff persons met the:

- education requirements of the teacher job classification for which the staff person was employed (SP8); and
- experience requirements of the teacher job classification for which the staff person was employed (SP10).

Staff person doesn't have enough hours to be teacher qualified. (SP10)

Citation: Minnesota Rules, part 9503.0032, subpart 2; and part 9503.0120, item B

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

2. Violation: Documentation was not available on site to verify that before starting assigned duties 2 of 8 (SP7 and SP9)

individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP7);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP7);
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP7);
- the child care program plan and center's philosophy (SP7);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP7);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP7);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP7 and SP9);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP7);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP7 and SP9);
- specific job responsibilities (SP7 and SP9);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP7 and SP9);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP7 and SP9);
- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP7 and SP9); and
- sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP7).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and section 245A.04, subdivision 14, paragraph (b), clause (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 11 (SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment within 90 days of the start of work or within the previous two years (SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 11 (SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training within 90 days of the start of work or within the previous two years (SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

5. Violation: 1 of 7 (C2) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

There was no documentation of an immunization record. (C2)

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Keith Henderson
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

Fahima Egen Mahamud, Authorized Agent
04/10/2023
Page 4

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6533 or at Keith.Henderson@state.mn.us.

Sincerely,

Keith Henderson, Licensor
Office of Inspector General
Licensing Division



05/14/2024

Fahima Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Ave
Minneapolis, MN 55407-2603

License Number: 1077606 (Child Care Ctr)
Program Location: 3641 Chicago Ave, Minneapolis, MN 55407-2603

CORRECTION ORDER

Dear Fahima Mahamud:

On 05/13/2024, the Department of Human Services (DHS) conducted a licensing review at Future Leaders Early Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

- Violation: Equipment and furniture were not in good repair.
The toilet paper holder, in the Toddler Bathroom, was loose and falling off the wall. (Toddler: Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on

Fahima Mahamud, Authorized Agent
05/14/2024
Page 2

your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 or at pamela.tuft@state.mn.us.

Sincerely,

Pam Tuft, Licensor
Office of Inspector General
Licensing Division



11/14/2025

Fahima Mahamud, Authorized Agent
Future Leaders Early Learning Center Inc
3641 Chicago Ave
Minneapolis, MN 55407

License Number: 1077606 (Child Care Ctr)
Program Location: 3641 Chicago Ave, Minneapolis, MN 55407-2603

CORRECTION ORDER

Dear Fahima Mahamud:

On 11/10/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at Future Leaders Early Learning Center Inc. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The program was not operating within the terms of the license. On the day of the licensing review there was a 13 year old child who was not enrolled in the program in the lobby area doing homework. (Facility: Facility)

Citation: Minnesota Statutes, section 142B.10, subdivision 15, paragraph (a)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

2. Violation: Products to control diaper rash were not labeled with the child's first and last name.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item D

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

3. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (School Age 1).
There were food particles in the game cubby of the school age classroom. (School Age 1: School Age classroom)
As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: A rug or rugs were not firmly fastened to the floor (School age 2).

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Fahima Mahamud, Authorized Agent
11/14/2025
Page 3

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4029 or at pamela.tuft@state.mn.us.

Sincerely,

Pam Tuft, Licensor
Office of Inspector General
Licensing Division



11/22/2022

Amina Dahir Adam, Authorized Agent
Mini Childcare Center Inc.
2538 25TH AVE S
Minneapolis, MN 55406-1235

License Number: 1111696 (Child Care Ctr)
Program Location: 2538 25TH AVE S, Minneapolis, MN 55406-1235

CORRECTION ORDER

Dear Amina Dahir Adam:

On 11/21/2022, the Department of Human Services (DHS) conducted a licensing review at Mini Childcare Center Inc.. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.

There was one aide supervising 15 school age children. A staff person with the qualifications of a teacher was required. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2, item D; and Minnesota Rules, part 9503.0034, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Food and Water

- Violation: Menus did not comply with the nutritional requirements of the USDA. Menus did not include no more than one serving of juice per day (needs to be 100%).

Citation: Minnesota Rules, part 9503.0145, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

- Violation: Equipment and furniture were not in good repair.

There was a hole in the tabletop of the writing table. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

- Violation: The DHS licensor observed that hazardous objects were accessible to children.

There was a staff purse on the floor accessible to children. (Preschool : Preschool classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

- Violation: Areas used by the children were not in good repair.

There was a piece of trim in the corner of the classroom that was missing. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

- Violation: Electrical outlets were not tamper-proof or shielded.

There were two unshielded electrical outlets behind the tv. (Preschool : Preschool classroom)

Citation: Minnesota Rules, part 9503.0155, subpart 11.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Qualifications

- Violation: The program violated the requirements for using experienced aides. An experienced aide did not have at least 4,160 hours of child care experience, 120 days of which were in the employment of the current licensed program.

A staff person did not have 120 days of employment at the program before being used as an experienced aide.

Citation: Minnesota Statutes, section 245A.14, subdivision 8, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Violation: The program did not comply with experienced aide requirements. The center did not notify parents or guardians by posting a notification in each classroom that used experienced aides, identifying which staff member was the experienced aide.

Citation: Minnesota Statutes, section 245A.14, subdivision 8, paragraph (b).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Naoko Sands
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Amina Dahir Adam, Authorized Agent
11/22/2022
Page 4

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4567 or at Naoko.Sands@state.mn.us.

Sincerely,

Naoko Sands, Licensor
Licensing Division
Office of Inspector General



02/13/2023

Amina Dahir Adam, Authorized Agent
Mini Childcare Center Inc.
2538 25TH AVE S
Minneapolis, MN 55406-1235

License Number: 1111696 (Child Care Ctr)
Program Location: 2538 25TH AVE S, Minneapolis, MN 55406-1235

CORRECTION ORDER

Dear Amina Dahir Adam:

On 02/09/2023, the Department of Human Services (DHS) conducted a licensing review at Mini Childcare Center Inc.. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

1. Violation: Areas used by the children were not in good repair.

There was a hole in the floor tile by the secondary classroom entrance. (Toddlers: Toddler classroom)

It was determined through a conversation with a staff person that part of the mirror panel was missing on the wall leaving that area of the wall streaked with brown and gray adhesive. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated November 22, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Amina Dahir Adam, Authorized Agent
02/13/2023
Page 2

2. Violation: The program did not have a battery operated portable radio.

Citation: Minnesota Rules, part 9503.0140, subpart 18

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

3. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a:

- large muscle activities interest area (School Age 3, Preschool, School Age 2 and School Age 1); and
- sensory stimulation activities interest area (School Age 3, Preschool, Toddlers, School Age 2 and School Age 1).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Naoko Sands
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General

Amina Dahir Adam, Authorized Agent
02/13/2023
Page 3

Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4567 or at Naoko.Sands@state.mn.us.

Sincerely,

Naoko Sands, Licensor
Office of Inspector General
Licensing Division



06/23/2023

Amina Dahir Adam, Authorized Agent
Mini Childcare Center Inc.
2538 25TH AVE S
Minneapolis, MN 55406-1235

License Number: 1111696 (Child Care Ctr)
Program Location: 2538 25TH AVE S, Minneapolis, MN 55406-1235

CORRECTION ORDER

Dear Amina Dahir Adam:

On 06/15/2023, the Department of Human Services (DHS) conducted a licensing review at Mini Childcare Center Inc.. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The required staff-to-child ratios were not maintained.

There was one teacher supervising 16 school age children. When a school age child is present the staff to child ratio is one staff person to 15 children. A second staff person was required. (School Age 3: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff distribution requirements were not maintained.

There was one teacher supervising 16 school age children. When a school age child is present the staff to child ratio is one staff person to 15 children. A second staff person with the qualifications of at least an aide was required. (School Age 3: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Food and Water

3. Violation: Staff did not wash tables used for meals with soap and water as required.

It was determined through a conversation with a staff person that tables used for snack and meals are washed following the meal service. Tables used for meals must be washed with soap and water before and after each use. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 3

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

4. Violation: Products to control diaper rash were not labeled with the child's first and last name.

There was one package of diaper wipes on the changing table that were not labeled with the child's first and last name. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 7, item D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

5. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Facility).

-The bathroom outside infants had streaks of brown substance on the wall behind the toilet in the handicap stall.

-The bathroom near the rear entrance had streaks of residue and grime on the toilet tank of the toilet in the handicap stall. (Facility: Facility)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: Equipment and furniture were not in good repair.

The grab bar in the handicap stall of the bathroom near the rear entrance was in disrepair. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: Areas used by the children were not in good repair.

There was a piece of trim in the reading area corner that was missing. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 13, 2023
- A Correction Order dated November 22, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: The program did not comply with annual fire extinguisher inspection requirements.

The fire extinguisher(s) was last inspected in April 2022.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Rules, part 9503.0155, subpart 16

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

9. Violation: Daily written reports were not provided to parents.

It was determined through a conversation with a staff person that daily written reports are given verbally or in writing to infant parents. Daily written reports must be made to the parent of an infant and toddler about the child's food intake, elimination, sleeping patterns, and general behavior. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0090, subpart 2, item D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

10. Violation: The program did not have written dietary instructions from each infant's parent.

Citation: Minnesota Rules, part 9503.0145, subpart 7, item A

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

11. Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 1 (SP4) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP4); and
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP4).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and section 245A.04, subdivision 14, paragraph (b), clause (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

12. Violation: The required in-service training had not been completed for 3 of 3 (SP1, SP2 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP1, SP2 and SP3).

Citation: Minnesota Statutes, section 245A.40, subdivision 7

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

13. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 4 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment within 90 days of the start of work or within the previous two years (SP3).

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

14. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 4 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training within 90 days of the start of work or within the previous two years (SP3).

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

15. Violation: Each child's record did not contain all required information 3 of 4 (C1, C2 and C4) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Citation: Minnesota Rules, part 9503.0125

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

16. Violation: The license holder did not review and update the emergency plan annually.

There was no documentation to verify that an annual review and update of the center's emergency plan was done in 2023.

"Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (d)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

17. Violation: The relocation site and evacuation route was not posted in a visible place as a part of the written procedures for emergencies and accidents in Minnesota Rules, part 9503.0140, subpart 21.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (f)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Naoko Sands
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit

Amina Dahir Adam, Authorized Agent
06/23/2023
Page 6

P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4567 or at Naoko.Sands@state.mn.us.

Sincerely,

Naoko Sands, Licensor
Office of Inspector General
Licensing Division



07/26/2024

Amina Adam, Authorized Agent
Mini Childcare Center Inc.
2538 25th Ave S
Minneapolis, MN 55406-1235

License Number: 1111696 (Child Care Ctr)
Program Location: 2538 25th Ave S, Minneapolis, MN 55406-1235

CORRECTION ORDER

Dear Amina Adam:

On 07/10/2024, the Department of Human Services (DHS) conducted a licensing review at Mini Childcare Center Inc.. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Medication/First Aid

- Violation: Products to control diaper rash were not labeled with the child's first and last name. A package of wipes was not labeled. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 7, item D

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 23, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Infant). The fabric seat of a green baby walker was discolored from lack of cleaning. (Infant: Infant classroom) As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 23, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Equipment and furniture were not in good repair. The oven door on a plastic play kitchen was broken, creating a sharp edge. (School Age 2: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 23, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Areas used by the children were not in good repair. The wall near the sink was cracked, exposing the drywall below. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 23, 2023
- A Correction Order dated February 13, 2023
- A Correction Order dated November 22, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Amina Adam, Authorized Agent
07/26/2024
Page 3

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4041 or at patricia.dailey.ruddy@state.mn.us.

Sincerely,

Patti Dailey-Ruddy, Licenser
Office of Inspector General
Licensing Division



06/17/2025

Amina Adam, Authorized Agent
Mini Childcare Center Inc.
2538 25th Ave S
Minneapolis, MN 55406

License Number: 1111696 (Child Care Ctr)
Program Location: 2538 25th Ave S, Minneapolis, MN 55406

CORRECTION ORDER

Dear Amina Adam:

On 06/11/2025, the Department of Human Services (DHS) conducted a licensing review at Mini Childcare Center Inc.. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

- Violation: Equipment and furniture were not in good repair.
 - The wall mounted bookshelf in the reading area was falling down the sheetrock and not secure. (School Age 3 Room: School Age classroom)
 - The grill cover on the back of the dramatic play set that was broken. (Preschool Room: Preschool classroom)
 - There was a broken wheel on crib under baby Bugs Bunny. (Infant Room: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated July 26, 2024
- A Correction Order dated June 23, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Areas used by the children were not in good repair.

The DHS licensor observed the following:

- Chipped paint and sheetrock in reading and dramatic play area. (School Age 3 Room: School Age classroom)
- A hole in the sheetrock below the television. (School Age 3 Room: School Age classroom)
- Bead board between the changing table and the sink on the wall was that broken and jagged. (Infant Room: Infant classroom)
- Chipped paint in the hallway between the infant room classroom doors. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated July 26, 2024
- A Correction Order dated June 23, 2023
- A Correction Order dated February 13, 2023
- A Correction Order dated November 22, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Electrical outlets were not tamper-proof or shielded.

The DHS licensor observed the following:

- One outlet on the wall between the changing table and sink that was not shielded. (Infant Room: Infant classroom)
- The upper outlet next to the paper towel dispenser, in the bathroom across from the kitchen, was not shielded. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0155, subpart 11

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

4. Violation: The required crib safety inspections were not completed on a monthly basis.

There were no numbers on the cribs to cross reference which crib was being inspected. (Infant Room: Infant classroom)

Citation: Minnesota Statutes, section 245A.146, subdivision 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

5. Violation: 1 of 5 (C4) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

6. Violation: The relocation site and evacuation route was not posted in a visible place as a part of the written procedures for emergencies and accidents in Minnesota Rules, part 9503.0140, subpart 21.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (f)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Amina Adam, Authorized Agent
06/17/2025
Page 4

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4057 or at marcy.dearking@state.mn.us.

Sincerely,

Marcy Dearking, Licenser
Office of Inspector General
Licensing Division



August 7, 2019

Leila Ahmed, Authorized Agent
Minnesota Childcare Center Inc
312 W Lake Street, Ste 2935
Minneapolis, MN 55408

License Number: 1076213 (Rule 3)

CORRECTION ORDER

Dear Ms. Ahmed:

On July 25, 2019, a licensing review of Minnesota Child Care Center, located at 312 W Lake Street, Ste 2935, Minneapolis, MN 55408, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing review. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Leila Ahmed
Page 2
August 7, 2019

Violation: The center did not have documentation on site to show that four staff persons (SP2, SP4, SP6, and SP7) met the education and experience requirements of the teacher job classification for which the staff persons were employed.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

2. Citation: Minnesota Rules, parts 9503.0033, subpart 2; and 9503.0120, item B.

Violation: The center did not have documentation on site to show that two staff persons (SP10 and SP11) met the education and experience requirements of the assistant teacher job classification for which the staff persons were employed.

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

3. Citation: Minnesota Rules, part 9503.0040, subpart 2.

Violation: Staff distribution requirements were not maintained. The license holder did not have documentation on site to verify that four staff persons (SP2, SP4, SP6, and SP7) were teacher qualified. Therefore, SP2, SP4, SP6, and SP7 are deemed aide qualified. On the staffing pattern submitted by the program:

- SP2 and an aide are listed as staffing the School Age II classroom Saturdays and Sundays from 10:00 a.m. to 8:00 p.m. An assistant teacher qualified staff person would be required to meet the staff distribution requirements.
- SP4 and an aide are listed as staffing the School Age III classroom Mondays, Tuesdays, Wednesdays, and Thursdays from 2:00 p.m. to 10:00 p.m. A teacher qualified staff person would be required to meet the staff distribution requirements.

Leila Ahmed
Page 3
August 7, 2019

- SP6 and an aide are listed as staffing the School Age III classroom Mondays, Tuesdays, Wednesdays, and Thursdays from 2:00 p.m. to 10:00 p.m. An assistant teacher qualified staff person would be required to meet the staff distribution requirements.
- SP7 and an aide are listed as staffing the toddler classroom Saturdays and Sundays from 10:00 a.m. to 8:00 p.m. A teacher qualified staff person would be required to meet the staff distribution requirements.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. **Citation:** Minnesota Rules, part 9503.0034, subpart 3, items A and B.

Violation: A record of unqualified substitute use was not maintained. It was determined through a conversation with administrative staff persons that unqualified substitutes are used at the center. Because an unqualified substitute log was not completed, the DHS licensor was unable to determine if the center's use of unqualified substitutes met requirements.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. **Citation:** Minnesota Statutes, section 245A.40, subdivision 1; and 245A.04, subdivision 14, paragraph (b), (1).

Violation: The license holder did not comply with orientation training requirements. Before starting assigned duties, five staff persons (SP1, SP2, SP6, SP7, and SP11) had not received and successfully completed orientation training, containing information as specified in Minnesota Statutes 245A.40, subdivision 1, and all program policies and procedures as specified in 245A.04, subdivision 14, paragraph (b), (1).

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Leila Ahmed
Page 4
August 7, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Citation: Minnesota Statutes, section 245A.40, subdivision 3; and Minnesota Rules, part 9503.0120, item D.

Violation: Documentation was not available on site to show that all teachers, assistant teachers, and at least one staff person during field trips and while transporting children in care, had satisfactorily completed pediatric first aid training within the previous two years. Documentation was not available on site to show that one staff person (SP9) had completed the required first aid training.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Citation: Minnesota Statutes, section 245A.40, subdivision 4; and Minnesota Rules, part 9503.0120, item D.

Violation: Documentation was not available on site to show that all teachers, assistant teachers, and at least one staff person during field trips and when transporting children, had satisfactorily completed training in cardiopulmonary resuscitation (CPR) and in the treatment of obstructed airways that included techniques for infants and children within the previous two years. Documentation was not available on site to show that one staff person (SP9) had satisfactorily completed the required CPR training.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future and submit a copy of the staff person's documentation of CPR training.

8. Citation: Minnesota Statutes, section 245A.40, subdivision 7.

Violation: Six staff persons (SP3, SP4, SP5, SP8, SP9, and SP10) had not completed the annual in-service training hours required for each calendar year. Six staff persons were lacking the required number of annual in-service training hours for 2018.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Leila Ahmed
Page 5
August 7, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. **Citation:** Minnesota Statutes, section 245A.40, subdivision 5, paragraph (a).

Violation: The license holder did not comply with abusive head trauma training requirements. Documentation was not available to show that one staff person (SP11) received training on reducing the risk of abusive head trauma before caring for children under school age.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. **Citation:** Minnesota Statutes, section 245A.146, subdivision 4.

Violation: The license holder lacked documentation to verify that on a monthly basis, the license holder performed the required safety inspections of every crib used by or that is accessible to any child in care.

- The license holder lacked documentation for cribs 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 for April, May, June, July, August, September, October, November, and December of 2018.
- The license holder lacked documentation for cribs 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 in January, February, and March of 2019.
- The license holder lacked documentation for cribs 10, 11, 12, and 13 in April, May, and June of 2019.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. **Citation:** Minnesota Statutes, section 245A.1435, paragraph (a).

Violation: The license holder did not place all infants to sleep on their backs and did not have documentation from an infant's physician directing an alternative sleeping

Leila Ahmed
Page 6
August 7, 2019

position. It was determined through a conversation with a staff person that infants are placed in the crib on their backs or their side. The license holder must have documentation from the infant's physician directing an alternative sleeping position for the infant on a form approved by the commissioner.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Citation: Minnesota Rules, part 9503.0140, subpart 9.

Violation: The indoor space was not clean. In the School Age III classroom:

- The dramatic play kitchen was visibly dirty.
- The cat shaped keyboard was visibly dirty.
- There was chewed bubble gum on a low shelf.
- There was a used band-aid on the floor.

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means "free from dirt or other contaminants that can be detected by sight, smell, or touch."

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Rules, part 9503.0140, subpart 10.

Violation: The toilets were not washed and disinfected when soiled. There were two soiled toilets and a strong urine smell in the boys' bathroom downstairs.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

14. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: Areas used by the children were not in good repair.

Leila Ahmed
Page 7
August 7, 2019

- There peeling paint on the walls in the toddler classroom, the School Age III classroom, and the girls' bathroom downstairs.
- The black mat on the floor in the infant bathroom was crumbling and was missing large chunks.
- The plaster walls were crumbling in the hallway near the School Age III classroom.
- The doorjambs on the bathroom stalls were pulling away, exposing nails in the boys' bathroom downstairs.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

15. Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Violation: The DHS licensor observed that hazardous objects were accessible to children.

In the infant classroom bathroom:

- A bottle warmer, used to hold hot water to heat infant bottles, was not secured to the wooden shelf on which it was stored. Bottle warmers present a risk of children being burned by hot water spilling onto children or of children coming into contact with the hot surface of the bottle warmer pot if not firmly secured.
- There were nails protruding from the wooden shelf holding the bottle warmer.
- Clorox wipes, a staff purse, and dish soap were stored on a low, open shelf.
- A tower fan and space heater were being stored in the bathroom next to a changing table.

In the toddler classroom:

- A climber was placed directly on the carpet.

Leila Ahmed
Page 8
August 7, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

16. Citation: Minnesota Rules, part 9503.0140, subpart 7, item D.

Violation: Products to control diaper rash were not labeled with the child's first and last name. Diapering wipes were not labeled in the infant and toddler classrooms.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

17. Citation: Minnesota Rules, part 9503.0140, subpart 7, item E.

Violation: A diaper rash product was accessible to children. Diapering wipes were stored in a low unlocked cabinet in the toddler classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

18. Citation: Minnesota Rules, part 9503.0155, subpart 11.

Violation: Electrical outlets were not tamper-proof or shielded. The television in the preschool classroom had become unplugged leaving the outlet unshielded.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

19. Citation: Minnesota Rules, part 9503.0140, subpart 21.

Violation: The emergency procedures were not posted in a visible place in the School Age II classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Leila Ahmed
Page 9
August 7, 2019

20. Citation: Minnesota Rules, part 9503.0060, subparts 3, 4, and 5.

Violation: The center lacked the following furnishings, equipment, materials, or supplies:

Infant classroom

- one crib with mattress
- fourteen sets of crib sheets

Toddler classroom

- eight cots
- ten music making toys

Preschool classroom

- eight cots
- five musical or rhythm instruments

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

21. Citation: Minnesota Rules, part 9503.0060, subpart 1.

Violation: The minimum amount of required equipment was not accessible to the children every day. Eight soft blocks were stored in a large storage bin in the bathroom in the infant classroom.

The minimum equipment specified for an age category must be accessible every day to the children of that age category and arranged as specified in the child care program plan.

Leila Ahmed
Page 10
August 7, 2019

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated April 25, 2017.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

22. **Citation:** Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 3.

Violation: One out of nine children's files reviewed did not contain documentation of a current physical examination.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

23. **Citation:** Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a).

Violation: During a review of children's files, it was determined that the license holder did not develop an Individual Child Care Program Plan (ICCPP) for a child with a known allergy. A child was identified as having a drug allergy on his/her health care summary. An Individual Child Care Program Plan was not developed for this allergy.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN:
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Leila Ahmed
Page 11
August 7, 2019

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding this Correction Order, please contact me as soon as possible.

Sincerely,

Joy Johnson, Human Services Licensor
Licensing Division
Office of Inspector General
651-431-5729



September 18, 2019

CERTIFIED MAIL

Leila Ahmed, Authorized Agent
Minnesota Child Care Center
312 West Lake Street, Suite 2935
Minneapolis, MN 55408

License Number 1076213 (Child Care)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATIONS

Dear Leila Ahmed:

The Department of Human Services (DHS) is ordering you to pay a fine of \$600 for three background study violations. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on June 25, 2019:

As a result of a licensing review, a DHS licensor determined that you failed to request background studies for three staff persons before they began working in positions allowing direct contact with children served by your program.

SP1 was hired and began working in a position allowing direct contact with persons served by the program on June 2016. SP1 left the program in August 2016 and was rehired June 2019. At the time of the licensing review, the license holder had not initiated a background study request for SP1 in 2016 or 2019.

SP2 was hired and began working in a position allowing direct contact with persons served by the program on January 11, 2019. You initiated a background study for SP2 on January 9, 2019. A letter notifying you that more time was needed to complete the study was sent to you on January 11, 2019. You failed to submit the required documents to the background study division, the background study was closed on July 12, 2019, and you were ordered to immediately remove SP2 from a position allowing direct contact services. You did not remove SP from a position allowing direct contact services. On the day of the licensing visit, SP2 was alone in a classroom supervising children.

Leila Ahmed, Authorized Agent
September 18, 2019
Page 2

SP3 was hired and began working in a position allowing direct contact with persons served by the program on March 4, 2019. You initiated a background study for SP3 on February 25, 2019. A letter notifying you that more time was needed to complete the study was sent to you on February 28, 2019. You failed to submit the required documents to the background study division, the background study was closed on July 13, 2019, and you were ordered to immediately remove SP3 from a position allowing direct contact services. At the time of the licensing review, you had not initiated a background study request for SP3.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (g).

Fine: \$600 (three background study violations – \$200 per violation)

Corrective Action Required: You must comply with background study requirements in Minnesota Statutes, chapter 245C. Immediately either remove SP1, SP2 and SP3 from any position allowing direct contact with children served by the program or submit a background study request to DHS for SP1, SP2 and SP3. After the background study is initiated, and pending notice from the Commissioner, ensure that SP1, SP2 and SP3 do not provide direct contact services to persons served by the program unless they are under continuous direct supervision by another staff person who has received a background study clearance notification from DHS. (See Minnesota Statutes, section 245C.13, subdivision 2.)

Within 10 days from receipt of this order, submit written documentation to your licensor detailing how compliance will be maintained in the future.

Billing and Payment of the Fine

DHS will send you an invoice for the \$600 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

Your Right to Appeal

You have the right to appeal the fine. Your request must be in writing and clearly state that you are requesting a contested case hearing for this matter. Your request must be made before the deadlines provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when you received this order.

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you receive this order. Please send it to:

Leila Ahmed, Authorized Agent
September 18, 2019
Page 3

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you receive this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
444 Lafayette Road North
St. Paul, MN 55155

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- This action is taken under Minnesota Statutes, section 245A.07, subdivision 1, paragraph (a), which describes under which conditions DHS may impose a fine against a license.
- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).

Leila Ahmed, Authorized Agent
September 18, 2019
Page 4

- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact Donna Gainor, Supervisor, at 651-431-6529.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Cunningham".

Peggy Cunningham, Unit Manager
Licensing Division
Office of Inspector General



01/03/2022

Leila Abdirahman Ahmed, Authorized Agent
Minnesota Child Care Center
312 W Lake St #2935
Minneapolis, MN 55408

License Number: 1076213 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2935, Minneapolis, MN 55408

CORRECTION ORDER

Dear Leila Abdirahman Ahmed:

On 12/29/2021, the Department of Human Services (DHS) conducted a licensing review at Minnesota Child Care Center. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.

Preschool (Preschool classroom)

The day of the visit, two aide qualified staff persons were supervising three children from 10:20 a.m. to 1:00 p.m. A staff person with the qualifications of at least teacher was required.

Citation: Minnesota Rules, part 9503.0040, subpart 2, item D; and Minnesota Rules, part 9503.0034, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

2. Violation: Areas used by the children were not in good repair.

School Age 1 (School Age classroom)

- The second toilet in the boy's bathroom was wrapped with a plastic garbage bag and was not operational.
- There was peeling paint around boy's bathroom door.

Facility (Facility)

The paint on the yellow wall outside of the school age classrooms was chipped and peeling.

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: Electrical outlets were not tamper-proof or shielded.

Infant (Infant classroom)

There was one unshielded outlet by reading area.

Preschool (Preschool classroom)

- There were two unshielded outlets in library area. one unshielded in science area.

Citation: Minnesota Rules, part 9503.0155, subpart 11.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

4. Violation: All crib brand names and model numbers were not checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs.

Infant (Infant classroom)

Crib brand names and model numbers were not checked in 2020.

"Annual or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.146, subdivision 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Violation: The required crib safety inspections were not completed on a monthly basis.

Infant (Infant classroom)

There was not documentation on site to show that crib safety inspections were completed at all in the year 2020.

Citation: Minnesota Statutes, section 245A.146, subdivision 4.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Qualifications

6. Violation: The program did not have documentation on site to show that 1 of 5 (SP24) staff persons met the experience requirements of the teacher job classification for which the staff person was employed (SP24).

Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

7. Violation: Documentation was not available on site to verify that before starting assigned duties 23 of 24 (SP1, SP2, SP3, SP4, SP5, SP6, SP7, SP8, SP9, SP10, SP11, SP12, SP13, SP14, SP15, SP16, SP17, SP18, SP20, SP21, SP22, SP23 and SP24) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP4, SP5, SP6, SP14, SP15, SP23 and SP24);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP1, SP2, SP3, SP4, SP5, SP6, SP8, SP9, SP10, SP11, SP12, SP13, SP14, SP15, SP16, SP20, SP21, SP22, SP23 and SP24);
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP2, SP3, SP4, SP5, SP6, SP7, SP8, SP9, SP11, SP12, SP13, SP14, SP15, SP16, SP17, SP18, SP20, SP21, SP22, SP23 and SP24);
- the child care program plan and center's philosophy (SP1, SP2, SP3, SP4, SP6, SP7, SP8, SP9, SP11, SP12, SP13, SP14, SP16, SP17, SP20, SP22, SP23 and SP24);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP2, SP3, SP4, SP5, SP6, SP10, SP13, SP14, SP15, SP17, SP23 and SP24);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP2, SP3, SP4, SP6, SP13, SP14, SP15, SP17, SP23 and SP24);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP2, SP3, SP4, SP5, SP6, SP13, SP14, SP15, SP17, SP23 and SP24);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP2, SP3, SP4, SP5, SP6, SP13, SP14, SP15, SP17, SP23 and SP24);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP4, SP6, SP23 and SP24);
- specific job responsibilities (SP4, SP5, SP6, SP10, SP13, SP14, SP15, SP17, SP23 and SP24);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP1, SP2, SP3, SP4, SP6, SP8, SP10, SP11, SP13, SP14, SP15, SP16, SP17, SP18, SP20, SP21, SP22, SP23 and SP24);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP3, SP4, SP5, SP6, SP10, SP14, SP21, SP23 and SP24);
- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP3, SP4, SP5, SP7, SP10, SP11, SP12, SP14, SP15, SP17 and SP24); and
- sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP4, SP5, SP6, SP23 and SP24).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Violation: The program did not comply with abusive head trauma training requirements. The training on abusive head trauma for 4 of 19 (SP1, SP14, SP15 and SP24) individuals (director, staff persons, substitutes, or unsupervised volunteers) was not completed before caring for children under school age.

Citation: Minnesota Statutes, section 245A.40, subdivision 5a, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 2 of 19 (SP5 and SP23) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training within 90 days of employment (SP5 and SP23).

Citation: Minnesota Statutes, section 245A.40, subdivision 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Emergency Preparedness

10. Violation: The license holder did not have a written emergency plan that included accommodations for infants and toddlers.

Citation: Minnesota Statutes, section 245A.41, subdivision 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Chelsa Dominguez
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Leila Abdirahman Ahmed, Authorized Agent
01/03/2022
Page 5

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4561.

Sincerely,

Chelsa Dominguez, Licensor
Licensing Division
Office of Inspector General



10/27/2022

Leila Abdirahman Ahmed, Authorized Agent
Minnesota Child Care Center
312 W Lake St #2935
Minneapolis, MN 55408

License Number: 1076213 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2935, Minneapolis, MN 55408

CORRECTION ORDER

Dear Leila Abdirahman Ahmed:

On 10/24/2022, the Department of Human Services (DHS) conducted a licensing review at Minnesota Child Care Center. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

1. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Infant).

Infant : Infant classroom

The covers to two high chairs were visibly dirty with spots of dried food and milk.

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Preschool : Preschool classroom

Leila Abdirahman Ahmed, Authorized Agent
10/27/2022
Page 2

A box of latex gloves was stored on a low shelf.

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: Areas used by the children were not in good repair.

Facility : Facility

The tiles outside of the elevator in the basement hallway were loose and coming off the floor.

School Age 3: School Age classroom

There was a rip in the fabric of the seat of the teacher's chair.

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. Violation: A rug or rugs were curled or had frayed edges (School Age 3).

School Age 3: School Age classroom

There were three spots on the large, patterned rug that were ripped and curled posing a tripping hazard.

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

5. Violation: All crib brand names and model numbers were not checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs.

Infant : Infant classroom

Crib brand names and model numbers were not checked in January, 2021, February 2021 or March 2021.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.146, subdivision 3.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Violation: The required crib safety inspections were not completed on a monthly basis.

Leila Abdirahman Ahmed, Authorized Agent
10/27/2022
Page 3

Infant : Infant classroom

Crib safety inspections were not completed in January, 2021, February 2021 or March 2021.

Citation: Minnesota Statutes, section 245A.146, subdivision 4.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

7. Violation: Documentation was not available on site to verify that before starting assigned duties 5 of 6 (SP1, SP2, SP3, SP4 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP1, SP2, SP3, SP4 and SP6);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP1, SP2 and SP3);
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP1, SP2 and SP3);
- the child care program plan and center's philosophy (SP1, SP2, SP3 and SP4);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP1, SP2, SP3 and SP6);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP2 and SP3);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP2 and SP3);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP2 and SP3);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP1, SP2, SP3 and SP6);
- specific job responsibilities (SP1);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP1, SP2, SP3 and SP4);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP1, SP3 and SP4);
- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP1, SP3 and SP4); and
- sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP1, SP2, SP3, SP4 and SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 2 of 8 (SP1 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment within 90 days of the start of work or within the previous two years (SP1 and SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 4; and Minnesota Rules, part 9503.0120, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 2 of 8 (SP1 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training within 90 days of the start of work or within the previous two years (SP1 and SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 3; and Minnesota Rules part 9503.0120, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 2 of 6 (SP1 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training within 90 days of employment (SP1 and SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 2.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

11. Violation: Each child's record did not contain all required information:

- 1 of 5 (C1) children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the program; and
- 1 of 5 (C1) children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Risk Reduction Plan

12. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on:

- times when children are transitioned from one area within the facility to another;
- naptime supervision;

Leila Abdirahman Ahmed, Authorized Agent
10/27/2022
Page 5

- child drop-off and pick-up times;
- supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks;
- supervision of children in hallways; and
- supervision of school age children when using the restroom and visiting the child's personal storage space.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Chelsa Dominguez
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Leila Abdirahman Ahmed, Authorized Agent
10/27/2022
Page 6

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4561 or at Chelsa.Dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licensor
Licensing Division
Office of Inspector General



October 25, 2023

CERTIFIED MAIL

Leila Abdirahman Ahmed, Authorized Agent
Minnesota Child Care Center
312 West Lake St. Suite 2935
Minneapolis, MN 55408

License Number 1076213 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Leila Abdirahman Ahmed:

The Department of Human Services (DHS) is ordering you to pay a fine of \$1200 for six background study violations. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on October 6, 2023

While preparing for a licensing review, a DHS licensor determined that you failed to request background studies for six staff persons before they began working in a position allowing direct contact with children served by the program.

SP1 began working in a position allowing direct contact services to persons served by the program on July 30, 2021. You initiated a COVID-19 emergency background study request on July 28, 2021. On March 21, 2022, October 26, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. After being notified by DHS to remove SP1 on October 6, 2023, you initiated an enhanced background study on October 17, 2023.

SP2 began working in a position allowing direct contact services to persons served by the program on August 4, 2021. You initiated a COVID-19 emergency study background study request on June 7, 2021. On March 21, 2022, October 21, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be

Leila Abdirahman Ahmed, Authorized Agent

October 25, 2023

Page 2

submitted on or before December 31, 2022. You were notified to remove SP2 on October 6, 2023.

SP3 began working in a position allowing direct contact services to persons served by the program on August 4, 2021. You initiated a COVID-19 emergency background study request on September 23, 2021. On March 21, 2022, October 21, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. After being notified by DHS to remove SP3 on October 6, 2023, you initiated an enhanced background study on October 17, 2023.

SP4 began working in a position allowing direct contact services to persons served by the program on August 24, 2021. You initiated a COVID-19 emergency background study request on August 24, 2021. On March 21, 2022, October 21, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. You were notified to remove SP4 on October 6, 2023.

SP5 began working in a position allowing direct contact services to persons served by the program on September 2, 2021. You initiated a COVID-19 emergency background study request on September 2, 2021. On March 21, 2022, October 21, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. After being notified by DHS to remove SP5 on October 6, 2023, you initiated an enhanced background study on October 17, 2023.

SP6 began working in a position allowing direct contact services to persons served by the program on July 26, 2021. You initiated a background study request on August 3, 2021. However, DHS did not receive all of the required documents and SP6's background study was closed on January 25, 2023. After being notified by DHS to remove SP6 on October 6, 2023, you initiated an enhanced background study on October 16, 2023.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (g); Minnesota Statutes, section 245C.05, subdivision 2.

Fee: \$1200 (six background study violations – fineable at \$200 per violation)

Corrective Action Required: You must comply with background study requirements in Minnesota Statutes, chapter 245C. Within 10 days from receipt of this order, submit written documentation to your licensor detailing how compliance will be maintained in the future.

Billing and Payment of the Fine

DHS will send you an invoice for the \$1200 fine. Payment must be made as directed on the invoice.

Leila Abdirahman Ahmed, Authorized Agent

October 25, 2023

Page 3

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

Your Right to Appeal

You have the right to appeal the fine. Your request must be in writing and clearly state that you are requesting a contested case hearing for this matter. Your request must be made before the deadlines provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when you received this order.

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you receive this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
PO Box 64953
St. Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you receive this order. Please bring it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
444 Lafayette Road North
St. Paul, MN 55155

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

Leila Abdirahman Ahmed, Authorized Agent

October 25, 2023

Page 4

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- The exception that allows a license holder who self-corrects a background study violation to avoid a fine does not apply when the license holder was cited for the same violation within the past 365 days, under Minnesota Statutes, section 245A.07, subdivision 4, paragraph (d).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact, Meg Holmen, Unit Supervisor, at 651-431-6534.

Sincerely,



Peggy Cunningham, Unit Manager
Licensing Division
Office of Inspector General



10/31/2023

Leila Abdirahman Ahmed, Authorized Agent
Minnesota Child Care Center
312 W Lake St #2935
Minneapolis, MN 55408

License Number: 1076213 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2935, Minneapolis, MN 55408

CORRECTION ORDER

Dear Leila Abdirahman Ahmed:

On 10/25/2023, the Department of Human Services (DHS) conducted a licensing review at Minnesota Child Care Center. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained.

An aide qualified staff person was supervising three infant aged children. A staff person with the qualifications of a teacher was required to meet distribution requirements. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.

An aide qualified staff person was supervising three infant aged children. A staff person with the qualifications of a teacher was required to meet distribution requirements. (Infant: Infant classroom)

Citation: Minnesota Rules, part 9503.0034, subpart 1; and part 9503.0040, subpart 2, item D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Staff did not supervise the children at all times (Infant and Facility).
- At approximately 1:46 p.m., a preschool aged child was observed walking down the hallway from the classroom to the bathroom unsupervised. (Facility: Facility)
 - At approximately 1:54 p.m., a staff person left the infant classroom to ask a supervisory staff person a question in the office, leaving three infant aged children unsupervised in the infant classroom for about one minute. (Infant: Infant classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

4. Violation: Equipment and furniture were not in good repair.
- There was a rip in the changing table pad. (Infant: Infant classroom)
 - A door was missing from the dramatic play work bench. (School Age 1: School Age classroom)
 - A door was missing from the dramatic play kitchen. (School Age 1: School Age classroom)
 - A panel on the side of the dramatic play kitchen microwave was ripped. (School Age1: School Age classroom)
 - The trim around the floor of the boy's bathroom was pulling away from the wall. (School Age 1: School Age classroom)
 - The seat of a teacher's chair was ripped. (School Age 3: School Age classroom)
 - The panel of a toy shelf was peeling and pulling away from the shelf. (School Age 3: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: Areas used by the children were not in good repair.

There was a loose tile on the floor outside of the elevator. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: A rug or rugs were not firmly fastened to the floor (School Age 3).

A piece of carpet tile was curled, posing a tripping hazard to children. (School Age 3: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 27, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

7. Violation: The required crib safety inspections were not completed on a monthly basis.

Crib safety inspections were not completed for crib #13 for all months of 2022. (Infant: Infant classroom)

Citation: Minnesota Statutes, section 245A.146, subdivision 4

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Background Studies

8. Violation: The center did not submit a background study request for:

- 1 of 13 (SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) before the individual began working in a position allowing direct contact with children receiving services from the program; and
- 5 of 13 (SP1, SP2, SP3, SP4 and SP5) individuals (director, staff persons, substitutes, or unsupervised

volunteers) with an expired study.

Citation: Minnesota Statutes, section 245C.04, subdivision 1, paragraphs (b) and (g)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Qualifications

9. Violation: The program did not have documentation on site to show that 1 of 3 (SP13) staff persons met the:
- education requirements of the teacher job classification for which the staff person was employed (SP13); and
 - experience requirements of the teacher job classification for which the staff person was employed (SP13).

Citation: Minnesota Rules, part 9503.0032, subpart 2; and part 9503.0120, item B

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

10. Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 12 (SP11) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP11);
 - allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP11);
 - behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP11);
 - the child care program plan and center's philosophy (SP11);
 - handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP11);
 - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP11);
 - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP11);
 - program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP11);
 - reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP11);
 - program's risk reduction plan as required under section 245A.66, subdivision 2 (SP11); and
 - sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP11).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and section 245A.04, subdivision 14, paragraph (b), clause (1)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

11. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP. There was no documentation available to show that 2 of 2 (SP14 and SP15) staff persons had reviewed an allergy-related ICCPP for a child.

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (b)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

12. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 2 of 5 (SP6 and SP11) individuals (director, staff persons, substitutes, or unsupervised volunteers):
- completed training that was at least two hours in length (SP6);
 - completed training at least every second calendar year (SP6); and
 - completed training within 90 days of employment (SP11).

Citation: Minnesota Statutes, section 245A.40, subdivision 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Risk Reduction Plan

13. Violation: The program did not have a risk reduction plan that identified the general risks to children served by the program, established new or referenced existing procedures to minimize the identified risks, trained staff on the procedures, and included a review of the plan each calendar year.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (a)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

14. Violation: The license holder did not review and update the emergency plan annually. There was no documentation to verify that an annual review and update of the center's emergency plan was done in 2022. "Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (d)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Leila Abdirahman Ahmed, Authorized Agent
10/31/2023
Page 6

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Chelsa Dominguez
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Leila Abdirahman Ahmed, Authorized Agent
10/31/2023
Page 7

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4561 or at Chelsa.Dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licenser
Office of Inspector General
Licensing Division



10/15/2024

Leila Ahmed, Authorized Agent
Minnesota Child Care Center
312 W Lake St # 2935
Minneapolis, MN 55408-4898

License Number: 1076213 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2935, Minneapolis, MN 55408-4898

CORRECTION ORDER

Dear Leila Ahmed:

On 10/10/2024, the Department of Human Services (DHS) conducted a licensing review at Minnesota Child Care Center. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

- Violation:** Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.
 - An aide was working alone with three infant aged children. A staff person with the qualifications of a teacher was required. (Infants: Infant classroom)
 - Two aide qualified individuals were alone with twelve school aged children. A staff person with the qualifications of a teacher was required. (School Age 3: School Age classroom)

Citation: Minnesota Rules, part 9503.0034, subpart 1; and part 9503.0040, subpart 2, item D

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Leila Ahmed, Authorized Agent
10/15/2024
Page 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Each child was not designated in the correct age category.

A 20-month-old child was enrolled in the infant classroom. Children over 18 months old should be designated in the toddler classroom. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

3. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Toddlers and Facility).

- The step stool was visibly dirty with a layer of dirt and grime. (Toddlers: Toddler classroom)
- There was one unflushed toilet in the upstairs women's bathroom. (Facility: Facility)
- The air vent in the hallway near the staircase was visibly dirty with a layer of dust and dirt. (Facility: Facility)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: The DHS licenser observed that hazardous objects were accessible to children.

A plastic bag was accessible in a child's cubby. (Toddlers: Toddler classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

forward.

5. Violation: Areas used by the children were not in good repair.

- The bottom of the door in the food area was chipping. (Infants: Infant classroom)
- There was chipped paint on the column. (Infants: Infant classroom)
- The tabletop was chipped. (Toddlers: Toddler classroom)
- There was paint peeling and chipping in multiple areas throughout the classroom. (Preschool : Preschool classroom)
- The fabric on top of the rug panels was curling. (School Age 3 : School Age classroom)
- The bottom of the men's bathroom door in the downstairs hallway was chipping. (Facility: Facility)
- The wall paneling was detached from the wall in the hallway. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023
- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Postings

6. Violation: The license holder did not post a licensing action in a conspicuous place for the required two years. On 10/10/2024, the order of/to Fine Order issued on 10/25/2023 was not posted in the facility.

Citation: Minnesota Statutes, section 245A.07, subdivision 5

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

7. Violation: Each infant's bottle was not labeled with the child's first and last name.

There was one unlabeled bottle sitting on a low toy shelf. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 7, item D

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Nap and Rest

8. Violation: The program did not comply with the requirements for naps and rest.
- Cribs, cots, mats, and beds were not placed with clear aisles and unimpeded access for both adults and children on at least one side.

The crib in the corner of the napping area was not accessible on one full side. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0050, subpart 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Reporting Requirements

9. Violation: The program did not comply with the reporting requirements for abuse and neglect; staff persons were not aware of the reporting requirements for abuse and neglect.

Four of four staff persons asked did not know where to report suspected instances of abuse and neglect.

Citation: Minnesota Rules, part 9503.0130, subpart 1

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Background Studies

10. Violation: The program did not submit a background study request for 8 of 15 (SP7, SP8, SP9, SP10, SP11, SP12, SP13 and SP14) individuals (director, staff persons, substitutes, or unsupervised volunteers) with an expired study.

Citation: Minnesota Statutes, section 245C.04, subdivision 1, paragraphs (b) and (h)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Qualifications

11. Violation: The program did not have documentation on site to show that 1 of 3 (SP1) staff persons met the education requirements of the teacher job classification for which the staff person was employed (SP1).

Citation: Minnesota Rules, part 9503.0032, subpart 2; and part 9503.0120, item B

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

12. Violation: Documentation was not available on site to verify that before starting assigned duties 4 of 4 (SP4, SP5, SP6 and SP15) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP4, SP5 and SP15);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP5, SP6 and SP15);
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP5, SP6 and SP15);
- the child care program plan and center's philosophy (SP5, SP6 and SP15);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP5, SP6 and SP15);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP5, SP6 and SP15);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP5 and SP15);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP5, SP6 and SP15);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP5, SP6 and SP15);
- specific job responsibilities (SP4 and SP15);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP4, SP5 and SP15);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP4 and SP15);
- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP15); and
- sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP4, SP5 and SP15).

Citation: Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b), clause (1); and section 245A.40, subdivision 1

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023
- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance

going forward.

13. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP. There was no documentation available to show that 1 of 1 (SP17) staff persons had reviewed an allergy-related ICCPP for a child.

On the day of the licensing visit, SP17 was working in the classroom with a child with allergies. There was no documentation available on-site to show that the staff person had reviewed the child's ICCPP.

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (b)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

14. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 3 of 4 (SP1, SP2 and SP4) individuals (director, staff persons, substitutes, or unsupervised volunteers):
- completed training at least every second calendar year (SP1 and SP2); and
 - completed training within 90 days of employment (SP4).

Citation: Minnesota Statutes, section 245A.40, subdivision 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023
- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Risk Reduction Plan

15. Violation: The program did not have a risk reduction plan that identified the general risks to children served by the program, established new or referenced existing procedures to minimize the identified risks, trained staff on the procedures, and included a review of the plan each calendar year.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (a)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

16. **Violation:** The license holder did not review and update the emergency plan annually. There was no documentation to verify that an annual review and update of the center's emergency plan was done in 2023. "Annual" or "annually" means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (d)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4037 or at chelsa.dominguez@state.mn.us.

Leila Ahmed, Authorized Agent
10/15/2024
Page 8

Sincerely,

Chelsa Dominguez, Licenser
Office of Inspector General
Licensing Division



November 7, 2024

Leila Ahmed, Authorized Agent
Minnesota Child Care Center
312 West Lake Street, Ste 2935
Minneapolis, MN 55408

License Number 1076213 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Leila Ahmed:

The Department of Human Services (DHS) is ordering you to pay a fine of \$1600 for eight background study violations. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on October 8, 2024

1. While preparing for a licensing review, a DHS licensor determined you failed to repeat a background study for eight child care program staff within five years of the staff person's most recent study.
- SP1 began working in a position allowing direct contact services to persons served by the program on August 20, 2021. SP1 was affiliated to your roster on February 6, 2017. You initiated an emergency background study request for SP1 on August 2, 2021. SP1's background study expired on December 31, 2022. After being notified by DHS on October 11, 2023, to remove SP1 from a position allowing direct contact services you initiated an enhanced background study request for SP1 on October 16, 2023. However, SP1's fingerprints were not submitted within 14 days and the background study was closed on October 31, 2023, and you were informed to immediately remove SP1 from a position allowing direct contact services. After being notified again by DHS on October 8, 2024, to remove SP1 from a position allowing direct contact services you initiated another background study request for SP1 on October 17, 2024, DHS informed you that SP1's background study was completed and cleared on October 22, 2024.

Leila Ahmed, Authorized Agent

November 7, 2024

Page 2

- SP2 began working in a position allowing direct contact services to persons served by the program on March 13, 2017. SP2 was affiliated to your roster on February 8, 2017. You initiated an emergency background study request for SP2 on July 8, 2021. SP2's background study expired on December 31, 2022. After being notified by DHS on October 11, 2023, to remove SP2 from a position allowing direct contact services you initiated an enhanced background study request for SP 2 on October 16, 2023. However, SP2's fingerprints were not submitted within 14 days and the background study was closed on October 31, 2023, and you were informed to immediately remove SP 2 from a position allowing direct contact services. SP2 has worked without a completed background study since December 31, 2022.
- SP3 began working in a position allowing direct contact services to persons served by the program on July 30, 2021. You initiated an emergency background study request for SP3 on July 28, 2021. SP3's background study expired on December 31, 2022. After being notified by DHS on October 11, 2023, to remove SP3 from a position allowing direct contact services you initiated an enhanced background study request for SP3 on October 17, 2023. However, SP3's fingerprints were not submitted within 14 days and the background study was closed on November 1, 2023, and you were informed to immediately remove SP3 from a position allowing direct contact services. SP3 has worked without a completed background study since December 31, 2022.
- SP4 began working in a position allowing direct contact services to persons served by the program on August 4, 2021. You initiated an emergency background study request for SP4 on June 21, 2021. SP4's background study expired on December 31, 2022. After being notified by DHS on 10/11/2023 to remove SP4 from a position allowing direct contact services you initiated an enhanced background study request for SP4 on October 12, 2023. However, SP4's fingerprints were not submitted within 14 days and the background study was closed on November 16, 2023, and you were informed to immediately remove SP4 from a position allowing direct contact services. After being notified again by DHS on October 8, 2024, to remove SP4 from a position allowing direct contact services you initiated another background study request for SP4 on October 17, 2024.
- SP5 began working in a position allowing direct contact services to persons served by the program on October 4, 2022. You initiated a background study request for SP5 on August 1, 2022. However, DHS did not receive all of the required documents and SP5's background study was closed on January 25, 2023. You initiated another background study request on October 16, 2023. However, SP5's fingerprints were not submitted within 14 days and the background study was closed on October 31, 2023, and you were informed to immediately remove SP5 from a position allowing direct contact services. After being notified again by DHS on October 8, 2024, to remove SP5 from a position allowing direct contact services you initiated another background study request for SP5 on October 17, 2024.
- SP6 began working in a position allowing direct contact services to persons served by the program on September 2, 2021. You initiated an emergency background study request for SP6 on September 2, 2021. SP6's background study expired on December 31, 2022. After being notified by DHS on October 11, 2023, to remove SP6 from a position allowing direct contact services you initiated an enhanced background study request for SP6 on October 12, 2023. However, SP6's fingerprints were not submitted within 14 days and the background study was closed on November 1, 2023, and you were informed to immediately remove SP4 from a position allowing direct contact services. You initiated another background study request on November 13, 2023. However, DHS did not receive all of the required documents and SP6's background study was closed on February 1, 2024. After being notified again by

Leila Ahmed, Authorized Agent

November 7, 2024

Page 3

DHS on October 8, 2024, to remove SP6 from a position allowing direct contact services you initiated another background study request for SP6 on October 17, 2024.

- SP7 began working in a position allowing direct contact services to persons served by the program on March 30, 2015. You initiated a background study request for SP7 on April 19, 2017. However, you did not submit the required documents and SP7's background study was closed on August 17, 2017. You initiated an enhanced background study request for SP7 on October 13, 2023. However, SP7's fingerprints were not submitted within 14 days and the background study was closed on October 28, 2023, and you were informed to immediately remove SP7 from a position allowing direct contact services.
- SP8 began working in a position allowing direct contact services to persons served by the program on March 23, 2015. You did not initiate a background study request for SP8. On March 21, 2022, October 26, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. After being notified by DHS on October 8, 2024, to remove SP8 from a position allowing direct contact services you initiated a background study request for SP8 on October 13, 2024.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraphs (b); and section 245C.07, subdivision 1, paragraph (a); and section 245C.05, subdivision 2.

Fee: \$1600 (eight background study violations— fineable at \$200 per violation)

Corrective Action Required: Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Billing and Payment of the Fine

DHS will send you an invoice for the \$1600 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

Your Right to Appeal

You have the right to appeal this fine. If you choose to appeal this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. Your request must be made before the deadline

Leila Ahmed, Authorized Agent

November 7, 2024

Page 4

provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when this order was issued in the Provider Hub.

Your request for an appeal must be submitted in the Provider Hub within 10 calendar days from the date it was issued in the Provider Hub.

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- The exception that allows a license holder who self-corrects a background study violation to avoid a fine does not apply when the license holder was cited for the same violation within the past 365 days, under Minnesota Statutes, section 245A.07, subdivision 4, paragraph (d).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Leila Ahmed, Authorized Agent
November 7, 2024
Page 5

Questions

If you have any further questions regarding this matter, you may contact Meg Holmen, Unit Supervisor, at 651-431-6030, extension 4013.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Cunningham".

Peggy Cunningham, Unit Manager
Licensing Division
Office of Inspector General



11/21/2025

Leila Ahmed, Authorized Agent
Minnesota Child Care Center
312 W Lake St # 2935
Minneapolis, MN 55408-4898

License Number: 1076213 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2935, Minneapolis, MN 55408-4898

CORRECTION ORDER

Dear Leila Ahmed:

On 11/20/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at Minnesota Child Care Center. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Facility

1. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Preschool).

One riding toy was visibly dirty with dirt and grime. (Preschool : Preschool classroom)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30

days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Equipment and furniture were not in good repair.

The seat of a riding toy was cracked down the middle. (Preschool : Preschool classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The DCYF licensor observed that hazardous objects were accessible to children.

A climber was placed directly on carpet. While there was a mat under the slide part of the climber, it did not have an adequate fall zone under and around other features. (Toddlers : Toddler classroom)

Citation: Minnesota Statutes, section 142B.54, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Qualifications

4. Violation: The program did not have documentation on site to show that 1 of 5 (SP1) staff persons met the experience requirements of the teacher job classification for which the staff person was employed (SP1).

Citation: Minnesota Rules, part 9503.0032, subpart 2; and part 9503.0120, item B

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024
- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

5. **Violation:** Documentation was not available on site to verify that before starting assigned duties 6 of 7 (SP1, SP3, SP5, SP6, SP7 and SP11) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- the risk of abusive head trauma that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 7 (SP1, SP3, SP6, SP7 and SP11);
 - allergy prevention and response as required by Minnesota Statutes, 142B.66, subdivision 1 (SP1, SP5, SP6, SP7 and SP11);
 - behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP1, SP3, SP6, SP7 and SP11);
 - the child care program plan and center's philosophy (SP1, SP5, SP6, SP7 and SP11);
 - emergency preparedness as required by Minnesota Statutes, 142B.66, subdivision 3. (SP1, SP3, SP6, SP7 and SP11);
 - handling and disposal of bodily fluids as required by Minnesota Statutes, 142B.66, subdivision 2 (SP1, SP3, SP6, SP7 and SP11);
 - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP1, SP3, SP6, SP7 and SP11);
 - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP1, SP3, SP6, SP7 and SP11);
 - specific job responsibilities (SP1);
 - program's drug and alcohol policy under section 142B.10, subdivision 1, paragraph (c) (SP1, SP3, SP6, SP7 and SP11);
 - reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP1);
 - program's risk reduction plan as required under section 142B.54, subdivision 2 (SP1); and
 - sudden unexpected infant death that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 6 (SP1, SP3 and SP6).

Citation: Minnesota Statutes, section 142B.10, subdivision 21, paragraph (b), clause (1); and section 142B.65, subdivision 1

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024
- A Correction Order dated October 31, 2023
- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. **Violation:** The program did not comply with child passenger restraint training requirements. There was no documentation to verify that 1 of 1 (SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training on the proper use and installation of child restraint systems in motor vehicles.

Citation: Minnesota Statutes, section 142B.65, subdivision 8

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: The program did not comply with requirements for an allergy-related Individual Child Care Program Plan (ICCPP); Documentation was not available to show that staff persons reviewed an allergy-related ICCPP. There was no documentation available to show that 1 of 1 (SP12) staff persons had reviewed an allergy-related ICCPP for a child.

At approximately 3:30p.m., SP12 was working in the classroom with a child that has an allergy ICCPP. It was determined through a review of the child's ICCPP that SP12 had not reviewed and signed off on the child's ICCPP. (SP12)

Citation: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (b)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024
- A Correction Order dated October 31, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 2 of 9 (SP2 and SP9) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training at least every second calendar year (SP2 and SP9).

Citation: Minnesota Statutes, section 142B.65, subdivision 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 15, 2024
- A Correction Order dated October 31, 2023
- A Correction Order dated October 27, 2022
- A Correction Order dated January 3, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

9. Violation: The program did not update the Individual Child Care Program Plan (ICCPP) for a child with a known allergy; An allergy-related ICCPP was not updated annually (C5).

Citation: Minnesota Statutes, section 142B.66, subdivision 1, paragraph (c)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Leila Ahmed, Authorized Agent
11/21/2025
Page 5

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4037 or at chelsa.dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licenser
Office of Inspector General
Licensing Division



December 1, 2025

Leila Ahmed, Authorized Agent
Minnesota Childcare Center
312 West Lake Street, Suite 2935
Minneapolis, MN 55408

License Number: 1076213 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Leila Abdirahman Ahmed:

The Department of Children, Youth, and Families (DCYF) is ordering you to pay a fine of \$200 for one background study violation. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DCYF is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on November 19, 2025:

1. While preparing for a licensing review, a DCYF licensor determined you failed to meet the background study requirements for one staff person who was working in a position allowing direct contact with children served by the program.

SP1 began working in a position allowing direct contact services to persons served by the program on August 3, 2001. You initiated a background study request for SP1 on August 4, 2021. On March 21, 2022, October 26, 2022, and December 20, 2022, you were informed that all individuals must have an enhanced background study to comply with federal requirements under the Child Care and Development Block Grant and it must be submitted on or before December 31, 2022. SP1 was separated from your roster on December 31, 2022. You initiated an enhanced background study for SP1 on October 12, 2023. However, SP1's fingerprints were not submitted within 14 days and the background study was closed on November 14, 2023, and the license holder was informed to immediately remove SP1 from a position allowing direct contact services. You initiated another background study for SP1 on November 5, 2024. However, SP1's fingerprints were not submitted within 14 days and the background study was closed on November 20, 2024, and the license holder was informed to immediately remove

Leila Abdirahman Ahmed Authorized Agent

December 1, 2025

Page 2

SP1 from a position allowing direct contact services. SP1 has worked without a background study since December 31, 2022.

Statute Violated: Minnesota Statutes, section 245C.03, subdivision 1, paragraph (a); section 245C.04, subdivision 1, paragraph (b); and section 245C.05, subdivision 2, paragraph (a).

Fine: \$200 (one background study violations – fineable at \$200 per violation)

Corrective Action Required: Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Billing and Payment of the Fine

After 10 calendar days from the date of this letter, DCYF will send you an invoice for the \$200 fine through the Provider Hub. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DCYF will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. If this occurs, you are personally responsible for payment. If you do not pay the fine on or before the date specified on the invoice and you did not request a contested case hearing, as described below, the Commissioner may issue a second fine, may not issue or reissue a license, or may suspend the license until the license holder pays the fine.

Your Right to Appeal

You have the right to appeal this fine. If you choose to appeal this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. Your request must be made before the deadline provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when this order was issued in the Provider Hub.

Your request for an appeal must be submitted in the Provider Hub within 10 calendar days from the date it was issued in the Provider Hub.

Upon DCYFs' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DCYF will issue a final order.

Leila Abdirahman Ahmed Authorized Agent

December 1, 2025

Page 3

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DCYF may impose a \$200 fine for each background study violation under Minnesota Statutes, section 142B.18, subdivision 4, paragraph (c)(4)(iv).
- Minnesota Statutes, section 142B.18, subdivision 4, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- Minnesota Statutes, section 142B.10, subdivision 14, paragraph (d)(4), states that DCYF shall not issue or reissue a license if the applicant, license holder, or controlling individual has an outstanding debt related to a license fee, licensing fine, or settlement agreement for which payment is delinquent.
- Minnesota Statutes, section 142B.18, subdivision 4, paragraph (c)(2), states that that the license holder shall pay the fine assessed on or before the payment date specified, and if the license holder does not do so the commissioner may issue a second fine or suspend the license until the license holder complies.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 142B.18, subdivision 6.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030, extension 4008.

Sincerely,

Leila Abdirahman Ahmed Authorized Agent

December 1, 2025

Page 4

A handwritten signature in black ink that reads "Donna Gainor". The signature is written in a cursive style with a large, looped initial "D".

Donna Gainor, Unit Supervisor

Licensing Division

Office of Inspector General



February 28, 2019

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
425 20th Avenue NE
Minneapolis, MN 55418

License Number: 1065874 (Rule 3)

CORRECTION ORDER

Dear Mr. Isse:

On February 21, 2019, a licensing review of Nuna Childcare Center Inc, located at 312 W Lake Street, Suite 2933, Minneapolis, MN 55408, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing review. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Rules, part 9503.0040, subpart 1.

Violation: The required staff-to-child ratios were not maintained. From approximately 5:00 to 5:30 p.m., one staff person was alone with 23 children in the school age classroom. The staff-to-child ratio for school age children is one staff person for every 15 children.

Mohamud Isse
Page 2
February 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Citation: Minnesota Rules, part 9503.0040, subpart 2.

Violation: Staff distribution requirements were not maintained.

- At approximately 4:10 p.m., the DHS licensors observed one aide qualified staff person supervising a group of children in the indoor large muscle space. A teacher or assistant teacher qualified staff person was required.
- From approximately 5:00 to 5:30 p.m., one staff person was alone with 23 children in the school age classroom. An additional staff person was required.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Citation: Minnesota Statutes, section 245A.40, subdivision 1; and 245A.04, subdivision 14, paragraph (b), (1).

Violation: The license holder did not comply with orientation training requirements. Before starting assigned duties, one staff person (SP1) had not received and successfully completed orientation training, containing information as specified in Minnesota Statutes 245A.40, subdivision 1, and all program policies and procedures as specified in 245A.04, subdivision 14, paragraph (b), (1).

Note: During the 2017 Session, the Minnesota Legislature changed orientation training standards under this subdivision to add requirements related to health and safety including allergy prevention and response, handling and disposal of bodily fluids, and emergency preparedness. In addition to this section, see Minnesota Statutes, section 245A.41.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Mohamud Isse
Page 3
February 28, 2019

4. Citation: Minnesota Statutes, section 245A.40, subdivision 7.

Violation: Five staff persons (SP1, SP2, SP3, SP4, and SP5) had not completed the annual in-service training hours required for each calendar year. There was no documentation of staff in-service training for 2018.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Citation: Minnesota Statutes, section 245A.66, subdivision 3, paragraph (a).

Violation: The license holder did not comply with orientation training requirements to the risk reduction plan. Documentation was not available to verify that all mandated reporters as defined in Minnesota Statutes, section 626.556, subdivision 3, who are under the control of the license holder, received an orientation to the risk reduction plan before first providing unsupervised direct contact services to children. There was no documentation available for one staff person (SP1).

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Violation: Staff did not supervise the children at all times.

- The DHS licensor observed a toddler who was awake in a crib unsupervised in the infant classroom for approximately six minutes. The door to the classroom was closed and the light was turned off.
- At approximately 4:57 p.m., two school age children walked into the center and to their classroom alone.

“Supervision” occurs when a program staff person is within sight and hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Mohamud Isse
Page 4
February 28, 2019

7. Citation: Minnesota Statutes, section 245A.146, subdivision 4.

Violation: The license holder lacked documentation to verify that on a monthly basis, the license holder performed the required safety inspections of every crib used by or that is accessible to any child in care. It was determined through a conversation with a staff person that monthly crib checks were not completed in October, November, and December of 2018 and January of 2019.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Citation: Minnesota Rules, part 9503.0140, subpart 9.

Violation: The equipment in the indoor space was not clean. The cloth mane and tail on the pink riding horse in the toddler classroom were soiled a grey color and there were black and grey marks on the plastic pieces.

As defined in Minnesota Rules, part 9503.0005, subpart 11, clean means “free from dirt or other contaminants that can be detected by sight, smell, or touch.”

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: The rug in the front entry area used by the children was curling up on the corners causing a tripping hazard.

Corrective Action Ordered: The license holder corrected the violation during the licensing review. No further action is required.

10. Citation: Minnesota Rules, part 9503.0045, subpart 2, items A, B, D, E, F, G, and H.

Violation: The center did not provide the children access to the following interest areas on a daily basis:

Preschool classroom

- creative arts and crafts

Mohamud Isse
Page 5
February 28, 2019

- science
- music

School age classroom

- creative arts and crafts
- construction
- science
- fine motor activities
- large muscle activities
- sensory stimulation activities

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Violation: The DHS licensor observed that hazardous objects were accessible to children.

- There was a large space heater located on the floor in the toddler classroom. It was determined through a conversation with a staff person that the space heater is used when the children get cold.
- In the preschool classroom, Clorox cleaning wipes were being stored on a low shelf.
- In the preschool classroom, the cords from the red electric pencil sharpener, stored in a cubby, were loose and hanging.

Mohamud Isse
Page 6
February 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Citation: Minnesota Rules, part 9503.0060, subparts 3, 4, 5, and 6.

Violation: The center lacked the following furnishings, equipment, materials, or supplies:

Infant classroom

- one mirror

Toddler classroom

- 14 music making toys
- one double easel
- 16 sets of manipulative toys

Preschool classroom

- 10 sets of manipulative toys
- three pieces of indoor large muscle equipment
- materials and accessories for dramatic play
- an adequate amount of art and craft supplies

School age classroom

- five pieces of sports/recreation equipment
- five sets of manipulative toys
- 21 sets of cognitive development equipment
- an adequate amount of art and craft supplies

Mohamud Isse
Page 7
February 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Rules, part 9503.0125, items D and F.

Violation: Each child's record did not contain all required information.

- Four out of eight children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the center.
- Four out of eight children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention;

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Joy Johnson
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services

Mohamud Isse
Page 8
February 28, 2019

ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding compliance with this Correction Order or applicable rules, contact your licensor, Joy Johnson at (651) 431- 5729.

Sincerely,

Donna Gainor, Unit Supervisor
Licensing Division
Office of Inspector General



09/14/2021

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
425 20TH AVE NE
Minneapolis, MN 55418-4303

License Number: 1065874 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2933, Minneapolis, MN 55408

CORRECTION ORDER

Dear Mohamud Isse:

On 08/19/2021, the Department of Human Services (DHS) conducted a licensing review at Nuna Childcare Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

1. Violation: The program did not comply with cleanliness requirements the indoor space was not clean (Infants , Preschool and School Age).

Infants (Infant classroom)

The strap to the diaper changing pad was visibly dirty with yellow and brown stains.

Preschool (Preschool classroom)

The chalk holder cups on the easel were visibly dirty with dried grime and dust.

School Age (School Age classroom)

The chalk holder cups on the easel were visibly dirty with dried grime and dust.

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: Equipment and furniture were not in good repair.

Preschool (Preschool classroom)

There was a broken plastic piece of a toy with sharp edges sitting on the couch in the dramatic play area.

Facility (Facility)

A panel on the drinking fountain was loose, creating gaps that could pinch a child's fingers.

Citation: Minnesota Rules, part 9503.0140, subpart 19.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Infants (Infant classroom)

Disposable gloves and a roll of plastic garbage bags were stored on the low, open shelf of the changing table.

Toddler (Toddler classroom)

-An open container of Clorox wipes was accessible to children on a low shelf in the dramatic play area.

-There was a box of disposable gloves on the low, open shelf of the changing table.

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future.

4. Violation: A rug or rugs:

- did not have a nonskid backing (Infants);
- were not firmly fastened to the floor (Infants);
- were curled or had frayed edges (Infants); and
- had hazardous wrinkles (Infants).

Infants (Infant classroom)

The alphabet rug had curls and wrinkles that pose a tripping hazard.

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Violation: A hazardous area was accessible to the children.

The door to the kitchen adjacent to the entryway was propped open without a staff person present.

Citation: Minnesota Rules, part 9503.0155, subpart 15.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Program Plan/Interest Areas

6. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a science interest area (Preschool and School Age).

Citation: Minnesota Rules, part 9503.0045, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Reporting Requirements

7. Violation: The program did not comply with the reporting requirements for abuse and neglect; staff persons were not aware of the reporting requirements for abuse and neglect.

It was determined through a conversation with a staff person that they would report suspected abuse or neglect to a center administrative staff person.

Citation: Minnesota Rules, part 9503.0130, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

8. Violation: Each child's record did not contain all required information:

- 2 of 4 (C3 and C4) children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the program; and
- 3 of 4 (C2, C3 and C4) children's files reviewed did not contain the names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Chelsa Dominguez
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Mohamud Isse, Authorized Agent
09/14/2021
Page 4

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4561.

Sincerely,

Chelsa Dominguez, Licensor
Licensing Division
Office of Inspector General



05/22/2023

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
425 20TH AVE NE
Minneapolis, MN 55418-4303

License Number: 1065874 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2933, Minneapolis, MN 55408

CORRECTION ORDER

Dear Mohamud Isse:

On 05/11/2023, the Department of Human Services (DHS) conducted a licensing review at Nuna Childcare Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Facility

1. Violation: Equipment and furniture were not in good repair.

- The doors on the dramatic play kitchen were missing.
- The door to the dramatic play washing machine was missing. (School Age : School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 14, 2021

Corrective Action Required: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future.

Reporting Requirements

2. Violation: The program did not comply with the reporting requirements for abuse and neglect; staff persons were not aware of the reporting requirements for abuse and neglect.

One staff person stated that he/she would report any suspected cases of abuse or neglect to the owners of the program rather than report directly to DHS as required.

Citation: Minnesota Rules, part 9503.0130, subpart 1

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 14, 2021

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

3. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 1 of 5 (SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training at least every second calendar year (SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 2

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Chelsa Dominguez
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

Mohamud Isse, Authorized Agent
05/22/2023
Page 3

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4561 or at Chelsa.Dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licenser
Office of Inspector General
Licensing Division



12/11/2024

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
6300 Gleason Rd
Edina, MN 55439

License Number: 1065874 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2933, Minneapolis, MN 55408-4898

CORRECTION ORDER

Dear Mohamud Isse:

On 12/02/2024, the Department of Human Services (DHS) conducted a licensing review at Nuna Childcare Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

- Violation: Staff did not supervise the children at all times (School Age).
 - At approximately 4:41 p.m., a child ran from the preschool classroom to the school age classroom alone. (School Age: School Age classroom)
 - At approximately 5:05 p.m., a child ran from the preschool classroom to the school age classroom alone. (School Age: School Age classroom)
 - At approximately 5:17 p.m., a teacher left three children alone in the classroom to grab something out of the lobby. (School Age: School Age classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Health Practices

2. Violation: A child's hands were not washed with soap and water before eating (School Age).

At approximately 4:31 p.m., children did not wash their hands before being served a snack. (School Age: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 13

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

3. Violation: The DHS licensor observed that hazardous objects were accessible to children.
- A bottle of hand sanitizer was accessible to children on the check in desk in the lobby. (Facility: Facility)
 - A bottle of hand sanitizer was accessible to children on a low shelf. (Preschool: Preschool classroom)
 - A box of vinyl gloves was accessible to children on a low shelf. (Preschool: Preschool classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Areas used by the children were not in good repair.
- The top of the check in desk in the lobby was cracked and broken. (Facility : Facility)
 - The handle to the front door was broken off. (Facility: Facility)
 - The paint on the green wall was chipping and peeling. (Infant : Infant classroom)
 - There was peeling paint on the wall by the science area. (Toddler : Toddler classroom)
 - Three dividers in wooden cubbies were cracked and splintering. (Preschool: Preschool classroom)
 - There was chipping paint near the entrance of the boy's bathroom. (School Age: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

forward.

Infant and Toddler Care

5. Violation: The required crib safety inspections were not completed on a monthly basis. Crib safety inspections were not completed in November, 2024. (Infant : Infant classroom)

Citation: Minnesota Statutes, section 245A.146, subdivision 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

6. Violation: Documentation was not available on site to verify that before starting assigned duties 2 of 5 (SP6 and SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP6 and SP7);
 - behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP6 and SP7);
 - the child care program plan and center's philosophy (SP6 and SP7);
 - emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP6 and SP7);
 - handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP6 and SP7);
 - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP6 and SP7);
 - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP6 and SP7);
 - specific job responsibilities (SP6 and SP7);
 - program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP6 and SP7);
 - reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP6 and SP7); and
 - program's risk reduction plan as required under section 245A.66, subdivision 2 (SP6 and SP7).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and section 245A.04, subdivision 14, paragraph (b), clause (1)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 1 of 6 (SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training within 90 days of employment (SP6).

Citation: Minnesota Statutes, section 245A.40, subdivision 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 22, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

8. Violation: 5 of 5 (C1, C2, C3, C4 and C5) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children with Special Needs

9. Violation: There was not a written individual child care program plan on file for 1 of 1 (C1) children with special needs that specifies methods of implementation.

It was noted by a medical professional on a child's health care summary that a child needed a specific diet. There was no Individual Child Care Program Plan for that child.

Citation: Minnesota Rules, part 9503.0065, subpart 3

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Mohamud Isse, Authorized Agent
12/11/2024
Page 5

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4037 or at chelsa.dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licensor
Office of Inspector General
Licensing Division



02/18/2025

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
6300 Gleason Rd
Edina, MN 55439

License Number: 1065874 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2933, Minneapolis, MN 55408-4898
Report Number: 202500996

CORRECTION ORDER

Dear Mohamud Isse:

The Department of Human Services (DHS) conducted a licensing investigation at Nuna Childcare Center Inc. A site visit took place on 02/11/2025. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing investigation determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

There was approximately 72 months in age between the oldest and youngest children present in the classroom.
(School Age : School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: The DHS licenser observed that hazardous objects were accessible to children.

A bottle of hand sanitizer was accessible to children on a low shelf. (Preschool: Preschool classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Areas used by the children were not in good repair.

- The top of the check in desk in the lobby was cracked and broken. (Facility : Facility)
- The handle to the front door was broken off. (Facility: Facility)
- The paint on the green wall was chipping and peeling. (Infant : Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

Mohamud Isse, Authorized Agent
02/18/2025
Page 3

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4037 or at chelsa.dominguez@state.mn.us.

Sincerely,

Chelsa Dominguez, Licenser
Office of Inspector General
Licensing Division



12/16/2025

Mohamud Isse, Authorized Agent
Nuna Childcare Center Inc
6300 Gleason Rd
Edina, MN 55439

License Number: 1065874 (Child Care Ctr)
Program Location: 312 W Lake St Ste 2933, Minneapolis, MN 55408-4898

CORRECTION ORDER

Dear Mohamud Isse:

On 12/11/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at Nuna Childcare Center Inc. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Facility

- Violation: Equipment and furniture were not in good repair.
 - A plastic blue tray was cracked and broken creating a sharp edge. (Toddlers: Toddler classroom)
 - A plastic storage basket was cracked and broken creating a sharp edge. (School age: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

- Violation: The DCYF licensor observed that hazardous objects were accessible to children.

Cords were hanging loose from the radio and the phone. (Toddlers: Toddler classroom)

Citation: Minnesota Statutes, section 142B.54, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 18, 2025
- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Areas used by the children were not in good repair.

The trim around the door was loose and pulling away from the wall. (School age: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated February 18, 2025
- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

4. Violation: The required crib safety inspections were not completed on a monthly basis. Crib safety inspections were not completed on crib #7 in November and December 2024. (Infants: Infant classroom)

Citation: Minnesota Statutes, section 142B.45, subdivision 4

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

5. Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 1 (SP4) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- the risk of abusive head trauma that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 7 (SP4);
 - allergy prevention and response as required by Minnesota Statutes, 142B.66, subdivision 1 (SP4);
 - behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP4);
 - the child care program plan and center's philosophy (SP4);
 - emergency preparedness as required by Minnesota Statutes, 142B.66, subdivision 3. (SP4);
 - handling and disposal of bodily fluids as required by Minnesota Statutes, 142B.66, subdivision 2 (SP4);
 - handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP4);
 - procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP4);
 - a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP4);
 - specific job responsibilities (SP4);
 - program's drug and alcohol policy under section 142B.10, subdivision 1, paragraph (c) (SP4);
 - reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP4);
 - program's risk reduction plan as required under section 142B.54, subdivision 2 (SP4); and
 - sudden unexpected infant death that was at least one half hour in length as required in Minnesota Statutes, section 142B.65, subdivision 6 (SP4).

Citation: Minnesota Statutes, section 142B.10, subdivision 21, paragraph (b), clause (1); and section 142B.65, subdivision 1

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 11, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: The required in-service training had not been completed for 2 of 3 (SP1 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP1 and SP3).

Citation: Minnesota Statutes, section 142B.65, subdivision 9

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

Mohamud Isse, Authorized Agent
12/16/2025
Page 4

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at (651) 431-6030 ext. 4012 or at keith.henderson@state.mn.us.

Sincerely,

Keith Henderson, Licenser
Office of Inspector General
Licensing Division



March 28, 2019

Siman Aden
Quality Learning Center
5931 Zenith Ave N
Brooklyn Center, MN 55429

License Number: 1087038 (Rule 3)

CORRECTION ORDER

Dear Ms. Aden:

On February 6, 2019, a licensing review of Quality Learning Center, located at 1411 Nicollet Ave S, Minneapolis, MN 55403, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing review. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Violation: The center did not have documentation on site to show that four staff persons (SP1, SP2, SP3, and SP4) met the education and experience requirements of the teacher job classification for which the staff persons were employed.

Siman Aden
Page 2
March 28, 2019

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

2. Citation: Minnesota Rules, part 9503.0040, subpart 2.

Violation: Staff distribution requirements were not maintained. At the time of the licensing review, the DHS licensors observed the following:

- Two aide qualified staff persons were supervising three children in the preschool classroom at 2:45 p.m. The first staff member needed to meet the required staff-to-child ratio must be a teacher.
- Two aide qualified staff persons were supervising two children in the infant classroom at 2:50 p.m. The first staff member needed to meet the required staff-to-child ratio must be a teacher.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Citation: Minnesota Rules, part 9503.0150, item A.

Violation: Vehicles were not driven by persons holding current Minnesota driver's licenses appropriate to the vehicle driven. Based on review of staff files, it was determined that one staff person (SP5), who was hired specifically for a driving position on January 16, 2019, had a driver's license that expired on January 1, 2019.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. Citation: Minnesota Statutes, section 245A.40, subdivision 6.

Violation: Documentation was not available to show that one staff person (SP5) satisfactorily completed training on the proper use and installation of child restraint systems in motor vehicles before a child or children under age nine were transported in a motor vehicle.

Siman Aden
Page 3
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Citation: Minnesota Statutes, section 245A.40, subdivision 5, paragraph (c).

Violation: The license holder did not comply with abusive head trauma training requirements. The training on abusive head trauma was not completed at least once a year. At the time of the licensing review, there was not documentation to verify that two staff persons (SP6 and SP7) had completed abusive head trauma training for the 2018 calendar year.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Citation: Minnesota Statutes, section 245A.40, subdivision 5, paragraph (b).

Violation: The license holder did not comply with sudden unexpected infant death reduction training requirements. The training on sudden unexpected infant death reduction was not completed at least once a year. At the time of the licensing review, there was no documentation to verify that one infant staff person (SP7) had completed sudden unexpected infant death training for the 2018 calendar year.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Citation: Minnesota Statutes, section 245A.66, subdivision 3, paragraph (a).

Violation: The license holder did not comply with orientation training requirements to the risk reduction plan. Documentation was not available to verify that all mandated reporters as defined in Minnesota Statutes, section 626.556, subdivision 3, who are under the control of the license holder, received an annual orientation to the risk reduction plan. There was no documentation available for three staff persons (SP6, SP7, and SP8) for the 2018 calendar year.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Siman Aden
Page 4
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Violation: Staff did not supervise the children at all times. At approximately 3:10 p.m, there were three children alone for approximately two minutes in the preschool classroom. The DHS licensor had to inform administrative staff that the preschool children were in the classroom alone and needed to be supervised.

“Supervision” occurs when a program staff person is within sight and hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Citation: Minnesota Rules, part 9503.0140, subpart 11.

Violation: The diaper changing area in the infant classroom did not have a smooth nonabsorbent diaper changing surface and floor covering.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. Citation: Minnesota Rules, part 9503.0145, subpart 7, item D.

Violation: Each infant's bottle was not labeled with the child's first and last name. At the time of the licensing review, the DHS licensor observed one infant bottle stored in a child's cubby with no first or last name.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. Citation: Minnesota Statutes, section 245A.146, subdivision 4.

Siman Aden
Page 5
March 28, 2019

Violation: The license holder lacked documentation to verify that on a monthly basis, the license holder performed the required safety inspections of every crib used by or that is accessible to any child in care. Based on documentation provided by the license holder, there was no documentation to verify that monthly crib inspections were completed for the months of November 2018, December 2018, and January 2019.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Citation: Minnesota Rules, part 9503.0055, subpart 3, item C and F.

Violation: The license holder violated the behavior guidance policy prohibiting certain disciplinary actions. Based on observations by the DHS licensor and conversations with staff persons, the following was determined:

- Toddlers were given 15 minute time outs if they hit or don't listen.
- Toddlers were held by a staff person if they don't sit for time out.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Rules, part 9503.0055, subpart 4, item B.

Violation: Children were not being allowed to return to the group upon abatement of unacceptable behavior. Based on conversations with staff persons, time outs are 15 minutes long and not contingent upon the stopping or bringing under control the behavior that precipitated the separation.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

14. Citation: Minnesota Rules, part 9503.0055, subpart 4, item D.

Violation: Children who were being separated from the group did not remain in an unenclosed part of the classroom within continuous sight and hearing of a program staff person. Based on conversations with staff persons, it was determined that children are sent to the office as a form of behavior guidance.

Siman Aden
Page 6
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

15. Citation: Minnesota Rules, parts 9503.0055, subpart 5; and 9503.0115, subpart G.

Violation: All separations from the group because of behavior guidance had not been noted on a daily separation log.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

16. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: Areas used by the children were not in good repair. The vinyl flooring that was taped to the carpet in the preschool one classroom was peeling up, posing a tripping hazard.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

17. Citation: Minnesota Rules, part 9503.0155, subpart 16.

Violation: The tag attached to the upstairs and downstairs fire extinguishers indicated that the extinguishers had last been inspected on October 2017. Fire extinguishers are required to be inspected annually.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

18. Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Violation: The DHS licensor observed that a hazardous object was accessible to children. A slide was placed on carpet in the toddler classroom. Carpet does not provide adequate protection against injuries from falls.

Siman Aden
Page 7
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

19. Citation: Minnesota Rules, part 9503.0140, subpart 12.

Violation: Diaper changing procedures that have been developed in consultation with a health consultant were not posted in the diaper changing area in the infant classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

20. Citation: Minnesota Rules, part 9503.0060, subparts 4, 5, and 6.

Violation: The center lacked the following furnishings, equipment, materials, or supplies at the time of the licensing review:

- The toddler classroom
 - five cots
- The preschool classroom
 - 12 cots
 - 40 books
 - 2 easels
 - 30 music or rhythm instruments
 - Facial tissue
- The Schoolage One classroom lacked facial tissue.
- The Schoolage Two classroom lacked facial tissue.
- The Schoolage Three classroom
 - Ten Sports/recreation equipment pieces
 - One music source
 - Five music or rhythm instruments
 - Facial tissues

Siman Aden
Page 8
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

21. Citation: Minnesota Rules, part 9503.0045, subpart 2, item E, F, and G.

Violation: The center did not provide the children in the School age One and Three classrooms access to music, fine motor activities, and large muscle activities on a daily basis.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

22. Citation: Minnesota Rules, part 9503.0125, items D, H, I, and M.

Violation: Each child's record did not contain all required information.

- One out of ten children's files reviewed did not contain the names and telephone numbers of anyone authorized to take the child from the center.
- One out of ten children's files reviewed did not contain written authorization for the center to act in an emergency or when the parent cannot be reached or is delayed.
- One out of ten children's files reviewed did not contain the hours and days of the week the child will attend the center.
- Three out of four children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

23. Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 3.

Violation: One out of ten children's files reviewed did not contain documentation of a current physical examination.

Siman Aden
Page 9
March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

24. Citation: Minnesota Rules, part 9503.0090, subpart 2, item B.

Violation: There was no documentation on site in three of four children's records to verify that individual parent conferences were planned and offered.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

25. Citation: Minnesota Rules, part 9503.0045, subpart 1, item E.

Violation: The child care program plan was not evaluated in writing annually by a teacher qualified staff person for the 2018 calendar year.

"Annual or "annually" means prior to or within the same month of the subsequent calendar year.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

26. Citation: Minnesota Rules, part 9503.0110, subpart 3, items D and E, and subpart 4, item B.

Violation: The center was not maintaining a tornado drill log with times and dates of drills for the 2018 calendar year; and there was no documentation of a fire drill for July, August, September, October, November and December of 2018.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

27. Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (c).

Violation: The risk reduction plan did not have stated measures that will be taken to minimize the risk of harm presented to children based on risks identified in the physical plant and environment assessments. At a minimum, the stated measures must include the development and implementation of specific policies and procedures or reference

Siman Aden
Page 10
March 28, 2019

to existing policies and procedures that minimize the risks identified. Based on documentation provided by the license holder, the risk reduction plan states that the program used door guards and door stops; however, there were no door guards or door stops in the classrooms.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

28. Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (d).

Violation: The risk reduction plan did not include development and implementation of policies and procedures or refer to existing policies and procedures that minimize the risk of harm or injury to children that included closing children's fingers in doors, including cabinet doors.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Leslie Joslin
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Siman Aden
Page 11
March 28, 2019

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding compliance with this Correction Order or applicable rules, contact your licensor, Leslie Joslin at 651-431-2640

Sincerely,

Meg Holmen, Unit Supervisor
Licensing Division
Office of Inspector General



July 10, 2019

Siman Aden, Authorized Agent
Quality Learning Center
5931 Zenith Avenue N
Brooklyn Center, MN 55429

License Number: 1087038 (Rule 3)
Investigation Report Number: 201903393

CORRECTION ORDER

Dear Ms. Aden:

On June 10, 2019, a licensing investigation and re-inspection of Quality Learning Center, located at 1411 Nicollet Avenue S, Minneapolis, MN 55403, were conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing investigation and re-inspection, a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing investigation. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Rules, part 9503.0155, subpart 9.

Violation: A minimum of 35 square feet of indoor space was not available for each child in attendance.

Siman Aden
Page 2
July 10, 2019

- At approximately 4:10 p.m., the Preschool 2 classroom had 21 children. The space is licensed for 20 children.
- At approximately 4:25 p.m., the School Age 1 classroom had 22 children. The space is licensed for 13 children.
- At approximately 5:20 p.m., the School Age 2 classroom had 28 children. The space is licensed for 27 children.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. **Citation:** Minnesota Rules, part 9503.0040, subpart 1.

Violation: The required staff-to-child ratios were not maintained. At approximately 4:15 p.m., the DHS licensors observed the following:

- There were two staff persons supervising ten children in the infant classroom. A third staff person was required.
- There were two staff persons supervising 21 children in the Preschool 2 classroom. A third staff person was required.
- There was one staff person supervising 22 children in the School Age 1 classroom. A second staff person was required.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. **Citation:** Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Violation: The center did not have documentation on site to show that one staff person (SP1) met the education and experience requirements of the teacher job classification for which the staff person was employed.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, "SP2 had been

Siman Aden
Page 3
July 10, 2019

working in other child care centers as a teacher, with plentiful experience. [C11] understands your objection to be that not enough of his post-secondary credits qualify as being related to child care. SP2 is currently working as an aide, but [C11] may request a variance for him to serve in a teacher position. SP1, SP3, and SP4 no longer work at the center."

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

4. **Citation:** Minnesota Rules, part 9503.0040, subpart 2.

Violation: Staff distribution requirements were not maintained. At approximately 4:15 p.m., the DHS licensors observed the following:

- There was a teacher and an aide supervising ten children in the infant classroom. A third assistant teacher qualified staff person was required.
- There was a teacher and an aide supervising 21 children in the Preschool 2 classroom. A third assistant teacher qualified staff person was required.
- A teacher was supervising 22 children in the School Age 1 classroom. A second aide qualified staff person was required.
- The center did not have documentation on site to show that one staff person (SP1) met the education and experience requirements of the teacher job classification for which the staff person was employed. Therefore SP1 is considered an aide. At approximately 4:15 p.m., SP1 and an aide were supervising ten children in the toddler classroom. A teacher qualified staff person was required.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, "*The cited problem with staff distribution was a result of your determination that those employed as teachers were not qualified as teachers, so correcting the qualification problem resolved the distribution problem.*"

Siman Aden
Page 4
July 10, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Violation: Staff did not supervise the children at all times. During the licensing visit, DHS licensors observed multiple children moving from their assigned school age classroom to other school age classrooms unsupervised by a staff person. The three school age classrooms were being used as one large classroom with children moving interchangeably throughout the spaces.

“Supervision” occurs when a program staff person is within sight and hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, “*The preschool teacher properly obtained substitute staffing while taking a break, but the substitute staffing erred by leaving the classroom. [CI1] was the substitute, and will not make the same error again.*”

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Citation: Minnesota Rules, part 9503.0140, subpart 7, item E.

Violation: A diaper rash product was accessible to children. Diaper bags with diapering wipes were stored on low hooks in the infant and toddler classrooms.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Siman Aden
Page 5
July 10, 2019

7. Citation: Minnesota Rules, part 9503.0145, subpart 7, item D.

Violation: Each infant's bottle was not labeled with the child's first and last name. A bottle located in a cubby in the infant classroom was not labeled with the child's first and last name.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *"The center labeled the reported bottle and retraining infant staff regarding labeling of bottles with the child's first and last name."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Citation: Minnesota Statutes, section 245A.1435, paragraph (b).

Violation: The license holder did not comply with the requirements for reducing the risk of sudden unexpected infant death. The license holder did not place each infant to sleep in a crib directly on a firm mattress with a fitted crib sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The crib sheets were loose and wrinkled in cribs 4, 5, and 7.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Citation: Minnesota Rules, part 9503.0155, subpart 7, item D.

Violation: There was litter and garbage in the outdoor activity area.

The outdoor activity area must be free of litter, rubbish, toxic materials, water hazard, machinery, animal waste, and sewage contaminants.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved.

Siman Aden
Page 6
July 10, 2019

10. Citation: Minnesota Rules, part 9503.0045, subpart 2, item D.

Violation: The center did not provide the children in the toddler classroom access to the science interest areas on a daily basis.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: Areas used by the children were not in good repair.

- Duct tape used to hold down the area rug in the toddler classroom was peeling up.
- The wall trim in the Preschool 2 classroom was detaching from the wall.
- The vinyl flooring taped down in the Preschool 2 classroom had hazardous wrinkles.
- The large area rug in the Preschool 2 classroom was fraying on one edge.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *"The flooring was repaired, so there is no tripping hazard."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Violation: The DHS licensor observed that hazardous objects were accessible to children.

- A door in the toddler classroom was blocked by large muscle equipment. This door is indicated as the primary fire exit on the evacuation maps.

Siman Aden
Page 7
July 10, 2019

- A slide was placed on carpet in the toddler classroom. Carpet does not provide adequate protection against injuries from falls.
- The gate on the playground was locked with a chain and a padlock. The playground is indicated as a secondary evacuation route on the evacuation maps.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *“This slide and its location upon carpet were approved by DHS when the center opened. The center has now removed the slide.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Rules, part 9503.0060, subparts 4 and 5.

Violation: The center lacked the following furnishings, equipment, materials, or supplies:

Toddler classroom

- twelve soft washable toys

Preschool 1 classroom

- four books
- three pieces of durable indoor large muscle equipment
- facial tissues

Preschool 2 classroom

- two cots
- one double easel

Siman Aden
Page 8
July 10, 2019

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *“The center has purchased all of the items that were listed in the citation, plus more to replace items that become unusable in the future. Copies of the purchase receipts are provided.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

14. Citation: Minnesota Rules, part 9503.0060, subpart 1.

Violation: The minimum amount of required equipment was not accessible to the children every day. Music and rhythm instruments in the Preschool 2 classroom were still in the packaging and not accessible to children.

The minimum equipment specified for an age category must be accessible every day to the children of that age category and arranged as specified in the child care program plan.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *“This citation appears to relate to equipment, as the programming for School Age One and Three classrooms is the same as for School Age Two. Additional equipment was purchased for Rooms One and Three so that they are fully stocked. Copies of the purchase receipts are provided.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

15. Citation: Minnesota Rules, part 9503.0125, items I and M.

Violation: Each child's record did not contain all required information.

- One out of five children's files reviewed did not contain the hours and days of the week the child will attend the center.

Siman Aden
Page 9
July 10, 2019

- Three out of three applicable children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, "*The center reviewed all of its children's records to ensure that each is complete with required telephone numbers, authorizations to act in an emergency, attendance schedule, documentation of parent conferences, and physical examinations.*"

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

16. Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 3.

Violation: One out of five children's files reviewed did not contain documentation of a current physical examination.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, "*The center reviewed all of its children's records to ensure that each is complete with required telephone numbers, authorizations to act in an emergency, attendance schedule, documentation of parent conferences, and physical examinations.*"

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

17. Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (c).

Violation: The risk reduction plan did not have stated measures that will be taken to minimize the risk of harm presented to children based on risks identified in the physical plant and environment assessments. At a minimum, the stated measures must include the development and implementation of specific policies and procedures or reference to existing policies and procedures that minimize the risks identified. Based on documentation provided by the license holder, the risk reduction plan states that the

Siman Aden
Page 10
July 10, 2019

program uses door guards and door stops. However, there were no door guards or door stops in the classrooms.

Repeat Violation: In a Correction Order that DHS issued on March 28, 2019, you were previously found in violation of this same rule.

License Holder response to the Correction Order dated March 28, 2019: On May 2, 2019, the license holder responded to the Correction Order by stating, *“The center purchased new door stops for all doors, and has eliminated references to hinge guards in its risk reduction plan.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Joy Johnson
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Siman Aden
Page 11
July 10, 2019

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding this Correction Order, please contact me as soon as possible.

Sincerely,

Joy Johnson, Human Services Licenser
Licensing Division
Office of Inspector General
651-431-5729



September 30, 2019

Siman Aden, Authorized Agent
Quality Learning Center, Inc.
5931 Zenith Avenue N
Brooklyn Center, MN, 55429

License Number: 1087038 (Rule 3)

CORRECTION ORDER

Dear Ms. Aden:

On September 10, 2019, a licensing re-inspection of Quality Learning Center, Inc., located at 1411 Nicollet Avenue S, Minneapolis, MN 55403, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing re-inspection. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Rules, part 9503.0040, subpart 1.

Violation: The required staff-to-child ratios were not maintained. At approximately 5:15 p.m., one staff person was supervising nine children in the toddler classroom. An additional staff person was required.

Siman Aden
Page 2
September 30, 2019

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated July 10, 2019.

License Holder response to the Correction Order dated July 10, 2019: *"Please consider the response to count 1 as it relates to the reason staffing was off during the inspection. Quality Learning Center has reduced the enrollment to better manage staffing ratios and space requirements. The center shall make every effort, no matter what day-to-day circumstances presents, to have the correct ratio of teachers to students."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. **Citation:** Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Violation: The center did not have documentation on site to show that one staff person (SP1) met the education and experience requirements of the teacher job classification for which the staff person was employed.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *Please see the letter from [Achieve] demonstrating that [SP1] meets the education and experience requirements for a teacher position. Please also note that [SP1] designation as a CDA has expired however she is taking the necessary steps to renew that designation. At the time of the inspection, the center was in possession of the letter from [Achieve], however it was not contained in [SP1]'s file. Quality Learning Center is committed to maintaining each employee file with up to date and complete information."*

License Holder response to the Correction Order dated March 28, 2019: *Center action: [Staff person] had been working in other child care centers as a teacher, with plentiful experience. [CI1] understands your objections to be that not enough of his post-secondary credits qualify as being related to child care. [Staff person] is currently working as an aide, but [CI1] may request a variance for him to serve in a teacher position. [Remaining staff persons] no longer work at the center."*

Siman Aden
Page 3
September 30, 2019

Corrective Action Ordered: Correct immediately and within 30 days of receipt of this letter, submit copies of all post-secondary transcripts, a personnel information form, and other relevant information detailing how the required education and/or experience requirements have been met. In addition, include written documentation detailing how compliance will be maintained in the future.

3. Citation: Minnesota Statutes, section 245A.40, subdivision 1; and 245A.04, subdivision 14, paragraph (b), (1).

Violation: Before starting assigned duties, one staff person (SP2) had not received and successfully completed orientation training, containing information as specified in Minnesota Statutes 245A.40, subdivision 1, and all program policies and procedures as specified in 245A.04, subdivision 14, paragraph (b), (1).

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Violation: Staff did not supervise the children at all times.

- At approximately 4:50 p.m., the DHS licensor observed multiple children moving from their assigned school age classroom to other school age classrooms unsupervised by a staff person.
- At approximately 5:30 p.m., a school age child walked out of the preschool classroom and down to the school age classrooms in the basement without supervision.
- At approximately 5:40 p.m., four school age children were alone in the School Age 1 classroom.
- At approximately 5:45 p.m. 6 children walked into the School Age 1 classroom alone, shut the door, and turned out the lights.

“Supervision” occurs when a program staff person is within sight and hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

Siman Aden
Page 4
September 30, 2019

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *“Due to the open layout of the facility, it has been a challenge at times to keep the children from going to different rooms, however, Quality Learning Center acknowledges the policy and has made efforts to demand compliance. Additionally, staff is required to accompany a child to the rest room and prevent the child from going to the bathroom via walking through the other classrooms. Quality Learning Center is contemplating installing ½ doors between the classrooms, however have not been able to achieve this improvement.”*

License Holder response to the Correction Order dated March 28, 2019: *“Center action: The preschool teacher properly obtained substitute staffing while taking a break, but the substitute staffing erred by leaving the classroom. [C11] was the substitute, and will not make the same error again.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Citation: Minnesota Statutes, section 245A.1435, paragraph (b).

Violation: The license holder did not comply with the requirements for reducing the risk of sudden unexpected infant death. The license holder did not ensure that there was nothing in the crib with an infant younger than one year of age, except for the infant’s pacifier, as defined in the Code of Federal Regulations, title 16, part 1511. During the licensing visit, a young infant was placed to sleep in his/her crib with a bib on.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the Correction Order dated July 10, 2019.

License Holder response to the Correction Order dated July 10: *“At least 11 new crib sheets were purchased. It may not have been necessary, but all crib sheets were replaced. All old crib sheets were discarded. In the future, crib sheet will be discarded when the elastic no longer becomes effective of keeping the crib sheet fit snugly around the crib mattress. Please see the attached receipt.”*

Siman Aden
Page 5
September 30, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Citation: Minnesota Rules, part 9503.0050, subpart 4.

Violation: Cribs were not placed with clear aisles and unimpeded access for both adults and children on at least one side. Cribs #5 and #8 were not accessible on at least one side in the infant classroom.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Citation: Minnesota Rules, part 9503.0055, subparts 3 and 4.

Violation: The license holder violated the behavior guidance policy prohibiting certain disciplinary actions. Based on observations by the DHS licensor, it was determined that a child was separated from the group before other less intrusive behavior guidance methods were attempted and the child was not allowed to return to the group upon abatement of unacceptable behavior. The child was told to sit in a chair alone at a table facing away from the rest of the group for over ten minutes in the School Age 3 classroom. The child was told to continue to sit at the table after the unacceptable behavior stopped.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the Correction Order dated March 28, 2019.

License Holder response to the Correction Order dated March 28, 2019: *Center action: All staff were retrained regarding separations to ensure that separations are consistent with the center's policies and applicable rules, and are documented in a separation report. Each non-infant classroom now has a separation report in the classroom."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

8. Citation: Minnesota Rules, part 9503.0140, subpart 9.

Violation: The indoor space was not clean. Children's blankets were stored together, touching one another, on top of the stack of cots in the Preschool 2 classroom. This is not a clean and tidy way to store children's blankets.

Siman Aden
Page 6
September 30, 2019

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means “free from dirt or other contaminants that can be detected by sight, smell, or touch.”

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

9. Citation: Minnesota Rules, part 9503.0140, subpart 19.

Violation: Equipment and furniture were not in good repair. There were large pieces of disassembled and broken plastic play structure pieces in the outdoor play area.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. Citation: Minnesota Rules, part 9503.0140, subpart 20.

Violation: Areas used by the children were not in good repair.

- Duct tape placed on the top railing of a crib in the infant classroom was peeling.
- The wall over crib #1 in the infant classroom was crumbling and the paint was peeling around the crumbling area.
- Duct tape on the floor in the toddler classroom was peeling.
- The carpet in the toddler classroom was fraying by the secondary exit door.
- The carpet in the Preschool 1 classroom was fraying on the trim next to the music center.
- The vinyl flooring taped down in the Preschool 2 classroom had hazardous wrinkles.
- The carpet was fraying in the Preschool 2 classrom near the dramatic play area.
- The wall trim in the Preschool 2 classroom was detaching from the brick wall.

Siman Aden
Page 7
September 30, 2019

- The carpet in the School Age 1 classroom was fraying on the trim next to the entry door.
- There was a hole in the wall near the school age bathrooms downstairs.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *"Please be advised Quality Learning Center has removed the rug from the area, refastened the trim and fixed the wrinkles in the floor. Quality Learning Center is committed to maintaining the condition of the center up to the quality standards the state requires."*

License Holder response to the Correction Order dated March 28, 2019: *"Center action: The flooring was repaired, so there is no tripping hazard."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. **Citation:** Minnesota Rules, part 9503.0155, subpart 7, item D.

Violation: There was litter and aluminum cans in the outdoor activity area.

The outdoor activity area must be free of litter, rubbish, toxic materials, water hazard, machinery, animal waste, and sewage contaminants.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the Correction Order dated July 10, 2019.

License Holder response to the Correction Order dated July 10, 2019: *"Please see the attached pictures. Quality Learning Center cleaned the outdoor area. Please note the fact that Quality Learning Center usually takes the kids to Loring Park to use a much larger play area."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved.

Siman Aden
Page 8
September 30, 2019

12. Citation: Minnesota Rules, part 9503.0155, subpart 9.

Violation: A minimum of 35 square feet of indoor space was not available for each child in attendance. At approximately 4:45 p.m., there were 28 children in the School Age 2 classroom. The space is licensed for 27 children.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the Correction Order dated July 10, 2019.

License Holder response to the Correction Order dated July 10, 2019: *"Since the inspection on June 10th, 2019 Quality Learning Center had trimmed down the enrollment to fit the space requirements for the preschool aged kids. The center also reports that on June 10th a teacher called in sick. Since the center is open from 2-10 pm the substitute teacher had not yet arrived. The center is making extra effort to ensure the ratios are not off when it deals with the day to day staffing challenges."*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

13. Citation: Minnesota Rules, part 9503.0045, subpart 2, items A, B, and D.

Violation: The center did not provide the children access to the following interest areas on a daily basis:

- In the toddler classroom, the center did not provide access to a science interest area.
- In the School Age 1 classroom, the center did not provide access to a creative arts and crafts and a construction interest areas.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *"Quality Learning Center had science interest toys on hand. Those toys are now opened and available to the children everyday. Quality Learning Center has a storage unit full of supplies and toys"*

Siman Aden
Page 9
September 30, 2019

and Quality Learning Center will ensure that it is fully stocked at all times with the appropriate amount of toys in all categories.”

License Holder response to the Correction Order dated March 28, 2019: *“Center Action: This citation appears to relate to equipment, as the programming for School Age One and Three classrooms is the same as for School Age Two. Additional equipment was purchased for Rooms One and Three so that they are fully stocked. Copies of the purchase receipts are provided.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

14. Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Violation: The DHS licensor observed that hazardous objects were accessible to children.

- A plastic grocery bag was stored in a toy bin on a low shelf in the infant classroom.
- There were slide locks located on the secondary evacuation route doors in the Preschool 1 and Preschool 2 classrooms.
- The gate on the playground was locked with a chain and a padlock. The playground is indicated as a secondary evacuation route on the evacuation maps.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *“Please see pictures of the open area around the door and of the slides. The large slide was the slide that was in use previously. The small slide is currently in use. Quality Learning Center was previously cited for using the large slide, however, after the citation, Quality One purchased the smaller slide that is believed to be appropriate for use without additional*

Siman Aden
Page 10
September 30, 2019

safety devices. Finally the playground gate was unlocked due to the designation as a secondary evacuation route.”

License Holder response to the Correction Order dated March 28, 2019: *“Center action: This slide and its location upon carpet were approved by DHS when the center opened. The center has now removed the slide.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

15. Citation: Minnesota Rules, part 9503.0155, subpart 15.

Violation: A hazardous area was accessible to the children. The doors to the laundry area were open, leaving laundry detergent accessible to children.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved.

16. Citation: Minnesota Rules, part 9503.0060, subparts 5 and 6.

Violation: The center lacked the following furnishings, equipment, materials, or supplies:

Toddler classroom

- one cot

Preschool 1 classroom

- three non-folding child size chairs
- six books
- facial tissue

Preschool 2 classroom

- one double easel
- one piece of dramatic play equipment

Siman Aden
Page 11
September 30, 2019

School Age 1 classroom

- four non-folding child-size chairs
- an adequate amount of art and craft supplies

School Age 2 classroom

- ten pieces of sports/recreation equipment
- a music source and music selections

School Age 3 classroom

- four non-folding child size chairs
- facial tissue

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the following orders:

- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

License Holder response to the Correction Order dated July 10, 2019: *“Quality Learning Center has extra inventory for toys. All missing toys categories were replenished from items in storage. From now on upon learning of a toy being brokem, misplaced or disappearing, Quality Learning Center will replenish from storage ensuring all toys are at the required levels.”*

License Holder response to the Correction Order dated March 28, 2019: *“Center action: The center had purchased all of the items that were listed in the citation, plus more to replace items that become unusable in the future. Copies of the purchase receipts are provided.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

17. Citation: Minnesota Rules, part 9503.0060, subpart 1.

Siman Aden
Page 12
September 30, 2019

Violation: The minimum amount of required equipment was not accessible to the children every day.

- The mirror in the Preschool 1 classroom was stored behind a large dramatic play kitchen.
- Jump ropes used as sports/recreation equipment in the School Age 3 classroom were tied together in knots making them unusable.

The minimum equipment specified for an age category must be accessible every day to the children of that age category and arranged as specified in the child care program plan.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in the Correction Order dated July 10, 2019.

License Holder response to the Correction Order dated July 10, 2019: *“Quality Learning Center unwrapped the new music and rhythm instruments in the Preschool 2 room. They are now accessible to the children. All new toys are equipment, once picked from the storage locker will immediately be unwrapped when delivered to the classrooms.”*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

18. Citation: Minnesota Rules, part 9503.0090, subpart 2, item A and B.

Violation: The center had not provided individual parent conferences two times a year. Two out of eight children’s files did not contain documentation to verify that individual parent conferences were planned and offered.

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

Siman Aden
Page 13
September 30, 2019

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Joy Johnson
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding this Correction Order, please contact me as soon as possible.

Sincerely,

Joy Johnson, Human Services Licensor
Licensing Division
Office of Inspector General
651-431-5729



08/12/2021

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
5931 ZENITH AVE N
Brooklyn Center, MN 55429-2646

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403

CORRECTION ORDER

Dear Siman Jama Aden:

On 08/02/2021, the Department of Human Services (DHS) conducted a licensing review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Medication/First Aid

1. Violation: The record of medication administration form did not include the:
 - name of the child;
 - name of the medication or prescription number;
 - date, time and dosage; and
 - name and signature of the person dispensing the medication.

It was determined through a conversation with administrative staff persons that there was not a record of medication administration form on site for program use.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item C.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

2. Violation: A hazardous area was accessible to the children.

The kitchen door that was labeled with signs stating, "This Door Must Remain Locked At All Times" was left open and the kitchen was empty.

Citation: Minnesota Rules, part 9503.0155, subpart 15.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

3. Violation: The program allowed an infant under six months of age who independently rolled onto his/her stomach after being placed to sleep on his/her back to remain sleeping on his/her stomach and did not have a signed statement from the parent indicating that the infant regularly rolls over at home.

It was determined during a conversation with a staff person, that if an infant under six months old rolled on to his/her stomach during sleep, the staff person would ensure that the child's arms were okay and would allow the child to remain on his/her stomach instead of rolling the child back onto his/her back or receiving written documentation from the child's parent that s/he is rolling and may remain on his/her stomach while sleeping..

Citation: Minnesota Statutes, section 245A.1435, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

4. Violation: Documentation was not available on site to verify that before starting assigned duties 5 of 7 (SP1, SP2, SP3, SP4 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP1, SP2, SP3, SP4 and SP6); and
 - sudden unexpected infant death that was at least one half hour in length as required in subdivision 5 (SP4).

Although these trainings were documented to have occurred prior to first direct contact with children, there was no documentation of the training length to verify that the staff person received at least one half hour of training.

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 5 of 5 (SP1, SP2, SP3, SP4 and SP6) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training that was at least two hours in length (SP1, SP2, SP3, SP4 and SP6).

Siman Jama Aden, Authorized Agent
08/12/2021
Page 3

Although these trainings were documented to have occurred within 90 days of staff persons' hire dates, there was no documentation of the training length to verify that the staff person received at least two hours of training in child development and learning.

Citation: Minnesota Statutes, section 245A.40, subdivision 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

Siman Jama Aden, Authorized Agent
08/12/2021
Page 4

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-5729.

Sincerely,

Joy Saengmany, Licensor
Licensing Division
Office of Inspector General



May 13, 2022

CERTIFIED MAIL

Siman Aden, Authorized Agent
Quality Learning Center
5931 Zenith Avenue North
Brooklyn Center, MN 55429

License Number 1087038 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Siman Aden:

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one background study violation that occurred at Quality Learning Center, located at 1411 Nicollet Avenue South, Minneapolis, Minnesota. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on May 9, 2022

During a licensing review, a DHS licensor determined that you failed to request a background study for one staff persons before s/he began working in a position allowing direct contact with children served by the program.

SP1 began providing direct contact services to persons served by the program on May 9, 2022. At the time of the licensing review, SP1 was working in a classroom and you had not initiated a background study for SP1. Subsequent to DHS informing you to remove SP1 you initiated a background study for SP1 on May 9, 2022.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (g).

Fine: \$200 (one background study violation - fineable at \$200 per violation)

Corrective Action Required: You must comply with background study requirements in Minnesota Statutes, chapter 245C. Within 10 days from receipt of this order, submit written documentation to your licensor detailing how compliance will be maintained in the future.

Siman Aden, Authorized Agent
May 13, 2022
Page 2

Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

Your Right to Appeal

You have the right to appeal the fine. Your request must be in writing and clearly state that you are requesting a contested case hearing for this matter. Your request must be made before the deadlines provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when you received this order.

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you receive this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you receive this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
444 Lafayette Road North
St. Paul, MN 55155

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free

Siman Aden, Authorized Agent

May 13, 2022

Page 3

legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6535.

Sincerely,



Donna Gainor, Unit Supervisor
Licensing Division
Office of Inspector General



June 8, 2022

CERTIFIED MAIL

Siman Aden, Authorized Agent
Quality Learning Center Inc.
5931 Zenith Ave N
Brooklyn Center, MN 55429-2646

License Number 1087038 (Child Care Center)

ORDER OF CONDITIONAL LICENSE

Dear Siman Aden:

The Department of Human Services (DHS) is placing your license to provide child care at Quality Learning Center located at 1411 Nicollet Ave S, Minneapolis, MN 55403, on conditional status for two years, beginning June 8, 2022. This means you must meet certain conditions to maintain your license, detailed below. This order is based on your noncompliance with Child Care Center licensing requirements. Details of our findings are also provided below. Our next steps and your options are also detailed.

REASON FOR THE CONDITIONAL LICENSE

On May 9th and May 10th, 2022, DHS licensors conducted a licensing review and follow-up visit at your facility located at 1411 Nicollet Ave S, Minneapolis, MN 55403. As a result of this licensing visit, the DHS licensors determined that your program failed to comply with the laws and rules that apply to licensed child care centers, citing 27 violations. DHS has considered the nature, chronicity, and severity of these violations, as well as the health, safety, and rights of children served by the program.

Nature and Severity: On May 9 and 10, 2022, DHS licensors determined 27 licensing violations. Additionally, 10 of the 27 violations are repeat violations for which you were previously cited. Numerous violations related to the health and safety of children, including:

- Failure to comply with background study requirements (addressed in a separate Order to Pay a Fine on May 13, 2022)
- Failure to comply with requirements related to infant care including bottle labeling, items in a crib with an infant younger than one year of age, and crib safety inspections
- Failure to keep hazardous items away from children
- Failure to maintain adequate staff to child ratios
- Failure to comply with staff training requirements, including orientation, CPR, first aid, annual in-service, and child development and learning

Siman Aden, Authorized Agent

June 8, 2022

Page 2

- Failure to maintain children's files
- Failure to maintain personnel records
- Failure to comply with handwashing requirements for children

Chronicity: Your program received its license on October 17, 2017. Since that time, your program has demonstrated a history of noncompliance with licensing rules and statutes. The information below summarizes this history:

- June 8, 2022 Conditional License (this order): 27 violations (10 repeat)
- May 13, 2022 Order to Pay a Fine: \$200 (one background study violation)
- August 12, 2021 Correction Order: 5 violations (3 repeat)
- September 30, 2019 Correction Order: 18 violations (12 repeat)
- July 10, 2019 Correction Order: 17 violations (11 repeat)
- March 28, 2019 Correction Order: 28 violations

Commissioner's evaluation of your program:

DHS evaluated the facts, conditions, and circumstances concerning your program's operation. DHS licensors observed the following incidents on May 9 and 10, 2022, which raised concerns about the operation of the program and the well-being of the children being served:

- On May 9 and 10, 2022, staff were unable to provide the first and last names for most of the children present.
- On May 9, 2022, the DHS licensors asked the Authorized Agent (AA) for children's files. The AA provided a bin with children's records, but there were several children present who did not have files. When the DHS licensors asked the AA where the missing children's files were, s/he pointed to a filing cabinet. The DHS licensors observed that there were still not enough files to account for each child present and when asked again, the AA stated families bring them with them when they go to doctors' appointments.
- On May 10, 2022, when the DHS licensors asked the AA for children's files, the AA pointed to a filing cabinet and said that was where children's files were stored. The DHS licensors observed that there were not enough files to account for each child present and asked the AA to confirm that there were no other children's files at the center. The AA confirmed there were no other children's files. An individual from another child care program but not affiliated with Quality Learning Center Inc., arrived at the center and gave the DHS licensors another bin that contained approximately 46 children's files.

Siman Aden, Authorized Agent

June 8, 2022

Page 3

- On May 9, 2022, when the DHS licensors asked a staff person for his/her name, the staff person left the classroom and came back with a name written on a piece of paper. The DHS licensors asked if the name written on the paper was the staff person's name, and s/he confirmed that it was. The DHS licensors went into another classroom and the staff person working in that classroom told the DHS licensors his/her name was the same name as the staff person from the previous classroom. Through a review of the individual's driver's license, the DHS licensors verified that the name belonged to the staff person in the second classroom, not the staff person in the previous classroom.
- On May 10, 2022, because of the lack of children's records, the DHS licensors asked classroom staff what they would do if there was an emergency and they had to reach a child's parent. The staff responded by pointing to a list of names on the wall with phone numbers identified by each child's name. The DHS licensors asked if the names and numbers listed were current and the staff responded yes. Upon further review, the DHS licensors determined that several of the children in attendance that day were not on the list.

Due to the serious and chronic nature of these violations, and the conditions in the program, which impact the health and safety of children in your care, your license to provide child care services is placed on a conditional status.

Licensing Violations

DHS determined that your program failed to follow licensing rules and statutes, as described below.

STAFF QUALIFICATIONS AND TRAINING

1. **Violation:** The required staff-to-child ratios were not maintained.
 - On May 10, 2022, there were two staff persons supervising 22 preschool aged children in the Preschool 2 classroom. An additional staff person was required. (Preschool 2 classroom)
 - On May 10, 2022, there was one staff person supervising 16 children in the School Age 1 classroom. An additional staff person was required. (School Age 1 classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019

Siman Aden, Authorized Agent

June 8, 2022

Page 4

2. Violation: The program did not have documentation on site to show that 1 of 3 (SP5) staff persons met the education requirements of the teacher job classification for which the staff person was employed. The CDA for SP5 was expired.

Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

3. Violation: The required in-service training had not been completed for 2 of 2 (SP4 and SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. Calendar year 2021 in-service training did not include the required number of in-service training hours for SP4 and SP5.

- SP4 completed 11 hours of in-service training in 2021. Twenty-four hours of training was required.
- SP5 completed 13 hours of in-service training in 2021. Twenty-four hours of training was required.

Citation: Minnesota Statutes, section 245A.40, subdivision 7.

4. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 2 of 4 (SP1 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment within 90 days of the start of work or within the previous two years .

Citation: Minnesota Statutes, section 245A.40, subdivision 4; and Minnesota Rules, part 9503.0120, item D.

5. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 2 of 4 (SP1 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training within 90 days of the start of work or within the previous two years.

Citation: Minnesota Statutes, section 245A.40, subdivision 3; and Minnesota Rules part 9503.0120, item D.

Siman Aden, Authorized Agent

June 8, 2022

Page 5

6. **Violation:** The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 2 of 4 (SP1 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed training within 90 days of employment.

Citation: Minnesota Statutes, section 245A.40, subdivision 2.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in a Correction Order dated August 12, 2021.

INFANT CARE

7. **Violation:** Each bottle was not labeled with the child's first and last name. There was a bottle on the tool bench in the Preschool 2 classroom that was not labeled with a child's first and last name.

Rule Violated: Minnesota Rules, part 9503.0145, subpart 7, item D.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019

8. **Violation:** All crib brand names and model numbers were not checked annually against the U.S. Consumer Product Safety Commission website listing of unsafe cribs.

Crib brand names and model numbers were not checked in 2021. Although there was documentation that an annual review occurred, it was not documented whether the cribs were determined to be safe or unsafe during that review. (Infant classroom)

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Statutes, section 245A.146, subdivision 3.

9. **Violation:** The program did not comply with the requirements for reducing the risk of sudden unexpected infant death. The center did not ensure that there was nothing in the crib with an infant younger than one year of age, except for the infant's pacifier.

An activity board was strapped to the crib railings and was facing inside a crib. (Infant classroom)

Citation: Minnesota Statutes, section 245A.1435, paragraph (b).

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in a Correction Order dated September 30, 2019.

Siman Aden, Authorized Agent

June 8, 2022

Page 6

10. Violation: The program did not comply with the requirements for naps and rest. Cribs were not placed with clear aisles and unimpeded access for both adults and children on at least one side.

Crib #3 was not accessible on one full side. (Infant classroom)

Citation: Minnesota Rules, part 9503.0050, subpart 4.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in a Correction Order dated September 30, 2019.

PHYSICAL ENVIRONMENT

11. Violation: The program was not operating within the terms of the license. A 13-year-old child was in attendance in the School Age 2 classroom on May 10, 2022. The program is licensed to serve children through 12 years of age. (School Age 2 classroom)

Citation: Minnesota Statutes, section 245A.04, subdivision 7a, paragraph (a).

12. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Preschool 2 classroom and Toddler classroom).

- There was a dirty baby bottle on the tool bench in the Preschool 2 classroom.
- There were several ants crawling over the padded shape mat in the Toddler classroom.

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9.

Repeat Violation: This is a repeat licensing violation. The license holder was cited for a similar violation in a Correction Order dated September 30, 2019.

13. Violation: Areas used by the children were not in good repair.

- Tape securing the paneling on a half wall in the Preschool 2 classroom was peeling and detaching from the wall.
- The door handle on the main door to the Preschool 2 classroom was broken, causing the door not to latch.
- There was one ceiling tile in the women's bathroom, used by children, which had a large hole with crumbling edges, and another ceiling tile that was bulging and stained with a blackish green substance. (Facility)
- The carpet on the wall trim behind the main exit door was fraying. (Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

Siman Aden, Authorized Agent

June 8, 2022

Page 7

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

14. Violation: A minimum of 35 square feet of indoor space was not available for each child in attendance.

- On May 10, 2022, the DHS licensors observed 16 school age children in the School Age 1 classroom. The School Age 1 classroom has a maximum capacity of 13 children.
- At approximately 5:25 pm on May 10, 2022, the DHS licensors observed 22 preschool children in the Preschool 2 classroom. The Preschool 2 classroom has a maximum capacity of 20 children.

Citation: Minnesota Rules, part 9503.0155, subpart 9.

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019

15. Violation: Electrical outlets were not tamper-proof or shielded.

- One outlet in the dramatic play area was not shielded. (Toddler classroom)
- One outlet in the back hallway that children use to access the playground was unshielded. (Facility)
- One outlet behind a crib on the front wall was unshielded. (Infant classroom: ~~Infant classroom~~)

Citation: Minnesota Rules, part 9503.0155, subpart 11.

16. Violation: The posted procedures for emergency and accidents were:

- missing persons responsible for each area (School Age 2 classroom and Toddler classroom);
- missing primary and secondary exits (School Age 2 classroom and Toddler classroom);
- missing location of tornado shelter area (School Age 2 classroom and Toddler classroom); and
- missing building evacuation routes (School Age 2 classroom and Toddler classroom).

Citation: Minnesota Rules, part 9503.0140, subpart 21.

HAZARDS

17. Violation: The DHS licensor observed that hazardous objects were accessible to children.

- A bottle of hand sanitizer was stored on a low countertop in the entryway of the program.
- A broken bookshelf was stored in the back hallway where children exit the program to go to the playground. (Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Siman Aden, Authorized Agent

June 8, 2022

Page 8

Repeat Violation: This is a repeat licensing violation. You were previously cited for a similar violation in the following orders:

- Correction Order dated September 30, 2019
- Correction Order dated July 10, 2019
- Correction Order dated March 28, 2019

HEALTH AND SAFETY

18. **Violation:** The program was using a common basin or hand sink filled with standing water for children's hand washing. On May 10, 2022, the DHS licensor observed multiple toddler children's hands being washed in a bin with water after eating dinner. (Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 13.

19. **Violation:** Meals did not comply with the nutritional requirements of the USDA. It was determined through a conversation with an administrative staff person that children are in attendance from 12:00 to 8:00 pm on Saturdays and Sundays. The program's menu documented that lunch and PM snack are served on those days. An additional meal or snack is required. (Preschool 2 classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 4.

CHILDREN'S FILES

20. **Violation:** A record had not been maintained at the program for each child. There was no record for 16 children (C1, C2, C3, C4, C11, C18, C19, C20, C21, C22, C23, C24, C25, C26, C27 and C28).

Citation: Minnesota Rules, parts 9503.0115; and 9503.0125

21. **Violation:** One of eleven (C1) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

The file was missing a current immunization record. (C1)

Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 5.

PERSONNEL FILES

22. **Violation:** A personnel record was not maintained at the program for each staff person (SP6 and SP7).

SP6 and SP7 were on site on May 9 and May 10, 2022, but no personnel records were available for these staff persons.

Citation: Minnesota Rules, part 9503.0115, item B; and Minnesota Rule, part 9503.0120.

Siman Aden, Authorized Agent

June 8, 2022

Page 9

POLICIES AND ADMINISTRATIVE RECORDS

23. Violation: The program did not have a policy to prevent and respond to allergies.

Citation: Minnesota Statutes, section 245A.41, subdivision 1.

24. Violation: The program did not have a policy for handling and disposal of bodily fluids.

Citation: Minnesota Statutes, section 245A.41, subdivision 2.

25. Violation: The program did not comply with attendance record documentation requirements. Attendance records were not available to the commissioner.

No one on site on May 10, 2022, had access to attendance records. It was determined through a conversation with the license holder and an administrative staff person that the center director is in charge of the attendance records and is the only person who has access to those records. The DHS licensors were told by the administrative staff person that the director checks all children in as they arrive and checks them out when they leave for the day. The director was off site during the licensing visit and was not reachable to assist in accessing the attendance records. The DHS licensors were informed that the director was on site earlier in the day to check children in and would be back at the end of the day to check them out as they depart.

Citation: Minnesota Statutes, section 245A.14, subdivision 14, paragraph (a).

26. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on supervision of school age children when using the restroom and visiting the child's personal storage space.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f).

27. Violation: The program did not comply with the Child Care Emergency Preparedness Plan. The program did not have a written emergency plan for emergencies that requires evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (a)

Immediate corrective action required

You must immediately correct the violations cited above. Submit documentation to your licensor within 30 days from when you received this order explaining how you have corrected the violations. If you fail to demonstrate substantial compliance with child care requirements or with the terms of your conditional license that are provided below, DHS may take an additional licensing action, including revocation, against your license.

Siman Aden, Authorized Agent

June 8, 2022

Page 10

Additionally, DHS will not approve a request to increase your licensed child care services from the date of this order until the time your conditional license expires.

CONDITIONAL LICENSE TERMS

In addition to the child care licensing rules and statutes, you are required to comply with the following terms:

1. Within 15 days from receipt of this order, you must provide written notification of the conditional status of your license to all parents/legal guardians. Prior to providing the written notification to all parents/legal guardians, you must submit the written notice to your DHS licensor for approval. The notification must specify the length of time of the conditional status of your license, the reasons your license was made conditional, and must include either a copy of the Order of Conditional License or an offer to provide a copy of the order upon request.
2. On an ongoing basis while your license is on a conditional status, you must maintain a list of all newly hired employees who will have direct contact with children served by the program. The documentation required under this term must be maintained onsite and made immediately available to DHS upon request. For each individual on the list, you must document the following:
 - the individual's full name;
 - the individual's job title;
 - the date of hire;
 - the date the individual first had direct contact with children served by the program; and
 - the date the background study request was submitted to DHS.
3. Within 45 days from receipt of this order, you must ensure that all staff persons have successfully completed training as required under Minnesota Statutes, section 245A.40, as well as training on your risk reduction plan as required under Minnesota Statutes, section 245A.66, subdivision 3. You also must ensure that new hires successfully complete all applicable training. You must maintain documentation of the completed training in each staff person's personnel record.
4. You must develop a system that includes using a checklist to ensure you have a record onsite for every child enrolled in your program and each record maintains all required information as specified under Minnesota Rules, part 9503.0125. Within 30 days from receipt of this order, you must submit a copy of the checklist you will use to ensure each child has a record and contains all required documentation. On an ongoing basis while your license is on conditional status, you must complete the checklist for each child enrolled in your program and maintain a copy of the completed checklist in each child's file.
5. You must develop a system that includes using a checklist to ensure you have a personnel record onsite for every staff person in your program and ensure each personnel record maintains all required information as specified under Minnesota Rules, part 9503.0120 and all applicable training document as required under Minnesota Statutes, section 245A.40. Within 30 days from receipt of this order, you must submit a copy of the checklist you will use to ensure each staff person has a record and contains all

Siman Aden, Authorized Agent

June 8, 2022

Page 11

required documentation. On an ongoing basis while your license is on conditional status, you must complete the checklist for each staff person in your program and maintain a copy of the completed checklist in each personnel file.

6. In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

YOUR RIGHT TO REQUEST RECONSIDERATION

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- Clearly state that you are requesting reconsideration of the conditional license
- List each citation you are challenging and identify what is inaccurate or incomplete about the information in the order
- Supply information that is accurate or more complete
- State why you believe your license should not be on a conditional status
- Be made before the deadlines provided below

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
444 Lafayette Road North
St. Paul, MN 55155

Siman Aden, Authorized Agent

June 8, 2022

Page 12

Conditional license stayed pending reconsideration

If you request reconsideration within the timeframes described above, the terms of the conditional license will not take effect until a decision is issued by DHS. If the conditional license is affirmed on reconsideration, the terms would take effect on the date of the reconsideration decision, and run for two from that date. You continue to be required to comply with all child care laws and rules.

Posting of this licensing action

You are required to place this Order of Conditional License in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal authority for this licensing action

- This action is taken under Minnesota Statutes, section 245A.06, subdivision 1.
- Commissioner's evaluation under Minnesota Statutes, section 245A.04, subdivision 6.
- Child care centers are required to follow Minnesota Rules, parts 9503.0005 to 9503.0170; and Minnesota Statutes, Chapters 245A, 245C, and 260E.
- The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 4.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.06, subdivision 8.
- If a license holder files a timely reconsideration request, the terms of the conditional license are stayed pending a decision by DHS under Minnesota Statutes, section 245A.06, subdivision 4.
- Minnesota Statutes, section 245A.06, subdivision 3 states that DHS may impose additional licensing actions against a license holder that does not correct the violations cited in a conditional license order.

Questions

If you have any further questions regarding this matter, you may contact Donna Gainor, Supervisor, at 651-431-651-324-8598.

Sincerely,



Peggy Cunningham, Unit Manager
Licensing Division
Office of Inspector General



08/25/2022

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403

CORRECTION ORDER

Dear Siman Jama Aden:

On 08/23/2022, the Department of Human Services (DHS) conducted a conditional license review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained.

One assistant teacher qualified staff person and two aide qualified staff persons were supervising three children in the Infant classroom. A teacher qualified staff person was required. (Infant classroom: Infant classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: The license holder did not comply with all terms of the Order of Conditional License.
 - Term #2 of the Order of Conditional License specified the following:

Requirement: On an ongoing basis while your license is on a conditional status, you must maintain a list of all newly hired employees who will have direct contact with children served by the program. The documentation required under this term must be maintained onsite and made immediately available to DHS upon request. For each individual on the list, you must document the following:

- o the individual's full name;
- o the individual's job title;
- o the date of hire;
- o the date the individual first had direct contact with children served by the program; and
- o the date the background study request was submitted to DHS.

Department of Human Services Findings: The program was maintaining a list of newly hired employees the list did not include documentation of the date that background studies were submitted to DHS. The list also did not include the date of hire or the date of first contact with children for one staff person. This information was also not available in the staff person's file on site. See citation #7.

- Term #6 of the Order of Conditional License specified the following:

Requirement: In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Department of Human Services Findings: Although the program was maintaining each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention. Within the classroom but it was determined through conversations with staff persons that they were not tracking the attendance of children in each classroom. Staff also had trouble giving the correct names of children in the classrooms. When the DHS licensur asked the name of one child in each classroom, the licensur was given one correct name out of the four children's names requested.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

3. Violation: A rug or rugs had hazardous wrinkles (School Age 2 classroom).

The vinyl flooring taped down over the carpet was not firmly attached to the floor causing it to wrinkle in multiple areas. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- An Order of Conditional dated June 8, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Postings

4. Violation: The program did not comply with posting requirements.

The program did not post each conditional license issued by the commissioner in a place that is conspicuous to the people receiving services and all visitors to the program for two years.

On August 23, 2022, the order of conditional license dated June 8, 2022, was not posted in the program.

Citation: Minnesota Statutes, section 245A.06, subdivision 8.

Corrective Action Required: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future.

5. Violation: The license holder did not post a licensing action in a conspicuous place for the required two years.

On August 23, 2022, the order to pay a fine, issued on May 13, 2022, was not posted in the facility.

Citation: Minnesota Statutes, section 245A.07, subdivision 5.

Corrective Action Required: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future.

Infant and Toddler Care

6. Violation: Each infant's feeding schedule was not available in the food preparation area.

It was determined through a conversation with a staff person that infant's feeding schedule information is kept in their files in the office but is not available in the food preparation area. (Infant classroom: Infant classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 7, item B.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

7. Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 8 (SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP7);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP7);
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP7);
- the child care program plan and center's philosophy (SP7);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP7);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP7);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP7);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP7);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP7);
- specific job responsibilities (SP7);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP7);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP7); and

- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP7).

Although there was documentation that SP7 completed all required training, his/her first date of contact was not documented so it could not be verified that s/he received the required training prior to working with children. (SP7)

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

8. Violation: Each child's record did not contain all required information 2 of 4 (C1 and C3) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Although files did include summary of conference information, there was no documentation that a conference was offered to the parents or guardians. (C1)

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

Siman Jama Aden, Authorized Agent
08/25/2022
Page 5

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Licensing Division
Office of Inspector General



August 25, 2022

Siman Aden, Authorized Agent
Quality Learning Center
1411 Nicollet Ave s
Minneapolis, MN 55403

License Number: 1087038 (Rule 3)

**CORRECTION ORDER
AND
NOTICE OF NONCOMPLIANCE
WITH TERMS OF CONDITIONAL LICENSE**

Dear Siman Aden:

On August 23, 2022, a licensing re-inspection of Quality Learning Center, located at 1411 Nicollet Ave S, Minneapolis, MN 55403, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing re-inspection a Correction Order and Notice of Noncompliance with Terms of Conditional License is being issued.

I. CORRECTION ORDER

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing re-inspection. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4); and subdivision 3.

Violation: During the licensing re-inspection on August 24, 2022, it was determined that Quality Learning Center failed to comply with two of the six terms of the Order of Conditional License dated June 8, 2022.

August 25, 2022

- Term #2 of the Order of Conditional License specified the following:

Requirement: *On an ongoing basis while your license is on a conditional status, you must maintain a list of all newly hired employees who will have direct contact with children served by the program. The documentation required under this term must be maintained onsite and made immediately available to DHS upon request. For each individual on the list, you must document the following:*

- *the individual's full name;*
- *the individual's job title;*
- *the date of hire;*
- *the date the individual first had direct contact with children served by the program; and*
- *the date the background study request was submitted to DHS.*

Department of Human Services Findings: *Although the program was maintaining a list of newly hired employees, the list did not include documentation of the date that background studies were submitted to DHS. The list also did not include the date of hire or the date of first contact with children for one staff person. This information was also not available in the staff person's file on site. See citation #7.*

- Term #6 of the Order of Conditional License specified the following:

Requirement: *In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.*

Department of Human Services Findings: *The program was maintaining each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention within the classroom but it was determined through conversations with staff persons that they were not tracking the attendance of children in each classroom. Staff also had trouble giving the correct names of children in the classrooms. When the DHS licensor asked the name of one child in each classroom, the licensor was given one correct name out of the four children's names requested.*

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Citation: Minnesota Rules, part 9503.0040, subpart 2.

Violation: Staff distribution requirements were not maintained.

One assistant teacher qualified staff person and two aide qualified staff persons were supervising three children in the Infant classroom. A teacher qualified staff person was required. (Infant classroom: Infant classroom)

Repeat Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated July 10, 2019
- A Correction Order dated March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. **Citation:** Minnesota Rules, part 9503.0140, subpart 20.

Violation: A rug or rugs had hazardous wrinkles (School Age 2 classroom).

The vinyl flooring taped down over the carpet was not firmly attached to the floor causing it to wrinkle in multiple areas. (School Age 2 classroom: School Age classroom)

Repeat Violation: The license holder was cited for a similar violation in the following order(s):

- An Order of Conditional dated June 8, 2022
- A Correction Order dated March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. **Citation:** Minnesota Statutes, section 245A.06, subdivision 8.

Violation: The program did not comply with posting requirements.

The program did not post each conditional license issued by the commissioner in a place that is conspicuous to the people receiving services and all visitors to the program for two years.

On August 23, 2022, the order of conditional license dated June 8, 2022, was not posted in the program.

Corrective Action Ordered: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future

5. **Citation:** Minnesota Statutes, section 245A.07, subdivision 5.

Violation: The license holder did not post a licensing action in a conspicuous place for the required two years. On August 23, 2022, the order to pay a fine, issued on May 13, 2022, was not posted in the facility.

Corrective Action Ordered: The license holder corrected the violation during the license review. Submit written documentation within 30 days of receipt of this letter detailing how compliance will be maintained in the future

6. **Citation:** Minnesota Rules, part 9503.0145, subpart 7, item B.

Violation: Each infant's feeding schedule was not available in the food preparation area.

It was determined through a conversation with a staff person that infant's feeding schedule information is kept in their files in the office but is not available in the food preparation area. (Infant classroom: Infant classroom)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

- 7. **Citation:** Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 8 (SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- the risk of abusive head trauma that was at least one half hour in length as required under subdivision 5a (SP7);
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP7)
- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP7);
- the child care program plan and center's philosophy (SP7);
- emergency preparedness as required by Minnesota Statutes, 245A.41, subdivision 3. (SP7);
- handling and disposal of bodily fluids as required by Minnesota Statutes, 245A.41, subdivision 2 (SP7);
- handling emergencies and accidents according to Minnesota rules, part 9503.0110 (SP7);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP7);
- a child's individual child care program plan as required under Minnesota Rules, part 9503.0065, subpart 3 (SP7);
- specific job responsibilities (SP7);
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP7);
- reporting responsibilities in Minnesota Statutes, chapter 260E (MOMA) and 9503.0130 (SP7); and
- program's risk reduction plan as required under section 245A.66, subdivision 2 (SP7).

Although there was documentation that SP7 completed all required training, his/her first date of contact was not documented so it could not be verified that s/he received the required training prior to working with children. (SP7)

Repeat Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 30, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

- 8. **Citation:** Minnesota Rules, part 9503.0125.

Violation: Each child's record did not contain all required information 2 of 4 (C1 and C3) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Although files did include summary of conference information, there was no documentation that a conference was offered to the parents or guardians. (C1)

Repeat Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 30, 2019
- A Correction Order dated July 10, 2019
- A Correction Order dated March 28, 2019

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

You must correct the violations specified in the Correction Order within the prescribed time lines. You are currently operating your program under a conditional license. While the conditional license is in effect, the Licensing Division will continue to monitor your program and will conduct unannounced site visits to verify compliance with all licensing requirements set forth in Minnesota Statutes and Rules. Continued noncompliance with licensing requirements may result in additional licensing sanctions, pursuant to Minnesota Statutes, section 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding this Correction Order, please contact me as soon as possible.

August 25, 2022

Joy Saengmany, Human Services Licensor
Licensing Division
Office of Inspector General
651-431-5729





12/21/2022

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403

CORRECTION ORDER

Dear Siman Jama Aden:

On 12/19/2022, the Department of Human Services (DHS) conducted a conditional license review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff did not supervise the children at all times (School Age 1 classroom and Facility).

At approximately 3:25 pm, a child walked from the School Age 2 classroom into the School Age 1 classroom alone. (School Age 1 classroom: School Age classroom)

At approximately 3:03 pm, a school aged child walked alone from downstairs into the Preschool 2 classroom.

At approximately 3:10 pm, four school aged children were dropped off at the program. The four children walked alone to their classroom downstairs. (Facility: Facility)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: The license holder did not comply with all terms of the Order of Conditional License.

During the licensing re-inspection on December 19, 2022, it was determined that Quality Learning Center failed to comply with one of the six terms of the Order of Conditional License dated June 8, 2022.

- Term #6 of the Order of Conditional License specified the following:

Requirement: In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Department of Human Services Findings: On the day of the licensing visit, the classroom attendance records were not completed in the Preschool 2 classroom although there were children in attendance. There were also four children listed on the attendance list that did not have contact information for their parents or emergency contacts listed.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated August 25, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

3. Violation: Equipment and furniture were not in good repair.

The large metal desk was missing the drawers in the School Age 2 classroom. (School Age 2 classroom: School Age classroom)

The wooden easel was missing the brackets and the braces were detaching on one side. (School Age 1 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

4. Violation: Areas used by the children were not in good repair.

The veneer on the door to the storage area downstairs in the hallway next to the school age bathrooms was peeling and detaching on the bottom of the door. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- An Order of Conditional dated June 8, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Siman Jama Aden, Authorized Agent
12/21/2022
Page 3

5. Violation: The program did not comply with annual fire extinguisher inspection requirements.

The fire extinguisher) were last inspected in March of 2021.

“Annual or “annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Rules, part 9503.0155, subpart 16.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Violation: The program did not have a battery operated portable radio.

Although the program had a battery operated radio, the radio was not operational.

Citation: Minnesota Rules, part 9503.0140 subpart 18.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Attendance Records

7. Violation: The program did not comply with attendance record documentation requirements. Attendance records:

- did not include the time of day that the child was dropped off;
- did not include the time of day that the child was picked up; and
- were not completed on the actual day of attendance.

The system that the program uses for tracking the time of day that children are dropped off and picked up was not working. There were no records of drop off and pick up times for January through September and December of 2022.

Citation: Minnesota Statutes, section 245A.14, subdivision 14, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensor at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Siman Jama Aden, Authorized Agent
12/21/2022
Page 4

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Licensing Division
Office of Inspector General



03/14/2023

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403

CORRECTION ORDER

Dear Siman Jama Aden:

On 03/06/2023, the Department of Human Services (DHS) conducted a conditional license review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

At approximately 4:06 pm, toddler and preschool aged children were combined in the Preschool 2 classroom. There was more than a 36-month age range between the oldest and youngest child in the classroom. (Preschool 2 classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: The license holder did not comply with all terms of the Order of Conditional License.

During the licensing re-inspection on March 6, 2023, it was determined that Quality Learning Center failed to comply with two of the six terms of the Order of Conditional License dated June 8, 2022.

- Term #4 of the Order of Conditional License specified the following:

Requirement: You must develop a system that includes using a checklist to ensure you have a record onsite for every child enrolled in your program and each record maintains all required information as specified under Minnesota Rules, part 9503.0125. Within 30 days from receipt of this order, you must submit a copy of the checklist you will use to ensure each child has a record and contains all required documentation. On an ongoing basis while your license is on conditional status, you must complete the checklist for each child enrolled in your program and maintain a copy of the completed checklist in each child's file.

Department of Human Services Findings: Although the program was maintaining completed checklists for each child's file reviewed, it was determined during the site visit on March 6, 2023, that two children's files reviewed did not contain all required documentation. See citations 6 and 7.

- Term #6 of the Order of Conditional License specified the following:

Requirement: In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.

Department of Human Services Findings: It was determined during the site visit on March 6, 2023, that classroom staff were not tracking attendance on a daily basis. The attendance records did not include weekend attendance for Fridays, Saturdays, and Sundays. The following records for weekday attendance also was not completed:

The attendance record in the Infant classroom was not completed on:

- The week of January 16, 2023
- The week of January 30, 2023
- March 2, 2023
- March 6, 2023

The attendance record in the Preschool 2 classroom was not completed on:

- The week of January 2, 2023
- The week of January 9, 2023
- The week of February 6, 2023
- The week of February 13, 2023
- The week of February 20, 2023
- March 6, 2023

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

Siman Jama Aden, Authorized Agent
03/14/2023
Page 3

- A Correction Order dated December 21, 2022
- A Correction Order dated August 25, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

3. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Toddler classroom and School Age 3 classroom).

Children's blankets were stored together all on one cot in the Toddler classroom. This is not a clean and sanitary way of storing children's blankets. (Toddler classroom: Toddler classroom)

There was a white and grey chalky substance on the carpet near the dramatic play area in the School Age 3 classroom. (School Age 3 classroom: School Age classroom)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: A rug or rugs:

- were curled or had frayed edges (Preschool 2 classroom and Toddler classroom); and
- had hazardous wrinkles (Toddler classroom).

The red rug near the television was curling up on one corner. (Preschool 2 classroom: Preschool classroom)

The brown rug and black rug in the Toddler classroom both had hazardous wrinkles and were curling up on the corners. (Toddler classroom: Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: Electrical outlets were not tamper-proof or shielded.

Two outlets near the bookshelf in the Preschool 2 classroom were unshielded. (Preschool 2 classroom: Preschool classroom)

One outlet in the dramatic play area was unshielded. (Toddler classroom: Toddler classroom)

Citation: Minnesota Rules, part 9503.0155, subpart 11

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter

detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

6. **Violation:** The program did not develop an Individual Child Care Program Plan for 1 of 1 (C4) children's files reviewed with a known allergy.

It was indicated on the health care summary for C4 that s/he has an allergy. The program had not developed an Individual Child Care Program Plan for this child's allergy. (C4)

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children with Special Needs

7. **Violation:** There was not a written individual child care program plan on file for 1 of 1 (C5) children with special needs that specifies methods of implementation.

It was indicated on the health care summary for C5 that s/he has a special need. The program had not developed an Individual Child Care Program Plan for this child's special need. (C5)

Citation: Minnesota Rules, part 9503.0065, subpart 3

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

Siman Jama Aden, Authorized Agent
03/14/2023
Page 5

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



March 14, 2023

Siman Aden, Authorized Agent
Quality Learning Center
1411 Nicollet Ave S
Minneapolis, MN 55403

License Number: 1087038 (Rule 3)

**CORRECTION ORDER
AND
NOTICE OF NONCOMPLIANCE
WITH TERMS OF CONDITIONAL LICENSE**

Dear Siman Aden:

On March 6, 2023, a licensing re-inspection of Quality Learning Center, located 1411 Nicollet Ave S, Minneapolis, MN 55403, was conducted to determine compliance with Minnesota Statutes and the provisions governing child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3). As a result of this licensing re-inspection a Correction Order and Notice of Noncompliance with Terms of Conditional License is being issued.

I. CORRECTION ORDER

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that an applicant or license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the applicant or license holder.

The following violations of state or federal laws and rules were determined as a result of the licensing re-inspection. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4); and subdivision 3.

Siman Aden
Page 2
March 14, 2023

Violation: During the licensing re-inspection on March 6, 2023, it was determined that Quality Learning Center failed to comply with two of the six terms of the Order of Conditional License dated June 8, 2022.

- Term #4 of the Order of Conditional License specified the following:

Requirement: *You must develop a system that includes using a checklist to ensure you have a record onsite for every child enrolled in your program and each record maintains all required information as specified under Minnesota Rules, part 9503.0125. Within 30 days from receipt of this order, you must submit a copy of the checklist you will use to ensure each child has a record and contains all required documentation. On an ongoing basis while your license is on conditional status, you must complete the checklist for each child enrolled in your program and maintain a copy of the completed checklist in each child's file.*

Department of Human Services Findings: *Although the program was maintaining completed checklists for each child's file reviewed, it was determined during the site visit on March 6, 2023, that two children's files reviewed did not contain all required documentation. See citations 6 and 7.*

- Term #6 of the Order of Conditional License specified the following:

Requirement: *In addition to attendance record-keeping requirements under Minnesota Statutes, section 245A.14, subdivision 14, classroom staff must also track the attendance of children in each classroom on a daily basis so staff persons know who is in their care and how to reach each child's parent(s) and/or emergency contact if necessary. The classroom attendance documentation must include each child's first and last names, the name and contact information for the child's parent(s), and the names and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention.*

Department of Human Services Findings: *It was determined during the site visit on March 6, 2023, that classroom staff were not tracking attendance on a daily basis. The attendance records did not include weekend attendance for Fridays, Saturdays, and Sundays. The following records for weekday attendance also was not completed:*

The attendance record in the Infant classroom was not completed on:

- *The week of January 16, 2023*
- *The week of January 30, 2023*
- *March 2, 2023*
- *March 6, 2023*

The attendance record in the Preschool 2 classroom was not completed on:

- *The week of January 2, 2023*
- *The week of January 9, 2023*

Siman Aden
Page 3
March 14, 2023

- *The week of February 6, 2023*
- *The week of February 13, 2023*
- *The week of February 20, 2023*
- *March 6, 2023*

2. Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

At approximately 4:06 pm, toddler and preschool aged children were combined in the Preschool 2 classroom. There was more than a 36-month age range between the oldest and youngest child in the classroom. (Preschool 2 classroom)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Citation: Minnesota Rules, part 9503.0140, subpart 9

Violation: The program did not comply with cleanliness requirements. The indoor space was not clean (Toddler classroom and School Age 3 classroom).

Children's blankets were stored together all on one cot in the Toddler classroom. This is not a clean and sanitary way of storing children's blankets. (Toddler classroom)

There was a white and grey chalky substance on the carpet near the dramatic play area in the School Age 3 classroom. (School Age 3 classroom)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Repeat Violation: The license holder was cited for a similar violation in the following order:

- An Order of Conditional dated June 8, 2022

4. Citation: Minnesota Rules, part 9503.0140, subpart 20

Violation: A rug or rugs:

Siman Aden
Page 4
March 14, 2023

- were curled or had frayed edges (Preschool 2 classroom and Toddler classroom); and
- had hazardous wrinkles (Toddler classroom).

The red rug near the television was curling up on one corner. (Preschool 2 classroom)

The brown rug and the black rug in the Toddler classroom both had hazardous wrinkles and were curling up on the corners. (Toddler classroom)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Repeat Violation: The license holder was cited for a similar violation in the following orders:

- An Order of Conditional dated June 8, 2022
- A Correction Order dated March 28, 2019

5. **Citation:** Minnesota Rules, part 9503.0155, subpart 11

Violation: Electrical outlets were not tamper-proof or shielded.

Two outlets near the bookshelf in the Preschool 2 classroom were unshielded. (Preschool 2 classroom)

One outlet in the dramatic play area was unshielded. (Toddler classroom)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. **Citation:** Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a)

Violation: The program did not develop an Individual Child Care Program Plan for 1 of 1 (C4) children's files reviewed with a known allergy.

It was indicated on the health care summary for C4 that s/he has an allergy. The program had not developed an Individual Child Care Program Plan for this child's allergy. (C4)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. **Citation:** Minnesota Rules, part 9503.0065, subpart 3

Violation: There was not a written individual child care program plan on file for 1 of 1 (C5) children with special needs that specifies methods of implementation.

Siman Aden
Page 5
March 14, 2023

It was indicated on the health care summary for C5 that s/he has a special need. The program had not developed an Individual Child Care Program Plan for this child's special need. (C5)

Corrective Action Ordered: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

You must correct the violations specified in the Correction Order within the prescribed time lines. You are currently operating your program under a conditional license. While the conditional license is in effect, the Licensing Division will continue to monitor your program and will conduct unannounced site visits to verify compliance with all licensing requirements set forth in Minnesota Statutes and Rules. Continued noncompliance with licensing requirements may result in additional licensing sanctions, pursuant to Minnesota Statutes, section 245A.07.

Submissions required as part of a corrective action ordered must be sent to your Licensor at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
PO Box 64953
St. Paul, MN 55164-0953

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

If you have any questions regarding this Correction Order, please contact me as soon as possible.

Joy Saengmany, Human Services Licensor

Siman Aden
Page 6
March 14, 2023

Licensing Division
Office of Inspector General
651-431-5729



06/05/2023

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403

CORRECTION ORDER

Dear Siman Jama Aden:

On 05/23/2023, the Department of Human Services (DHS) conducted a licensing review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

On the day of the site visit, toddler and preschool aged children were combined in the Toddler classroom at 4:15 pm. There was a 44-month age range between the oldest and youngest child in the classroom. (Toddler classroom: Toddler classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff did not supervise the children at all times (Toddler classroom).

At approximate 4:18 pm, a child ran out of the classroom through one door, down the hallway alone, and back in the second door to the Toddler classroom. (Toddler classroom: Toddler classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The license holder did not comply with all terms of the Order of Conditional License.

Term #2 - The list of newly hired staff persons did not contain all required information.

Term #3 - There was no staff file checklist in the file for SP2, as required.

Term #6 - Classroom attendance sheets were not completed in full on multiple weeks and the emergency contact list required for each child did not contain all of the required information in the Infant, Toddler, and Preschool classrooms.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023
- A Correction Order dated December 21, 2022
- A Correction Order dated August 25, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Health Practices

4. Violation: A child's hands were not washed with soap and water:

- after a diaper change (Preschool classroom);
- after use of a toilet (Preschool classroom);
- after use of a toilet training chair (Preschool classroom); and
- before eating (Preschool classroom).

It was determined through conversations with staff persons that children's hands are washed at specific hours of the day, not after each toileting event and before eating. (Preschool classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 13

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: A staff person did not wash their hands with soap and water:

- after changing a diaper (Preschool classroom);
- after using the toilet facilities (Preschool classroom); and
- before handling food or eating (Preschool classroom).

It was determined through conversations with staff persons that staff person's hands are washed at specific hours of the day, not after each toileting event and before eating. (Preschool classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 14

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

6. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Facility).

There was a large chalky white spot on the carpet in the back hallway of the School Age area downstairs. (Facility: Facility)

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: Children did not have access to facial tissue (Toddler classroom and School Age 1 classroom).

Citation: Minnesota Rules, part 9503.0140, subpart 15

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: Equipment and furniture were not in good repair.

One of the plastic burners on the pink dramatic play kitchen in the School Age 2 classroom was broken. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 21, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

9. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Cots of differing sizes were stacked in the Toddler classroom. Because of the different sizes, the cots did not fit properly together and the top cot was not secure causing it to slide around. Children were observed climbing on the cot stack. (Toddler classroom: Toddler classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

10. Violation: A rug or rugs had hazardous wrinkles (Toddler classroom and School Age 3 classroom).

The laminate covering the floor in the Toddler classroom was not securely fastened to the floor causing it to wrinkle and buckle in multiple places. (Toddler classroom: Toddler classroom)

The laminate covering the floor in the School Age 3 classroom was not securely fastened to the floor causing it to wrinkle and buckle in multiple places. (School Age 3 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

11. Violation: Electrical outlets were not tamper-proof or shielded.

One outlet underneath the hooks in the Preschool classroom was unshielded. (Preschool classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0155, subpart 11

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

12. Violation: Program policies and procedures were not readily accessible to staff.

It was determined through conversations with administrative staff persons that the policies and procedures for the program were not readily accessible to staff.

Citation: Minnesota Statutes, section 245A.04, subdivision 14, paragraph (c)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children with Special Needs

13. Violation: There was not a written individual child care program plan on file for 1 of 1 (C3) children with special needs that is reviewed and followed by all staff who interact with the child.

There was no documentation on site that the two staff persons in the classroom with C3 during the site visit had reviewed the child's ICCPP. (C3)

Citation: Minnesota Rules, part 9503.0065, subpart 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Risk Reduction Plan

14. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on:

- times when children are transitioned from one area within the facility to another;
- naptime supervision;
- child drop-off and pick-up times;
- supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks;
- supervision of children in hallways; and
- supervision of school age children when using the restroom and visiting the child's personal storage space.

The Risk Reduction plan submitted to the DHS licensor via email did not contain all required supervision information.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

15. Violation: The program did not comply with the Child Care Emergency Preparedness Plan. The program did not have a written emergency plan for emergencies that requires evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.

The program did not have an Emergency Preparedness Plan on site on the day of the review.

Siman Jama Aden, Authorized Agent
06/05/2023
Page 6

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (a)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Siman Jama Aden, Authorized Agent
06/05/2023
Page 7

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



09/29/2023

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403
Report Number: 202307337

CORRECTION ORDER

Dear Siman Jama Aden:

The Department of Human Services (DHS) conducted a conditional license review and licensing investigation at Quality Learning Center Inc. A site visit took place on 09/14/2023. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review and licensing investigation determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The required staff-to-child ratios were not maintained.

At approximately 6:40 pm, one staff person was supervising 17 children in the School Age 2 classroom. A second staff person was required to meet ratio requirements. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff distribution requirements were not maintained.

At approximately 6:40 pm, one staff person was supervising 17 children in the School Age 2 classroom. A second aide qualified staff person was required to meet distribution requirements. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

Upon arrival, the DHS licensors observed toddler, preschool, and school aged children together in the hallway and walking in between the Toddler and Preschool classrooms. If age groups are combined outside of the arrival and departure times, there can be no more than a 36-month age range between the youngest and oldest child in the group. (Toddler classroom: Toddler classroom, Preschool classroom: Preschool classroom, School Age 2 classroom: School Age classroom and School Age 3 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023
- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Staff did not supervise the children at all times (Facility, Toddler classroom and Preschool classroom).

Upon arrival, the DHS licensors observed toddler, preschool, and school aged children together in the hallway and walking in between the Toddler and Preschool classrooms. On multiple occasions, these children were not directly supervised by a staff person.

At approximately 6:38 pm, a school aged child was observed walking alone from the upstairs back hallway by the emergency exit towards the front of the program. (Facility: Facility)

At approximately 6:35 pm, a child ran out of the classroom into the hallway alone. Although the staff persons in the classroom saw the child leave the classroom, they did not follow right away, leaving the child alone in the hallway for approximately 30 seconds. (Toddler classroom: Toddler classroom)

At approximately 6:38 pm the DHS licensors observed the children going into the upstairs bathrooms. The girls went into the women's bathroom and the boys went into the men's bathroom. The staff person was supervising both bathrooms from the hallway in between. This is not a sufficient way to supervise children. (Preschool classroom: Preschool classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Food and Water

5. Violation: Meals did not comply with the nutritional requirements of the USDA.

The children in the Preschool classroom were served pizza and juice for the evening meal. Milk was required to be served to meet the USDA requirements of an evening meal. (Preschool classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 4

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

6. Violation: Equipment and furniture were not in good repair.

Multiple hula hoops were broken and cracked in the School Age 1 classroom. (School Age 1 classroom: School Age classroom)

The small white table in the School Age 2 classroom had a large scratch across the top exposing the particleboard underneath. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023
- A Correction Order dated December 21, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Cords from a vacuum cleaner were loose and hanging across the Toddler classroom while children were present.

Children's chairs and buckets of toys were stacked on top of the tables in the Toddler classroom while children

were present. (Toddler classroom: Toddler classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):
• A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: A hazardous area was accessible to the children.

The door to a storage room next to the bathrooms used by school age children was open, leaving the room accessible to children. The storage room contained the water heater and cleaning supplies that could pose a hazard to children.

Citation: Minnesota Rules, part 9503.0155, subpart 15

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

9. Violation: The program did not comply with annual fire extinguisher inspection requirements.

The fire extinguisher in the basement school age area was last inspected in March of 2021.

“Annual or annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Rules, part 9503.0155, subpart 16

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):
• A Correction Order dated December 21, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

10. Violation: The program did not comply with diaper changing procedure requirements. Diaper changing procedures were not posted in the diaper changing area.

Diaper changing procedures were not posted in the Infant classroom. (Infant classroom: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 12

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Equipment List

11. Violation: The center lacked the following furnishings, equipment, materials, or supplies:

School Age 1 classroom: School Age classroom

- 6 non-folding child size chairs

Toddler classroom: Toddler classroom

- 8 non-folding child size chairs

School Age 3 classroom: School Age classroom

- 4 non-folding child size chairs

Citation: Minnesota Rules, part 9503.0060

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

12. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 2 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment before unsupervised contact with a child (SP3).

On the day of the site visit, SP4 was supervising 11 children in the School Age 3 classroom with a volunteer. There was no documentation that SP4 had received pediatric CPR prior to unsupervised direct contact with children. (SP3)

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

13. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 2 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training before unsupervised direct contact with a child (SP3).

On the day of the site visit, SP4 was supervising 11 children in the School Age 3 classroom with a volunteer. There was no documentation that SP4 had received pediatric first aid prior to unsupervised direct contact with children. (SP3)

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North

Siman Jama Aden, Authorized Agent
09/29/2023
Page 7

St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, please contact at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licenser
Office of Inspector General
Licensing Division



09/29/2023

Siman Jama Aden, Authorized Agent
Quality Learning Center Inc
1411 NICOLLET AVE
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave S, Minneapolis, MN 55403
Report Number: 202307337

CORRECTION ORDER

Dear Siman Jama Aden:

The Department of Human Services (DHS) conducted a conditional license review and licensing investigation at Quality Learning Center Inc. A site visit took place on 09/14/2023. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review and licensing investigation determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The required staff-to-child ratios were not maintained.

At approximately 6:40 pm, one staff person was supervising 17 children in the School Age 2 classroom. A second staff person was required to meet ratio requirements. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff distribution requirements were not maintained.

At approximately 6:40 pm, one staff person was supervising 17 children in the School Age 2 classroom. A second aide qualified staff person was required to meet distribution requirements. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

Upon arrival, the DHS licensors observed toddler, preschool, and school aged children together in the hallway and walking in between the Toddler and Preschool classrooms. If age groups are combined outside of the arrival and departure times, there can be no more than a 36-month age range between the youngest and oldest child in the group. (Toddler classroom: Toddler classroom, Preschool classroom: Preschool classroom, School Age 2 classroom: School Age classroom and School Age 3 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023
- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Staff did not supervise the children at all times (Facility, Toddler classroom and Preschool classroom).

Upon arrival, the DHS licensors observed toddler, preschool, and school aged children together in the hallway and walking in between the Toddler and Preschool classrooms. On multiple occasions, these children were not directly supervised by a staff person.

At approximately 6:38 pm, a school aged child was observed walking alone from the upstairs back hallway by the emergency exit towards the front of the program. (Facility: Facility)

At approximately 6:35 pm, a child ran out of the classroom into the hallway alone. Although the staff persons in the classroom saw the child leave the classroom, they did not follow right away, leaving the child alone in the hallway for approximately 30 seconds. (Toddler classroom: Toddler classroom)

At approximately 6:38 pm the DHS licensors observed the children going into the upstairs bathrooms. The girls went into the women's bathroom and the boys went into the men's bathroom. The staff person was supervising both bathrooms from the hallway in between. This is not a sufficient way to supervise children. (Preschool classroom: Preschool classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Food and Water

5. Violation: Meals did not comply with the nutritional requirements of the USDA.

The children in the Preschool classroom were served pizza and juice for the evening meal. Milk was required to be served to meet the USDA requirements of an evening meal. (Preschool classroom: Preschool classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 4

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

6. Violation: Equipment and furniture were not in good repair.

Multiple hula hoops were broken and cracked in the School Age 1 classroom. (School Age 1 classroom: School Age classroom)

The small white table in the School Age 2 classroom had a large scratch across the top exposing the particleboard underneath. (School Age 2 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023
- A Correction Order dated December 21, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: The DHS licensor observed that hazardous objects were accessible to children.

Cords from a vacuum cleaner were loose and hanging across the Toddler classroom while children were present.

Children's chairs and buckets of toys were stacked on top of the tables in the Toddler classroom while children

Siman Jama Aden, Authorized Agent
09/29/2023
Page 4

were present. (Toddler classroom: Toddler classroom)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):
• A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: A hazardous area was accessible to the children.

The door to a storage room next to the bathrooms used by school age children was open, leaving the room accessible to children. The storage room contained the water heater and cleaning supplies that could pose a hazard to children.

Citation: Minnesota Rules, part 9503.0155, subpart 15

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

9. Violation: The program did not comply with annual fire extinguisher inspection requirements.

The fire extinguisher in the basement school age area was last inspected in March of 2021.

“Annual or annually” means prior to or within the same month of the subsequent calendar year.

Citation: Minnesota Rules, part 9503.0155, subpart 16

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):
• A Correction Order dated December 21, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

10. Violation: The program did not comply with diaper changing procedure requirements. Diaper changing procedures were not posted in the diaper changing area.

Diaper changing procedures were not posted in the Infant classroom. (Infant classroom: Infant classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 12

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Equipment List

11. Violation: The center lacked the following furnishings, equipment, materials, or supplies:

School Age 1 classroom: School Age classroom

- 6 non-folding child size chairs

Toddler classroom: Toddler classroom

- 8 non-folding child size chairs

School Age 3 classroom: School Age classroom

- 4 non-folding child size chairs

Citation: Minnesota Rules, part 9503.0060

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

12. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 2 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment before unsupervised contact with a child (SP3).

On the day of the site visit, SP4 was supervising 11 children in the School Age 3 classroom with a volunteer. There was no documentation that SP4 had received pediatric CPR prior to unsupervised direct contact with children. (SP3)

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

13. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 2 (SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training before unsupervised direct contact with a child (SP3).

On the day of the site visit, SP4 was supervising 11 children in the School Age 3 classroom with a volunteer. There was no documentation that SP4 had received pediatric first aid prior to unsupervised direct contact with children. (SP3)

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North

Siman Jama Aden, Authorized Agent
09/29/2023
Page 7

St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, please contact at 651-431-5729 or at Joy.Saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licenser
Office of Inspector General
Licensing Division



12/06/2023

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403-2666

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666

CORRECTION ORDER

Dear Siman Aden:

On 11/28/2023, the Department of Human Services (DHS) conducted a conditional license review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The license holder did not comply with all terms of the Order of Conditional License.

Term 4 - The child's file checklist was not completed for 3 children's files reviewed.

Term 5 - The staff file checklist was not completed in full for one staff file reviewed.

Term 6 - The daily classroom attendance was not completed each day in the Toddler, Preschool, and School Age classrooms. Attendance documentation did not include required information for 3 children in attendance.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this

letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

2. Violation: Products to control diaper rash were not labeled with the child's first and last name. Two packages of diaper wipes stored in the women's bathroom upstairs were not labeled with a child's first and last name or program name. (Toddler classroom: Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 7, item D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

3. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Facility). There was one unflushed toilet in the downstairs women's bathroom used by children. (Facility: Facility) As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: The DHS licenser observed that hazardous objects were accessible to children. A container of petroleum jelly and a bottle of spray room deodorizer were stored on a shelf near the front entrance accessible to children. (Facility: Facility)

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 29, 2023
- A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: Areas used by the children were not in good repair. The toilet in women's bathroom upstairs was broken and blocked off with tape. The stall door was open leaving the broken toilet accessible to children. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: A minimum temperature of 68 degrees Fahrenheit was not maintained in the program. The temperature was 63 degrees Fahrenheit in the front hallway of the program. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0155, subpart 13

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Postings

7. Violation: The license holder did not post a licensing action in a conspicuous place for the required two years. On November 28, 2023, the order to pay a fine issued on May 13, 2022 was not posted in the facility.

Citation: Minnesota Statutes, section 245A.07, subdivision 5

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

8. Violation: Each child's record did not contain all required information:
- For children age six weeks to 33 months, 2 of 4 (C1 and C3) children's files reviewed did not contain a description of the child's eating, sleeping, toileting, communication habits, and effective methods for comforting the child;
 - 2 of 7 (C3 and C5) children's files reviewed did not contain documentation of any dietary or medical needs; and
 - 1 of 7 (C5) children's files reviewed did not contain documentation of any individual child care program needs for the child.

The file for the infant, C1, did not contain a description of the child's eating, sleeping, toileting, communication habits, and effective methods for comforting the child. (C1)

The file for the toddler, C3, did not contain a description of the child's eating, sleeping, toileting, communication habits, and effective methods for comforting the child.

The file for C3 did not contain documentation of any dietary or medical needs for the child. The sections of the enrollment form were left blank. If there are no dietary or medical needs needs for the child, this must be noted on the enrollment form. (C3)

The file for C5 did not contain documentation of any dietary, medical, or individual child care program needs for the child. The sections of the enrollment form were left blank. If there are no individual child care program needs for the child, this must be noted on the enrollment form. (C5)

Citation: Minnesota Rules, part 9503.0125

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

9. Violation: 2 of 7 (C3 and C5) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.
- The file for C3 did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption. (C3)
- The file for C5 did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption. (C5)

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

10. Violation: The program did not develop an Individual Child Care Program Plan for 1 of 1 (C3) children's files reviewed with a known allergy.
The health care summary for C3 indicated that the child has allergies. The program did not develop an ICCPP for this child's allergies. (C3)

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (a)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 14, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Risk Reduction Plan

11. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on supervision of school age children when using the restroom and visiting the child's personal storage space.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated June 5, 2023

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Joy Saengmany
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

Siman Aden, Authorized Agent
12/06/2023
Page 5

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 or at joy.saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



03/06/2024

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666

CORRECTION ORDER

Dear Siman Aden:

On 03/05/2024, the Department of Human Services (DHS) conducted a conditional license review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The conditional license review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

- Violation: The license holder did not comply with all terms of the Order of Conditional License.
Term 4 - There was no child's file checklist in one of the nine children's files reviewed. Six of nine children's files reviewed did not contain all information.

Term 6 - The daily classroom attendance was not completed in full on February 29, 2024 in the School Age 2 classroom and on February 28 and February 29, 2024 in the School Age 3 classroom. The daily classroom attendance was completed incorrectly in the Infant classroom on the day of the site visit. Four children were marked in attendance when they were absent for the day.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):
• A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Facility). There was one unflushed toilet in the upstairs boys' bathroom. (Facility: Facility)
As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: Equipment and furniture were not in good repair.
The white veneer on the two low shelves by the classroom doors was peeling and bubbling exposing the particleboard underneath. (Toddler classroom: Toddler classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 29, 2023
- A Correction Order dated June 5, 2023
- A Correction Order dated December 21, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Areas used by the children were not in good repair.
Tape on the stairs next to the refrigerator in the Infant classroom was peeling and hanging loosely. (Infant classroom: Infant classroom)
There was a quarter-sized hole with sharp edges in the plastic wall panel behind the handicap stall door in the downstairs boys' bathroom. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: A minimum temperature of 68 degrees Fahrenheit was not maintained in the program.
The temperature was 58 degrees Fahrenheit in the Infant classroom. The Infant classroom is open to all areas on the main level including the Toddler and Preschool classrooms. (Infant classroom: Infant classroom)
The temperature was 64.9 degrees Fahrenheit in the back school age hallway near the bathrooms. (Facility: Facility)
The temperature was 66 degrees Fahrenheit in the School Age 1 classroom. (School Age 1 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0155, subpart 13

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

6. Violation: Each child's record did not contain all required information:
- 2 of 9 (C3 and C4) children's files reviewed did not contain written authorization for the center to act in an emergency or when the parent cannot be reached or is delayed;
 - For children age six weeks to 33 months, 2 of 5 (C7 and C9) children's files reviewed did not contain a description of the child's eating, sleeping, toileting, communication habits, and effective methods for comforting the child;
 - 1 of 9 (C6) children's files reviewed did not contain documentation of any dietary or medical needs; and
 - 1 of 7 (C8) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

The written authorization for the center to act in an emergency on the enrollment form had a space to name to center. That space was left blank, not identifying that the center has this authorization. (C3 and C4)
The space on the enrollment form that indicates if a child has any dietary or medical needs was left blank for C6. (C6)
C8 has been enrolled since March of 2023. There was no documentation that conferences had been offered at least twice a year. (C8)

Citation: Minnesota Rules, part 9503.0125

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Siman Aden, Authorized Agent
03/06/2024
Page 4

7. Violation: 1 of 9 (C9) children's files reviewed did not contain documentation of a current physical examination received within 30 days of enrollment.
C9 was enrolled in September of 2023. There was no documentation that a current physical examination had been received. (C9)

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 3

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: 1 of 9 (C9) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.
C9 was enrolled in September of 2023. There was no documentation that a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption had been received upon enrollment. (C9)

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Siman Aden, Authorized Agent
03/06/2024
Page 5

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 or at joy.saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



05/22/2024

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666

CORRECTION ORDER

Dear Siman Aden:

On 05/14/2024, the Department of Human Services (DHS) conducted a licensing review at Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

- Violation:** Staff did not supervise the children at all times (Preschool classroom and School Age 2 classroom).
At approximately 4:18, a group of children arrived at the program. A staff person was at the front door holding it open for the children. A preschool aged child walked into the program and to the Preschool classroom alone. A school aged child walked downstairs to the School Age classroom alone. (Preschool classroom: Preschool classroom)
At approximately 4:40 pm, a school aged child was observed alone on the stairs. Bathrooms and the storage area for school aged children is downstairs so there was no reason for the child to be alone on the stairs. (School Age 2 classroom: School Age classroom)
Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30

Siman Aden, Authorized Agent
05/22/2024
Page 2

days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: The license holder did not comply with all terms of the Order of Conditional License.
Term 3 - Staff training for one staff person was not completed in full, as required.

Term 6 - Classroom attendance was not completed on a daily basis in the Infant, Toddler, Preschool, and School Age classrooms.

Citation: Minnesota Statutes, section 245A.06, subdivision 1, paragraph (a), clause (4) and subdivision 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 6, 2024
- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

3. Violation: The record of medication administration form did not include the name and signature of the person dispensing the medication. The form used for medication administration did not include a space for the staff person's name, just the signature. Both full name and signature of the person administering the medication are required.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item C

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

4. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (Infant classroom and School Age 2 classroom).
One crib sheet in the Infant classroom was visibly dirty with a yellow organic material. (Infant classroom: Infant classroom)
The teacher chair in the School Age 2 classroom was visibly dirty and stained. (School Age 2 classroom: School Age classroom)
As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 6, 2024
- A Correction Order dated December 6, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: Equipment and furniture were not in good repair.

The veneer on the white shelving in the Preschool classroom was chipping in multiple places, exposing the particleboard underneath. (Preschool classroom: Preschool classroom)

A plastic road for toy cars was cracked and broken in the School Age 2 classroom. This violation was corrected on site. (School Age 2 classroom: School Age classroom)

The veneer on the white shelving in the School Age 3 classroom was chipping in multiple places, exposing the particleboard underneath. (School Age 3 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 6, 2024
- A Correction Order dated September 29, 2023
- A Correction Order dated June 5, 2023
- A Correction Order dated December 21, 2022

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

6. Violation: The program did not comply with the requirements for reducing the risk of sudden unexpected infant death. The program did not place each infant to sleep in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner with reasonable effort.

The crib sheet in crib #5 in the Infant classroom had hazardous wrinkles. (Infant classroom: Infant classroom)

Citation: Minnesota Statutes, section 245A.1435, paragraph (b)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

7. Violation: The required in-service training had not been completed for 1 of 5 (SP17) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP17). SP17 completed 14 hours of in-service training in 2023. 16 hours of training were required. (SP17)

Citation: Minnesota Statutes, section 245A.40, subdivision 7

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Siman Aden, Authorized Agent
05/22/2024
Page 4

forward.

Children's Records

8. Violation: 1 of 1 (C3) children's files reviewed did not contain documentation of a current physical examination received within 30 days of enrollment.
The health care summary in the file for C3 was completed but not signed by a health care provider. A report on a current physical exam signed by the child's source of medical care was required. (C3)

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 3

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated March 6, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 or at joy.saengmany@state.mn.us.

Siman Aden, Authorized Agent
05/22/2024
Page 5

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



June 12, 2024

Siman Aden, Authorized Agent,
Quality Learning Center
1411 Nicollet Avenue South
Minneapolis, MN 55403

License Number 1087038 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Siman Aden:

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one background study violation. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on May 13, 2024:

When preparing for a licensing review, a DHS licensor determined you failed to repeat a background study for a child care program staff within five years of the staff person's most recent study.

SP1 began working in a position allowing direct contact services to persons served by the program on April 17, 2019. You initiated an enhanced background study for SP1 on April 15, 2019. On May 17, 2023, you were informed about the expiration of child care background studies and on August 21, 2023, you were informed how to identify expiring background studies. SP1 background study expired on April 17, 2024. SP1 has worked at the program with an expired background study since April 17, 2024.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (g); Minnesota Statutes, section 245C.05, subdivision 2.

Fine: \$200 (one background study violation – fineable at \$200 per violation)

Corrective Action Required: Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Siman Aden, Authorized Agent

June 12, 2024

Page 2

Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. If this occurs, you are personally responsible for payment. If you do not pay the fine on or before the date specified on the invoice and you did not request a contested case hearing, as described below, the Commissioner may issue a second fine, may not issue or reissue a license, or may suspend the license until the license holder pays the fine.

Your Right to Appeal

You have the right to appeal this fine. If you choose to appeal this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. Your request must be made before the deadline provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when this order was issued in the Provider Hub.

Your request for an appeal must be submitted in the Provider Hub within 10 calendar days from the date it was issued in the Provider Hub.

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Siman Aden, Authorized Agent

June 12, 2024

Page 3

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- Minnesota Statutes, section 245A.04, subdivision 7, paragraph (d)(4), states that DHS shall not issue or reissue a license if the applicant, license holder, or controlling individual has an outstanding debt related to a license fee, licensing fine, or settlement agreement for which payment is delinquent.
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(2), states that that the license holder shall pay the fine assessed on or before the payment date specified, and if the license holder does not do so the commissioner may issue a second fine or suspend the license until the license holder complies.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030, extension 4013.

Sincerely,



Meg Holmen, Unit Supervisor
Licensing Division
Office of Inspector General



10/23/2024

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666
Report Number: 202408987

CORRECTION ORDER

Dear Siman Aden:

The Department of Human Services (DHS) conducted a licensing investigation of Quality Learning Center Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing investigation determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Reporting Requirements

1. Violation: The program had not informed the commissioner within 24 hours of the use of any emergency medical service. The program used emergency medical services on October 2, 2024. The use of emergency medical services was not reported to licensing until October 9, 2024. Any use of emergency medical services must be reported to licensing within 24 hours of the incident.

Citation: Minnesota Rules, part 9503.0130, subpart 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Siman Aden, Authorized Agent
10/23/2024
Page 2

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4014 or at joy.saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



03/26/2025

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666
Report Number: 202500879

CORRECTION ORDER

Dear Siman Aden:

The Department of Human Services (DHS) conducted a licensing investigation at Quality Learning Center Inc. A site visit took place on 03/25/2025. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing investigation determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The program was not operating within the terms of the license. On the day of the licensing visit, a thirteen year-old child was on site. Although the child was enrolled, children over the age of twelve cannot be served by the program unless a variance has been submitted and approved to do so.

Minnesota Statute 245A.02 subd. 16 defines "School-age Child" as a child who is at least of sufficient age to have attended the first day of kindergarten, or is eligible to enter kindergarten within the next four months, but is younger than 13 years of age. (Facility: Facility)

Citation: Minnesota Statutes, section 245A.04, subdivision 7a, paragraph (a)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Staff did not supervise the children at all times (School Age 2 classroom).
At approximately 4:15 pm on the day of the licensing visit, a child was observed alone in the staff break room in the program. The staff break room is not a licensed space for children. (School Age 2 classroom: School Age classroom)
Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 22, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Fire and Safety Codes

3. Violation: The facility floor plan did not indicate:
- space used exclusively for children during hours of operation which includes dimensions and locations of all areas;
 - planned use of each area; and
 - size and location of areas used for outdoor activity.

At approximately 4:15 pm on the day of the licensing visit, a child was observed alone in the staff break room in the program. The staff break room is not a licensed space for children.

Citation: Minnesota Rules, part 9503.0155, subpart 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging

Siman Aden, Authorized Agent
03/26/2025
Page 3

- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4014 or at joy.saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licensor
Office of Inspector General
Licensing Division



06/26/2025

Siman Aden, Authorized Agent
Quality Learning Center Inc
1411 Nicollet Ave
Minneapolis, MN 55403

License Number: 1087038 (Child Care Ctr)
Program Location: 1411 Nicollet Ave, Minneapolis, MN 55403-2666

CORRECTION ORDER

Dear Siman Aden:

On 06/23/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at Quality Learning Center Inc. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.
It was determined through a review of submitted staffing patterns that an aide is scheduled alone in the School Age 1 classroom from 2:00 pm to 9:00 pm, Monday-Thursday. (School Age 1 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0034, subpart 1; and part 9503.0040, subpart 2, item D

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

2. Violation: Each child was not designated in the correct age category.
On the day of the site visit, an 18-month old child was being designated an infant in the Infant classroom. Once a

child turns 18 months, they must be transitioned to the Toddler classroom. (Infant classroom: Infant classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 4

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Medication/First Aid

3. Violation: Written parental permission had not been obtained for administering medicine. It was determined through conversations with administrative staff persons that written parental permission had not been obtained to administer two asthma-related medications on site.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Written instructions from a physician or a dentist to administer prescription medication were not obtained or followed. Two prescription inhalers on site were just labeled with a label-maker sticker with the child's first and last name. There was no prescription label attached to the inhalers showing that they were prescribed to the named child.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item B

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

5. Violation: Areas used by the children were not in good repair.
There was paint chipping on the wall next to the dramatic play area in the School Age 3 classroom.

There was a 3-inch hole with exposed and crumbling drywall in the wall in the rug area of the School Age 3 classroom. (School Age 3 classroom: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Postings

6. Violation: The license holder did not post a licensing action in a conspicuous place for the required two years. On

June 23, 2025, the order to pay a fine issued on June 12, 2024 was not posted in the facility.

Citation: Minnesota Statutes, section 142B.18, subdivision 6

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

7. Violation: The program did not comply with the requirements for reducing the risk of sudden unexpected infant death. The program did not place each infant to sleep in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner with reasonable effort.

Two crib sheets in the Infant classroom did not overlap the mattress. (Infant classroom: Infant classroom)

Citation: Minnesota Statutes, section 142B.46, paragraph (b)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 22, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

8. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a construction interest area (School Age 3 classroom and School Age 2 classroom).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Qualifications

9. Violation: The program violated the requirements for using unqualified substitute staff. The program exceeded the annual limit of unqualified substitute hours for the calendar year. The three entries on the unqualified substitute form for June did not include the end time or total number of hours the staff person was used as an unqualified substitute on that day.

Citation: Minnesota Rules, part 9503.0034, subpart 3

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

10. Violation: The required in-service training had not been completed for 3 of 4 (SP3, SP6 and SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP3, SP6 and SP7).
It was determined through a review of staff files that SP3 had completed 21 hours of in-service training in 2024. 24 hours of in-service training was required. (SP3)
It was determined through a review of staff files that SP6 had completed 13 hours of in-service training in 2024. 24 hours of in-service training was required. (SP6)
It was determined through a review of staff files that SP7 had completed 21 hours of in-service training in 2024. 24 hours of in-service training was required. (SP7)

Citation: Minnesota Statutes, section 142B.65, subdivision 9

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 22, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Siman Aden, Authorized Agent
06/26/2025
Page 5

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4014 or at joy.saengmany@state.mn.us.

Sincerely,

Joy Saengmany, Licenser
Office of Inspector General
Licensing Division



MALTREATMENT INVESTIGATION MEMORANDUM
Office of Inspector General, Licensing Division
Public Information

Minnesota Statutes, section 260E.01, paragraph (a), "The legislature hereby declares that the public policy of this state is to protect children whose health or welfare may be jeopardized through maltreatment."

Report Number: 202307382

Date Issued: March 15, 2024

Name and Address of Facility Investigated:

Disposition: Maltreatment not determined.

Quality Learning Center Inc.
1411 Nicollet Avenue S
Minneapolis, MN 55403

License Number and Program Type:

1087038-CCC (Child Care Center)

Investigator(s):

Anna Parkin
Minnesota Department of Human Services
Office of Inspector General, Licensing Division
PO Box 64242
Saint Paul, Minnesota 55164-0242
anna.parkin@state.mn.us
651-431-6225

Suspected Maltreatment Reported:

It was reported that staff persons sent children to a community playground without staff persons supervision.

Date of Incident(s): unknown

Nature of Alleged Maltreatment Pursuant to Minnesota Statutes, section 260E.03, subdivision 15, paragraph (a), clauses (1) and (2):

Failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so.

Failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so.

Quality Learning Center Inc.
Report 202307382
Page 2

Summary of Findings:

Pertinent information was obtained during a site visit conducted on October 16, 2023; from documentation at the facility; and through four interviews conducted with three facility staff persons (P1-P3) and a family member (FM) of a child who attended the facility. P1-P3 were family members. Attempts to contact two staff persons (P4 and P5) by telephone were unsuccessful because each phone was no longer in service. P3 provided information that P5 moved out of the country.

The facility was located inside a building in the basement. The building had other businesses on the main level that were under construction. The main door to the facility was adjacent to a parking lot and a busy road. Consistent information was provided that the facility had a playground behind the building but had not used it for approximately two years prior to this investigation due to safety concerns. The main door was the only door with access to the outside, the door that accessed the playground had been permanently closed by the fire department.

The FM stated that the facility sent children to a community playground without staff persons. The FM did not provide information regarding names of the children or staff persons involved. Attempts were made via phone to contact the FM to obtain additional information but the FM did not respond.

P1 stated that staff persons "occasionally" brought some of the children to the community park but no longer did due to safety concerns. Staff persons were required to ask P1 or P2 prior to going to the park and there was only one time in July 2023 when staff persons brought children to the park. P1 worked a majority of the hours that the facility was open and denied that children left the facility alone without staff persons. P3 and P4 were "always" at the front door to allow persons inside the facility since the front door was locked from the outside. The front door was unlocked from inside but P3 and P4 would have seen any children leaving the facility without staff persons.

P2 stated that there was always someone at the front door, usually P4 and P5. The previous summer, on one occasion, staff persons who worked in the school age classroom took the children to the community playground. P2 did not recall which staff persons and there was no documentation for it. P2 denied that any children were allowed to go to the playground without staff persons.

P3 stated s/he worked at the front door with P5. P3 made sure children were "counted" when they came inside the facility and made sure all children were present. There were times when P3 ate or engaged in a personal need and then other staff persons, including P1 and P2, were at the front door. P3 denied that any children left without staff persons and went to the playground.

According to the facility's *Preventing Traffic or Pedestrian Accidents* policy, children were supervised "at all times." The play area was separated from traffic by a fence. Family members were "encouraged" to watch their children carefully as they left the facility.

According to the facility's *Risk Reduction Plan*, staff persons ensured that children formed lines to walk on sidewalks and staff persons accompanied the children.

Facility documentation showed that all staff persons interviewed in this investigation received training on the facility's *Preventing Traffic or Pedestrian Accidents* policy, risk reduction plan, and the Maltreatment of Minor's Act prior to the incident.

Quality Learning Center Inc.
Report 202307382
Page 3

Conclusion:

Information was provided that children left the facility without staff persons and went to a community playground. Given that there was no additional information provided about the incident(s) including names of children and staff and/or dates, that all staff persons interviewed denied that children went to the playground without staff persons, there was not a preponderance of the evidence that staff persons allowed children to leave the facility unsupervised.

It was not determined that neglect occurred (Failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so or failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so).

Pursuant to Minnesota Statutes, section 260E.35, subdivision 6, paragraph (b), the investigative data in this report will be maintained by the Department of Human Services for a period of five years.

Action Taken by Facility:

The facility completed an internal review and determined that policies and procedures were adequate and followed.

Action Taken by Department of Human Services, Office of Inspector General:

No further action taken at this time.

Certification:

The information collection procedures followed in this investigation were pursuant to Minnesota Statutes, section 260E.30, subdivision 6, paragraph (c). All individuals that are subjects of data in this investigation have the right to obtain private data on themselves which was collected, created, or maintained by the Department of Human Services.

From: [Schreck, Karl J \(DHS\)](#)
To: [Quality Center](#)
Subject: Completion of Grant Audit
Date: Thursday, August 15, 2024 12:43:00 PM

To: Quality learning Center
License # 1087038

Attention: [REDACTED]

Hello [REDACTED]

This email is to inform you the audit for the Facility Revitalization Grant you received for flooring In December of 2022 is complete.

The audit is officially closed.

No further action is needed from you on the matter.

Thank you for cooperation in this review.

Respectfully,

Karl J. Schreck

Investigator

Child Care Audits & Investigations

Program Integrity Oversight Division

Office of the Inspector General

Office: 651-431-3495

Fax: 651-431-7619

Karl.Schreck@state.mn.us

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.



Minnesota Department of Human Services
PO Box 64982
St. Paul, MN 55164-0982 (Mailing Address)
444 Lafayette Road North
St. Paul, MN, 55155

June 10th, 2020 at 09:00 AM

Provider ID: 37690
Claim Number: 20288, 20292

Quality Learning Center, Inc.
1411 Nicollet Avenue South
Minneapolis, Minnesota 55403

Supplemental Child Care Assistance Notice of Overpayment

This notice supplements the Child Care Assistance Notice of Overpayment (“Notice”) issued to you on June 10th, 2020. You may have already received the Notice, and if not, you should expect to see it within 3-5 days due to mail variability. The purpose of this Supplemental Notice is to provide you additional details related to the overpayment.

The overpayment identified in the Notice occurred during the period of April 22, 2019 to June 16, 2019, and resulted in a total overpayment of \$69,364.55 for children from Hennepin County and Ramsey County.

The reason for the overpayment was:

- * You provided incorrect or incomplete information. (MN Stat. 119B.11 Subd. 2a(c))
- * You failed to keep accurate and legible daily attendance records at the site where services are delivered and to make those records immediately available to DHS when requested. (MN Stat. 119B.124 Subd. 6)

DHS issued this overpayment for the following reason:

- In 770 instances, attendance records were not available on request.
- In 194 instances, the attendance records did not match the billing records.
- In 349 instances, the times in and/or times out were missing from attendance records.
- In 10 instances, the attendance records did not contain legible times in and/or out.
- In 940 instances, the names on attendance records did not match names on billing records.

See the attachment to this Supplemental Notice for details of the overpayment.

See the Notice for your appeal rights related to this overpayment.

If you have questions related to the Notice or this Supplemental Notice, please contact Mike Helman, michael.helman@state.mn.us, or at (651) 431-5570.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Enclosures



OFFICE OF INSPECTOR GENERAL
REPORT OF INVESTIGATION

DHS/OIG CN:	2019-24	BCA CN:	
OFFENSE DESCRIPTION:	updated overpayment	INVESTIGATOR:	Helman
FACILITY:	Quality Learning Center Inc	LOCATION:	1411 Nicollet Ave S Mpls, MN 55403
DATE SUBMITTED:	6/10/2020	REPORT TYPE:	<u>Supplemental Report</u>

SYNOPSIS:

Updated overpayment report and error report

PERSONNEL ASSIGNED:

Supervisor Helman

NARRATIVE:

I received a report with OIG data Manager Sara Rose that the above center needed 3 errors checked before entering the overpayment.

I went into the overpayment tool and made the 3 corrections. Overpayment went from \$69,473.25 to \$69,364.55. I made the change on the overpayment letter and all other changes before entering any data. All forms were placed to be mailed certified today 6/10/2020.

All documents were sent to investigator Backus to be uploaded in Agile Apps.

No further action taken.

DESCRIPTION AND CUSTODY OF EVIDENCE:

CASE STATUS OPEN CLOSED CONTINUED PENDING INFO



February 11, 2022

CERTIFIED MAIL

Naley Mahmoud Abdulle, Authorized Agent
Sweet Angel Child Care Inc.
2740 Minnehaha Avenue, Suite 156
Minneapolis, MN 55406

License Number 1104314 (Child Care Center)

ORDER RESCINDING THE ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

NOTICE: This Order supersedes the Order to Pay a Fine dated February 2, 2022, which must be destroyed. The fine should not have been issued and the Order to Pay a Fine is rescinded. Copies of the Order dated February 2, 2022, must be destroyed.

Dear Naley Mahmoud Abdulle:

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one background study violation. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on January 18, 2022:

When preparing for a licensing review, a DHS licensor determined that you failed to verify that the information collected about a person was correct before initiating a background study request to DHS.

SP1 began working in a position allowing direct contact with children on June 21, 2021. You submitted a background study for SP1 on June 15, 2020, however, SP1's first name was spelled incorrectly on the background study request. Because DHS conducted a background study using incorrect information for SP1, the background study was not a valid study. Subsequently, you submitted a new background study request with SP1's name spelled correctly on January 19, 2022.

Statute Violated: Minnesota Statutes, section 245C.05, subdivision 2.

Naley Mahmoud Abdulle, Authorized Agent

February 11, 2022

Page 2

Fine: \$200 (one background study violation, fineable at \$200 each)

Corrective Action Required: You must comply with all background study requirements in Minnesota Statutes, chapter 245C. Within 10 days of this order, submit written documentation to your licenser how you will maintain compliance in the future.

Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. If this occurs, you are personally responsible for payment. If you do not pay the fine on or before the date specified on the invoice and you did not request a contested case hearing, as described below, the Commissioner may issue a second fine, may not issue or reissue a license, or may suspend the license until the license holder pays the fine.

Your Right to Appeal

You have the right to appeal the fine. Your request must be in writing and clearly state that you are requesting a contested case hearing for this matter. Your request must be made before the deadlines provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when you received this order.

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you receive this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General
Licensing Division
Attention: Legal Unit
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you receive this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General

Naley Mahmoud Abdulle, Authorized Agent

February 11, 2022

Page 3

Licensing Division
Attention: Legal Unit
444 Lafayette Road North
St. Paul, MN 55155

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.lawhelpmn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- The exception that allows a license holder who self-corrects a background study violation to avoid a fine does not apply when the license holder was cited for the same violation within the past 365 days, under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (d).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- Minnesota Statutes, section 245A.04, subdivision 7, paragraph (d)(4), states that DHS shall not issue or reissue a license if the applicant, license holder, or controlling individual has an outstanding debt related to a license fee, licensing fine, or settlement agreement for which payment is delinquent.
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(2), states that that the license holder shall pay the fine assessed on or before the payment date specified, and if the license holder does not do so the commissioner may issue a second fine or suspend the license until the license holder complies.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.

Naley Mahmoud Abdulle, Authorized Agent

February 11, 2022

Page 4

- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-2430.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Aadland', with a stylized, cursive script.

Elizabeth Aadland, Unit Supervisor
Licensing Division
Office of Inspector General



05/26/2022

Naley Mahmoud Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 MINNEHAHA AVE STE 156
Minneapolis, MN 55406-3482

License Number: 1104314 (Child Care Ctr)
Program Location: 2740 MINNEHAHA AVE STE 156, Minneapolis, MN 55406-3482

CORRECTION ORDER

Dear Naley Mahmoud Abdulle:

On 05/23/2022, the Department of Human Services (DHS) conducted a licensing review at Sweet Angel Child Care Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The required staff-to-child ratios were not maintained.

At 5:05 p.m. the DHS licensor observed one staff person supervising 18 school-age children from 4:58 p.m. to 5:10 p.m. A second staff person was required. (School Age 2: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: Staff distribution requirements were not maintained.

The day of the visit one staff person was supervising 18 school-age children from 4:58 p.m. to 5:10 p.m. A second staff person with the qualifications of at least an aide was required. (School Age 2: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: The program grouped children from different age categories together during arrival and departure times that exceeded 25 percent of the program's daily operating hours.

It was determined through a conversation with a staff person that the program operates with children from 2:00 PM - 9:30 PM. At the time of the licensing review toddler and preschool children were combined in the toddler classroom. Children of different age categories cannot be mixed for a period of time exceeding 25% of the program's daily hours of operation. (Toddlers: Toddler classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 3, item A, subitem (1).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Health Practices

4. Violation: The health consultant's monthly review of the infant health policies and practices was not completed monthly.

The health consultant's monthly review was not completed in April of 2022.

Citation: Minnesota Rules, part 9503.0140, subpart 2.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

5. Violation: Food allergy information was not readily available to staff where food is served.

There was no food allergy information in the classroom for one child with food allergies. (School Age 2: School Age classroom)

Citation: Minnesota Statutes, section 245A.41, subdivision 1, paragraph (d).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Violation: Sharps items used for children with special care needs were not disposed of in a sharps container.

There was no sharps container available at the time of the review.

Citation: Minnesota Statutes, section 245A.41, subdivision 2, item (3).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Food and Water

7. Violation: Meals did not comply with the nutritional requirements of the USDA.

The menu reflected two components being offered at breakfast on Mondays and Fridays, three food components are required. An additional vegetable or fruit component was needed. (Toddlers: Toddler classroom and School Age 2: School Age classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 4.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

8. Violation: Documentation was not available on site to verify that before starting assigned duties 1 of 1 (SP1) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:
- allergy prevention and response as required by Minnesota Statutes, 245A.41, subdivision 1 (SP1);
 - the child care program plan and center's philosophy (SP1);
 - specific job responsibilities (SP1); and
 - program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP1).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Naoko Sands
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Naley Mahmoud Abdulle, Authorized Agent
05/26/2022
Page 4

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4567 or at Naoko.Sands@state.mn.us.

Sincerely,

Naoko Sands, Licensor
Licensing Division
Office of Inspector General



09/23/2022

Naley Mahmoud Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 MINNEHAHA AVE STE 156
Minneapolis, MN 55406-3482

License Number: 1104314 (Child Care Ctr)
Program Location: 2740 MINNEHAHA AVE STE 156, Minneapolis, MN 55406-3482

CORRECTION ORDER

Dear Naley Mahmoud Abdulle:

On 09/06/2022, the Department of Human Services (DHS) conducted a licensing review at Sweet Angel Child Care Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The required staff-to-child ratios were not maintained.

There was an aide supervising seventeen school age children. The required staff to child ratio is one staff person to fifteen children. A second staff person was required. (School Age 1: School Age classroom)

There was an aide supervising sixteen school age children. The required staff to child ratio is one staff person to fifteen children. A second staff person was required. (School Age 2: School Age classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 1.

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 26, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

2. Violation: Staff distribution requirements were not maintained. A teacher or assistant teacher did not directly supervise an aide.

There was an aide supervising two infants in the infant classroom. A staff person with the qualifications of at least a teacher was required to directly supervise the aide. (Infants: Infant classroom)

There was an aide supervising seventeen school age children. The staff to child ratio is one staff person to fifteen children. A second staff person with the qualifications of a teacher was required to directly supervise the aide. (School Age 1: School Age classroom)

There was an aide supervising sixteen school age children. The staff to child ratio is one staff person to fifteen children. A second staff person with the qualifications of a teacher was required to directly supervise the aide. (School Age 2: School Age classroom)

There was an aide supervising six preschool children. A staff person with the qualifications of at least a teacher was required to directly supervise the aide. (Preschool 2: Preschool classroom)

Citation: Minnesota Rules, part 9503.0040, subpart 2, item D; and Minnesota Rules, part 9503.0034, subpart 1.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

3. Violation: Staff did not supervise the children at all times (School Age 1).

The DHS licensor observed the school age staff person leave sixteen children in the classroom unsupervised when another child left the classroom and ran out into the hallway. (School Age 1: School Age classroom)

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18; and Minnesota Rules, part 9503.0045, subpart 1, item A.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Medication/First Aid

4. Violation: Written parental permission had not been obtained for administering medicine.

It was determined through a conversation with a staff person that they had brought in prescription medication for their child and stored it in the office file cabinet without completing written parental permission for administering the medicine to the program.

Citation: Minnesota Rules, part 9503.0140, subpart 7, item A.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Facility

5. Violation: Equipment and furniture were not in good repair.

The changing table pad in the classroom had a rip in the middle exposing the interior material. (Infants: Infant classroom)

The hand sanitizer dispenser on the wall was in disrepair. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 19.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

6. Violation: The DHS licensor observed that hazardous objects were accessible to children.

There was a bottle of hand sanitizer accessible to children on the floor of the classroom. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 17; and Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

7. Violation: Areas used by the children were not in good repair.

The door handle of the primary classroom entrance door was in disrepair, missing the level and cover. (School Age 2: School Age classroom)

The playground gate was in disrepair along the bottom. (Facility: Facility)

Citation: Minnesota Rules, part 9503.0140, subpart 20.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Postings

8. Violation: The posted procedures for emergency and accidents were missing one or more phone numbers or sources of emergency medical and dental care, poison control, fire department, health authority, or the Department of Human Services, Division of Licensing (Infants, Toddlers, School Age 1, School Age 2 and Preschool 2).

The telephone numbers did not include the source of emergency dental care, fire department, and health authority. In addition the number for DHS-Division of licensing was incorrect. (Infants: Infant classroom, Toddlers: Toddler classroom, School Age 2: School Age classroom and Preschool 2: Preschool classroom)

The telephone numbers did not include the fire department. (School Age 1: School Age classroom)

Citation: Minnesota Rules, part 9503.0140, subpart 21.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Infant and Toddler Care

9. Violation: Daily written reports were not provided to parents.

It was determined through a conversation with a staff person that daily written reports are not provided to infant parents. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0090, subpart 2, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

10. Violation: The program did not have written dietary instructions from each infant's parent.

It was determined through a conversation with a staff person who was responsible for the care of infants that they were not aware there were any infant dietary instructions. The DHS licenser located two infant dietary instructions forms in the classroom. One of the two forms had a child's name. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 7, item A.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

11. Violation: Each infant's feeding schedule was not available in the food preparation area.

The infant feeding schedules were not available in the food preparation area. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 7, item B.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

12. Violation: Each infant's bottle was not labeled with the child's first and last name.

There was one bottle on a highchair and one bottle being fed to an infant that were not labeled with the child's first and last name. (Infants: Infant classroom)

Citation: Minnesota Rules, part 9503.0145, subpart 7, item D.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Qualifications

13. Violation: The program did not have documentation on site to show that 1 of 2 (SP3) staff persons met the education requirements of the teacher job classification for which the staff person was employed (SP3).

Citation: Minnesota Rules, parts 9503.0032, subpart 2; and 9503.0120, item B.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Staff Training

14. Violation: Documentation was not available on site to verify that before starting assigned duties 2 of 3 (SP2 and SP3) individuals (director, staff persons, substitutes, or unsupervised volunteers) received orientation training on:

- behavior guidance policy standards in Minnesota Rules, part 9503.0055 (SP2);
- the child care program plan and center's philosophy (SP2);
- procedures for maintaining health and safety according to Minnesota Rules, part 9503.0140 (SP2);
- specific job responsibilities (SP3); and
- program's drug and alcohol policy under section 245A.04, subdivision 1, paragraph (c) (SP2 and SP3).

Citation: Minnesota Statutes, section 245A.40, subdivision 1; and Minnesota Statutes, section 245A.04, subdivision 14, paragraph (b) (1)

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated May 26, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

15. Violation: The required in-service training had not been completed for 3 of 3 (SP1, SP6 and SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did not include the required number of in-service training hours for the previous concluded calendar year (SP1, SP6 and SP7).

Citation: Minnesota Statutes, section 245A.40, subdivision 7.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

16. Violation: The program did not comply with sudden unexpected infant death training requirements. The training on reducing the risk of sudden unexpected infant death for 1 of 2 (SP5) individuals (director, staff persons, substitutes, or volunteers) was not completed before caring for infants.

Citation: Minnesota Statutes, section 245A.40, subdivision 5, paragraph (a).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Children's Records

17. Violation: Each child's record did not contain all required information:

- 4 of 4 (C1, C2, C3 and C4) children's files reviewed did not contain written authorization for the center to act in an emergency or when the parent cannot be reached or is delayed;
- 1 of 4 (C3) children's files reviewed did not contain documentation of any dietary or medical needs; and
- 2 of 2 (C3 and C4) children's files reviewed did not contain the dates of parent conferences and a summary of conference information.

Citation: Minnesota Rules, part 9503.0125.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

18. Violation: 2 of 4 (C2 and C3) children's files reviewed did not contain documentation of a current physical examination received within 30 days of enrollment.

Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 3.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

19. Violation: 2 of 4 (C3 and C4) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

Citation: Minnesota Rules, parts 9503.0125, item G; and 9503.0140, subpart 5.

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Risk Reduction Plan

20. Violation: In the program's risk reduction plan, the assessment of risk to children presented by the physical plant where licensed services are provided did not include an evaluation of:

- the condition and design of the facility and its outdoor space;
- bathrooms;
- storage areas;
- the accessibility of medications and cleaning products that are harmful to children when children are not supervised; and
- the existence of areas that are difficult to supervise.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (b), clause (1).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

21. Violation: In the program's risk reduction plan, the assessment of risk to children presented by the environment did not include an evaluation of:

- the type of grounds and terrain surrounding the building; and
- the proximity to hazards, busy roads, and publicly accessed businesses.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (b), clause (2).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

22. Violation: The risk reduction plan did not have stated measures that will be taken to minimize the risk of harm presented to children based on risks identified in the physical plant and environment assessments. At a minimum, the stated measures must include the development and implementation of specific policies and procedures or reference to existing policies and procedures that minimize the risks identified.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (c).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

23. Violation: The risk reduction plan did not include development and implementation of policies and procedures or refer to existing policies and procedures that minimize the risk of harm or injury to children that included:

- closing children's fingers in doors, including cabinet doors;
- leaving children in the community without supervision;
- children leaving the facility without supervision;
- caregiver dislocation of children's elbows;
- burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages;
- injuries from equipment, such as scissors and glue guns;
- sunburn;
- feeding children foods to which they are allergic;
- children falling from changing tables; and

- children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (d).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

24. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on:

- times when children are transitioned from one area within the facility to another;
- naptime supervision;
- child drop-off and pick-up times;
- supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks;
- supervision of children in hallways; and
- supervision of school age children when using the restroom and visiting the child's personal storage space.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f).

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Emergency Preparedness

25. Violation: The program did not comply with the Child Care Emergency Preparedness Plan. The program did not have a written emergency plan for emergencies that requires evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (a)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved and will be maintained in the future.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, send your written response and any supporting documentation to your licensur at:

Commissioner, Department of Human Services
ATTN: Naoko Sands
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Naley Mahmoud Abdulle, Authorized Agent
09/23/2022
Page 8

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing
- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
PO Box 64242
St. Paul, MN 55164-0242

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-4567 or at Naoko.Sands@state.mn.us.

Sincerely,

Naoko Sands, Licensor
Licensing Division
Office of Inspector General



10/16/2023

Naley Mahmoud Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 MINNEHAHA AVE STE 156
Minneapolis, MN 55406-3482

License Number: 1104314 (Child Care Ctr)
Program Location: 2740 MINNEHAHA AVE STE 156, Minneapolis, MN 55406-3482

CORRECTION ORDER

Dear Naley Mahmoud Abdulle:

On 09/27/2023, the Department of Human Services (DHS) conducted a licensing review at Sweet Angel Child Care Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: The 36-month range in age allowed for a group that mixes different age categories was exceeded.

-The Preschool and the School Age classrooms were playing together on the playground. C2 was the oldest child on the playground and was nine years old. C1 was the youngest child on the playground and was three years old. This age gap exceeds the 36-month age range allowed.

Citation: Minnesota Rules, part 9503.0040, subpart 3, item B, (2)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: The program did not comply with cleanliness requirements; the indoor space was not clean (SA 2).

-The School Age 2 classroom had dried urine on the toilet seat.

As defined in Minnesota Rules, part 9503.0005, subpart 9, clean means 'free from dirt or other contaminants that can be detected by sight, smell, or touch.'

Citation: Minnesota Rules, part 9503.0140, subpart 9

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: A minimum of 35 square feet of indoor space was not available for each child in attendance.

-There were 24 children in the School Age 2 classroom, which is licensed for a maximum capacity of 18 based on square footage.

-There were 10 children in the Preschool classroom, which is licensed for a maximum capacity of 9 children based on square footage.

Citation: Minnesota Rules, part 9503.0155, subpart 9

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

4. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a:

- creative arts and crafts interest area (SA 2 and SA 1); and
- sensory stimulation activities interest area (SA 2 and SA 1).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Qualifications

5. Violation: The program violated the requirements for using experienced aides. An experienced aide worked with children for more than 25 percent of the center's daily hours.

-The Experienced Aide Report for the day of the licensing visit had SP3 and SP4 each working as an experienced aide for 6 hours, which exceeds 25% of the program's operating hours.

Citation: Minnesota Statutes, section 245A.14, subdivision 8, paragraph (a)

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

6. Violation: The required in-service training had not been completed for 1 of 3 (SP7) individuals (director, staff persons, substitutes, or unsupervised volunteers) for the previous concluded calendar year. In-service training did

not include the required number of in-service training hours for the previous concluded calendar year (SP7).

Citation: Minnesota Statutes, section 245A.40, subdivision 7

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated September 23, 2022

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

7. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 3 of 6 (SP2, SP3 and SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment before unsupervised contact with a child (SP2, SP3 and SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

8. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 3 of 6 (SP2, SP3 and SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training before unsupervised direct contact with a child (SP2, SP3 and SP5).

Citation: Minnesota Statutes, section 245A.40, subdivision 3 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required: Correct immediately and submit written documentation within 30 days of receipt of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Written response required

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If requested above, Send your written response and any supporting documentation to your licenser at:

Commissioner, Department of Human Services
ATTN: Samantha Baker
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must:

- Be in writing

Naley Mahmoud Abdulle, Authorized Agent

10/16/2023

Page 4

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete
- Be made before the deadlines provided below

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
P.O. Box 64953
Saint Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please bring it to:

Commissioner, Department of Human Services
Office of Inspector General, Legal Counsel's Office - Licensing
444 Lafayette Road North
St. Paul, MN 55155

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-3447 or at Samantha.Baker@state.mn.us.

Sincerely,

Samantha Baker, Licensor
Office of Inspector General
Licensing Division



12/23/2024

Naley Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 Minnehaha Ave Ste 156
2740 Minnehaha Ave Ste 156 Minneapolis MN 554
Minneapolis, MN 55406

License Number: 1104314 (Child Care Ctr)
Program Location: 2740 Minnehaha Ave Ste 156, Minneapolis, MN 55406-3482

CORRECTION ORDER

Dear Naley Abdulle:

On 12/11/2024, the Department of Human Services (DHS) conducted a licensing review at Sweet Angel Child Care Inc. DHS requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DHS determined that your program failed to follow the standard(s) described below.

Program Practices

1. Violation: Staff did not supervise the children at all times (Preschool 1).

-The licensor observed the preschool children using an individual bathroom with the door shut. The bathroom was located in the hall, outside of the Preschool classroom, therefore children were not supervised by sight and sound at all times.

Supervision occurs when a program staff person is accountable for the child's care and is within sight and hearing of a child at all times, so that the program staff person can intervene to protect the health and safety of the child.

Citation: Minnesota Statutes, section 245A.02, subdivision 18 and Minnesota Rules, part 9503.0045, subpart 1, item A

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going

forward.

Facility

2. Violation: Equipment and furniture were not in good repair.

- There was a dramatic play work bench broken in the Toddler classroom.
- One side of the climber was broken in Preschool 1.

Citation: Minnesota Rules, part 9503.0140, subpart 19

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The DHS licensor observed that hazardous objects were accessible to children.

- The climber in Preschool 1 was located on the hard carpeted floor. Carpet does not provide adequate protection to prevent injuries and is considered to be a hazard when climbing equipment used indoors is placed on a hard surface.
- There was hand sanitizer labeled keep out of reach of children accessible in the Preschool 2 classroom.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

4. Violation: Areas used by the children were not in good repair.

- There were large areas with chipping paint in School Age 1 and School Age 2.

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

5. Violation: A rug or rugs were curled or had frayed edges (School Age 1).

Citation: Minnesota Rules, part 9503.0140, subpart 20

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Infant and Toddler Care

6. Violation: The program did not comply with diaper changing area requirements.

-The diaper change area in the Toddler classroom did not have a separate, sanitary container for soiled and wet diapers that was foot operated.

Citation: Minnesota Rules, part 9503.0140, subpart 11

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

7. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a:

- creative arts and crafts interest area (School Age 2, Toddler, Preschool 2 and School Age 1);
- science interest area (School Age 1, School Age 2 and Toddler); and
- sensory stimulation activities interest area (School Age 2, Preschool 1, Toddler, Preschool 2 and School Age 1).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated October 16, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Equipment and Supplies

8. Violation: The program rotated equipment and did not have a schedule for the rotation in the child care program plan. The program rotated equipment and did not have a schedule for the rotation in the child care program plan (School Age 1, School Age 2, Toddler).

Citation: Minnesota Rules, part 9503.0060, subpart 1

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

9. Violation: The program did not comply with child development and learning training requirements. Documentation was not available on site to show that 1 of 8 (SP9) individuals (director, staff persons, substitutes, or unsupervised

volunteers) completed training within 90 days of employment (SP9).

Citation: Minnesota Statutes, section 245A.40, subdivision 2

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Children's Records

10. Violation: 1 of 4 (C4) children's files reviewed did not contain a current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

Citation: Minnesota Rules, part 9503.0125, item G; and part 9503.0140, subpart 5

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Risk Reduction Plan

11. Violation: The risk reduction plan did not include specific policies and procedures to ensure adequate supervision of children at all times, with particular emphasis on supervision of school age children when using the restroom and visiting the child's personal storage space.

Citation: Minnesota Statutes, section 245A.66, subdivision 2, paragraph (f)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Emergency Preparedness

12. Violation: The license holder did not have a written emergency plan that included a designated relocation site and/or evacuation route.

Citation: Minnesota Statutes, section 245A.41, subdivision 3

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

13. Violation: The license holder did not provide a physical or electronic copy of the emergency plan to the child's parent upon enrollment.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (e)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30

Naley Abdulle, Authorized Agent
12/23/2024
Page 5

days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

14. Violation: The relocation site and evacuation route was not posted in a visible place as a part of the written procedures for emergencies and accidents in Minnesota Rules, part 9503.0140, subpart 21.

Citation: Minnesota Statutes, section 245A.41, subdivision 3, paragraph (f)

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DHS may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 245A.06, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4044 or at samantha.baker@state.mn.us.

Sincerely,

Samantha Baker, Licensor
Office of Inspector General
Licensing Division



December 30, 2024

Naley Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 Minnehaha Avenue, Suite 156
Minneapolis, MN 55406

License Number: 1104314 (Child Care Center)

ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Naley Abdulle:

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one background study violation. Details of our findings are provided below. Our next steps and your options are also detailed.

Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

Background Study Violation Determined on December 11, 2024

While preparing for licensing review, a DHS licensor determined that you failed to request background studies for one person before they began working in a position allowing direct contact with children served by the program.

SP1 began working in a position allowing direct contact services to persons served by the program on June 21, 2021. You initiated a background study request on June 15, 2020. SP1's fingerprints were taken on July 8, 2019. Because SP1's fingerprints were taken on July 8, 2019, SP1's background study expired on September 4, 2024. After being notified by DHS to remove SP1 from a position allowing direct contact services you initiated an enhanced background study request for SP1 on December 12, 2024. You removed SP1 from your roster on December 19, 2024. SP1 has worked at the program without a background study since September 4, 2024.

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraph (b); Minnesota Statutes, section 245C.05, subdivision 1.

Fee: \$200 (one background study violation— fineable at \$200 per violation)

Naley Abdulle, Authorized Agent

December 30, 2024

Page 2

Corrective Action Required: Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Billing and Payment of the Fine

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. In such an event, the license holder will be personally liable for payment. In the case of a corporation, each controlling individual is personally and jointly liable for payment.

Your Right to Appeal

You have the right to appeal this fine. If you choose to appeal this order, you must use the Provider Hub (<https://providerhub.dhs.mn.gov/>) to submit your request. Your request must be made before the deadline provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when this order was issued in the Provider Hub.

Your request for an appeal must be submitted in the Provider Hub within 10 calendar days from the date it was issued in the Provider Hub.

Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

Legal representation at the contested case hearing

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to www.justice4mn.org to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

Naley Abdulle, Authorized Agent

December 30, 2024

Page 3

Posting of this Licensing Action

You are required to place this Order to Pay a Fine in a place that is clearly noticeable to the people receiving services and all visitors to the facility for two years, even if you appeal.

Legal Authority for this Licensing Action

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- The exception that allows a license holder who self-corrects a background study violation to avoid a fine does not apply when the license holder was cited for the same violation within the past 365 days, under Minnesota Statutes, section 245A.07, subdivision 4, paragraph (d).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- The requirement to post this order in a clearly visible location is required under Minnesota Statutes, section 245A.07, subdivision 5.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030, extension 4008.

Sincerely,



Donna Gainor, Unit Supervisor
Licensing Division
Office of Inspector General



12/11/2025

Naley Abdulle, Authorized Agent
Sweet Angel Child Care Inc
2740 Minnehaha Ave Ste 156
2740 Minnehaha Ave Ste 156 Minneapolis MN 554
Minneapolis, MN 55406

License Number: 1104314 (Child Care Ctr)
Program Location: 2740 Minnehaha Ave Ste 156, Minneapolis, MN 55406

CORRECTION ORDER

Dear Naley Abdulle:

On 12/04/2025, the Department of Children, Youth, and Families (DCYF) conducted a licensing review at Sweet Angel Child Care Inc. DCYF requires you to take the corrective action described below. Details of our findings, next steps, and your options are explained below.

Standards reviewed

The licensing review determined compliance with state and federal laws and rules governing the provision of child care under Minnesota Rules, parts 9503.0005 through 9503.0170 (Rule 3).

Licensing violations

DCYF determined that your program failed to follow the standard(s) described below.

Health Practices

- Violation: A child's hands were not washed with soap and water after a diaper change (Infant).
-The DCYF licensor observed a staff person change an infant's diaper and then put the infant down on the play mat directly without washing the child's hands.

Citation: Minnesota Rules, part 9503.0140, subpart 13

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Facility

2. Violation: Children did not have access to:
- liquid hand soap (School Age 2); and
 - single use paper towels or warm air hand dryer (Toddler and School Age 2).

Citation: Minnesota Rules, part 9503.0140, subpart 15

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

3. Violation: The DCYF licensor observed that hazardous objects were accessible to children.

- There was an infant not buckled in bouncy seat (Infant: Infant classroom).
- There were adult scissors on a low shelf, accessible to children(Toddler: Toddler classroom).
- There was a shelf falling off of the wall under the TV (Preschool 1: Preschool classroom).

Citation: Minnesota Statutes, section 142B.54, subdivision 2, paragraph (e) and Minnesota Rules, part 9503.0140, subpart 17

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 23, 2024

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Program Plan/Interest Areas

4. Violation: The program did not provide the children access to interest areas on a daily basis. Children were not provided daily access to a sensory stimulation activities interest area (Preschool 2).

Citation: Minnesota Rules, part 9503.0045, subpart 2

Repeat Licensing Violation: The license holder was cited for a similar violation in the following order(s):

- A Correction Order dated December 23, 2024
- A Correction Order dated October 16, 2023

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

Staff Training

5. Violation: The program did not comply with cardiopulmonary resuscitation (CPR) training requirements. Documentation was not available on site to show that 1 of 12 (SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) had satisfactorily completed the required pediatric CPR training including the treatment of obstructed airways and a hands-on skill assessment:
- within 90 days of the start of work or within the previous two years (SP5); and
 - before unsupervised contact with a child (SP5).

Citation: Minnesota Statutes, section 142B.65, subdivision 5 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

6. Violation: The program did not comply with first aid training requirements. Documentation was not available on site to show that 1 of 12 (SP5) individuals (director, staff persons, substitutes, or unsupervised volunteers) completed pediatric first aid training:
- within 90 days of the start of work or within the previous two years (SP5); and
 - before unsupervised direct contact with a child (SP5).

Citation: Minnesota Statutes, section 142B.65, subdivision 4 and Minnesota Rules, part 9503.0120, subpart D

Corrective Action Required Correct immediately and submit your response through the Provider Hub within 30 days from the date of this letter detailing how compliance has been achieved. You must maintain compliance going forward.

How to respond

If you fail to correct the violation(s) within the time limits identified above, DCYF may impose a fine or take an action on your license. If required above, submit corrective action(s) and any supporting documentation through the Provider Hub.

Your right to request reconsideration

You have the right to request reconsideration of this order and the cited violations. Your request must be submitted through the Provider Hub within 20 calendar days from the date this letter was issued in the Provider Hub. If you do not meet this deadline, you will lose your right to request reconsideration. Your request must:

- List each violation you are challenging
- Identify what is inaccurate or incomplete about the information in this order
- Supply information that is accurate or more complete

Legal authority

This action is taken under Minnesota Statutes, section 142B.16, subdivision 1. The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 142B.16, subdivision 2.

Questions

If you have any further questions regarding this matter, you may contact me at 651-431-6030 ext. 4044 or at samantha.baker@state.mn.us.

Naley Abdulle, Authorized Agent
12/11/2025
Page 4

Sincerely,

Samantha Baker, Licenser
Office of Inspector General
Licensing Division