

Family Child Care Variance Policy

Kanabec County Family Services

Effective 11-1-17, Kanabec County Family Services implemented the following policies and procedures regarding variance for Family Child Care License:

- The license holder must request a variance in writing on forms supplied by Kanabec County
- Kanabec County has up to 30 days to approve or deny a variance (9502.0335 subp 8b(b))
- Only COMPLETE variances will be approved. A complete variance request includes:
 - ✓ Request for variance form
 - ✓ Parent signature form
 - ✓ Enrollment form (for capacity requests)
- Variances will not be approved if any of the following apply:
 - ✓ During a pending or existing negative licensing recommendation
 - ✓ During an investigation
 - ✓ Following rule violations of supervision, corporal punishment, maltreatment, or other relevant health or safety factors for at least one year
- For CAPACITY
 - ✓ Variance will only be granted if the need for the variance is to:
 - Cover short overlaps of time when children are entering or leaving the residence, or
 - Cover emergencies for a short period of time
 - ✓ A variance for any part of the day shall constitute a variance for the entire day
 - ✓ All variance must be approved **before** the enrollment of the child. Variances will not be back dated
 - ✓ No additional children can be substituted/added during the variance period without prior written authorization from Kanabec County Family Services
 - ✓ The license holder can never be over in more than one category (infant, toddler, preschool, school-age)
 - ✓ No variance will be granted if the total capacity exceeds 14 children
- For other variance requests:
 - ✓ Provider must submit written approval from a building official of a variance request and alternative measures identified to ensure the health and safety of children in care when a variance is requested for the standards of stairways, decks, and sewage disposal (9502.0335 subp 8)
 - ✓ Provider must submit written approval from a fire marshal of a variance request and alternative measures identified to ensure the safety of children in care when a variance of the fire safety provision on physical environment is requested. These include means of escape, occupancy separations, vertical separation, heating and venting systems, locks and latches, interior walls and ceilings, extinguishers, smoke detection systems, electrical services (9502.0335 subp 8)
- Kanabec County Family Services has the discretion to make exceptions/additions to this policy based on individual needs