

FAMILY AND GROUP CHILD CARE HOME COMPLIANCE RECORD

Michigan Department of Human Services
Bureau of Children and Adult Licensing

License/Registration Number
Date

Name of Licensee/Registrant

C = Compliance V = Violation

C	V	RULES
R 400.1902 Caregiver and child care home		
(1) Applicant shall		
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be 18 years of age or older.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Have high school diploma, GED, or equivalent.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Reside in the child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Infant/child/adult CPR, first aid and blood-borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Attend an orientation.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Applicant or caregiver shall be of responsible character, suitable and able to meet the needs of children and provide for their care, supervision, and protection.
<input type="checkbox"/>	<input type="checkbox"/>	(3) All persons residing in the home shall be of good moral character suitable to assure the welfare of children.
R 400.1903 Caregiver responsibilities.		
(1) A caregiver shall:		
(a) Be present in the home and provide direct care and supervision for the majority of time children are in care, except:		
<input type="checkbox"/>	<input type="checkbox"/>	(i) Vacation or personal leave not to exceed 20 days in a calendar year.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Medical treatment and subsequent recovery.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The exceptions in subrule (1)(a) do not include other part-time or full-time employment that occurs during the hours of operation of the child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Provide an adult assistant caregiver with valid CPR and first aid when the caregiver is unable or unavailable to provide direct care.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Inform parents when an assistant caregiver is providing care in the absence of the caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Maintain a record of the dates of caregiver absences and the names, addresses and telephone numbers of the assistant caregivers. Maintain records for a minimum of 4 years.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Written and signed agreement with a person who is 18 years of age or older to provide care and supervision during an emergency situation.
<input type="checkbox"/>	<input type="checkbox"/>	(g) License/registration posted.

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<input type="checkbox"/>	<input type="checkbox"/>	(h) Report to the department, within 7 working days and changes in the household composition or any:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Arrests or convictions.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Involvement in substantiated abuse or neglect of children.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Court-supervised parole or probation.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Been admitted to, or released from, a correctional facility, or hospital, institution, or facility for the treatment of an emotional, mental, or substance abuse problem.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Provide a written statement verifying a person's personal fitness to care for, or to be associated with, children for any person who lives in a home or who cares for children and who has been treated for an emotional, mental, or substance abuse problem during the last 2 years.
<input type="checkbox"/>	<input type="checkbox"/>	(j) Immediately report to children's protective services any suspected child abuse or neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Caregiver shall assure that a child is released only to persons authorized by the parent.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Caregiver shall permit parents to visit anytime during hours of operations.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Caregiver shall cooperate with the department in connection with any inspection or investigation including:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Provide access to the assistant caregivers, records, and materials.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Information provided shall be accurate and truthful.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Caregiver shall assure that all assistant caregivers are of good moral character and be suitable to assure the welfare of children.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Caregiver shall have present at all times 1 person who can accurately comprehend:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Child care home rules, 1973 PA 116, and other licensing division communications.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Child information cards.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Written directions about the child's care.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Labels that can impact a child's welling being.

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<input type="checkbox"/>	<input type="checkbox"/>	(e) Written medical directions for any child.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Emergency procedures.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Criminal history and protective service background checks authorized.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Smoking does not occur in the child care home and on the premises while children are in care and a no smoking notice is posted on the premises.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Notify parents if smoking occurs in the child care home and on the premises when children are not in care.
R 400.1904 Assistant caregivers.		
(1) Assistant caregiver shall:		
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be 14 years of age or older.
<input type="checkbox"/>	<input type="checkbox"/>	(b) An assistant caregiver under 18 years shall work under the supervision an adult assistant caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Have infant/child/adult CPR, first aid and blood-borne pathogen training within 90 days of hire.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Be of responsible character, suitable, and able to meet the needs of children and provide for their care, supervision, and protection.
<input type="checkbox"/>	<input type="checkbox"/>	(2) An adult assistant caregiver may substitute for the caregiver in accordance with R 400.1903(1)(c).
R 400.1905 Training.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) The caregiver shall complete 10 clock hours of training each year, not including CPR, first aid and blood-borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Each assistant caregiver shall complete 5 clock hours of training each year not including CPR, first aid and blood-borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Assistant caregivers shall have training in safe sleep practices (sudden infant death syndrome) and shaken baby syndrome prior to caring for children.
<input type="checkbox"/>	<input type="checkbox"/>	(4) By June 3, 2010, current caregivers and assistant caregivers must have completed blood-borne pathogen training.
(5) Training hours may include:		
<input type="checkbox"/>	<input type="checkbox"/>	(a) Sessions offered by community groups, faith-based organizations, and child care home associations.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Training offered by early childhood organizations.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Workshops and courses school districts, colleges, and universities.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Online courses.

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<input type="checkbox"/>	<input type="checkbox"/>	(6) Verification of participation shall be kept on file.
		(7) Infant, child, and adult CPR and first aid training shall be:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Each year for CPR.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Every 36 months for first aid.
R 400.1906 Records of caregiving staff and child care home family; record maintenance.		
(1) Caregiver shall maintain a file for each assistant caregiver:		
<input type="checkbox"/>	<input type="checkbox"/>	(a) Name, address, and telephone number.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A statement signed by a licensed physician.
<input type="checkbox"/>	<input type="checkbox"/>	(i) For the caregiver, within 1 year before issuance and at the time of subsequent renewals.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) For the assistant caregivers, within 1 year prior to caring for children and at the time of subsequent renewals.
(c) Written evidence of freedom from TB:		
<input type="checkbox"/>	<input type="checkbox"/>	(i) For the caregiver, before issuance.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) For the assistant caregivers, prior to caring for children.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Training records, as defined in R 400.1905(5).
(e) A statement signed by each assistant caregiver that he or she has not been convicted of either of the following:		
<input type="checkbox"/>	<input type="checkbox"/>	(i) Child abuse or child neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Documentation from the department of human services that the assistant caregiver has not been involved in substantiated child abuse or neglect.
(g) A written statement signed and dated by the assistant caregiver at the time of hiring indicating all of the following information:		
<input type="checkbox"/>	<input type="checkbox"/>	(i) The individual is aware that abuse and neglect of children is unlawful.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) The individual has received a copy of the discipline policy.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Family members 14 years of age or older shall have written evidence of freedom from TB.

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<input type="checkbox"/>	<input type="checkbox"/>	(3) If immunizations have not been give or completed for minors in the home, the caregiver shall inform the parent of each child in care and all assistant caregivers.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The records in this rule shall be retained for at least 4 years.
R 400.1907 Children's records.		
		(1) Prior to initial attendance:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A completed child information card.
		(b) A child in care statement/receipt certifying:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Receipt of a written discipline policy.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Condition of the child's health.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Receipt of a copy of the rules.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Agreement as to who will provide food for the child.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Acknowledgement that the assistant caregiver is 14 to 17 years of age, is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) Acknowledgement if fire arms are on the premises, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	(vii) Notice of potential presence of lead-based paint if home built before 1978.
		(c) Documentation that immunizations and boosters:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Have been completed.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Are in progress.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Are not being administered due to religious, medical, or other reasons.
<input type="checkbox"/>	<input type="checkbox"/>	(d) If a parent objects to emergency medical treatment on religious grounds, the parent shall provide a signed statement that he or she assumes responsibility for all emergency care.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Records in subrule (1) of this rule shall be reviewed and updated annually or when information changes.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Dated daily attendance records of children in care shall be maintained.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Children's records required by the department shall be accessible.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The records in this rule shall be retained for at least 4 years
R 400.1908 Capacity.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) The family child care home capacity is 6 unrelated children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The group child care home capacity is 12 unrelated children.

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R 400.1909 Concurrent licensing.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) The caregiver who is concurrently licensed as a children's foster home provider shall inform parents.
		(2) The caregiver who provides both child care and foster care shall not care for more than 8 children, including all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Children who are under 17 years of age and who are related to the caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The capacity of foster children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) All other children who are cared for.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The caregiver shall notify the department when applying for a foster care license.
R 400.1910 Ratio of caregiving staff to children.		
		(1) The ratio shall be not less than 1 caregiving staff person to 6 children. The ratio shall include all unrelated children in care and any of the following children who are less than 7 years of age:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Children of the caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Children of the assistant caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Children related to any member of the child care home family by blood, marriage, or adoption.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Not more than 4 children under the age of 30 months, with not more than 2 of the 4 children under the age of 18 months.
		Enrolled: Related under 7 yrs.:
		Children present: Children under 30 mos.:
		Caregivers present: Children under 18 mos.:
R 400.1911 Supervision.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Caregiver shall assure appropriate care and supervision of children at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Adult caregiver present in the home when children are in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Up and awake at all times when children are in care.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Know the location of each child at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Never leave a child unattended or with a minor in a vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Directly supervise children who are engaged in water activities or are near collections or bodies of water.
R 400.1912 Infant supervision and sleeping.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Infants placed on their backs for resting and sleeping.

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<input type="checkbox"/>	<input type="checkbox"/>	(2) Infants unable to roll from their stomachs to their backs, when found facedown, shall be placed on their backs.
<input type="checkbox"/>	<input type="checkbox"/>	(3) If infants can easily turn over from their backs to their stomachs, then they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleeping.
<input type="checkbox"/>	<input type="checkbox"/>	(4) For an infant who cannot rest or sleep on her/his back due to disability or illness, the caregiver shall have written instructions, signed by a physician.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Maintain supervision and monitor infants' breathing, sleep position, bedding, and possible signs of distress.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Video surveillance equipment and baby monitors not used in place of subrule (5).
R 400.1913 Discipline and child handling.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Written policy regarding discipline.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Developmentally appropriate, positive methods of discipline are used.
R 400.1914 Daily activity program.		
		(1) Caregivers shall engage in positive interactions with children.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Nurturing contact throughout the day.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Promptly responding to a child's cries and other signs of distress.
		(2) Daily activities:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Active and quiet play, group, and individual activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Develop and use language.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Develop and use large and small muscles.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Encourage creativity.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Learn new ideas and skills.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Participate in imaginative play.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Rest or sleep, or both.
		(3) Daily:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Active and quiet play, group, and individual activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Indoor and outdoor play.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Early language and literacy experiences accumulating for not less than 30 minutes.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Television, video tapes, movies, electronic devices, and computers shall be limited to not more than 2 hours per day. Other activities shall be available to children during television/movie viewing.

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<input type="checkbox"/>	<input type="checkbox"/>	(5) Programs/movies with violent/adult content not permitted.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Use of television, video tapes, movies, electronic devices and computers be suitable to the age of the child in terms of content and length of use.
<input type="checkbox"/>	<input type="checkbox"/>	(7) For children with special needs, work with the parents, medical personnel, and/or other relevant professionals.
R 400.1915 Indoor space: play equipment and materials.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) 35 square feet per child.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Space must receive prior approval by the department.
<input type="checkbox"/>	<input type="checkbox"/>	(3)(a) A variety and number of easily accessible activity choices.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Materials and equipment kept clean and free of hazards.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Play equipment soiled by secretion or excretion cleaned with soap and water, rinsed and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Caregiver shall not use any equipment recalled or identified by the U.S. Consumer Product Safety Commission as being hazardous and shall post an updated copy of the list of unsafe children's products.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Children protected from materials that could present a choking hazard.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Trampolines shall not be used indoors.
R 400.1916 Bedding and sleeping equipment.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Bedding and sleeping equipment in accordance with U.S. Consumer Product Safety Commission standards.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Bedding and sleeping equipment cleaned and sanitized before being used by another person.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Bedding washed when soiled or weekly.
<input type="checkbox"/>	<input type="checkbox"/>	(4) All cribs or porta-cribs shall be equipped with a firm, tight-fitting mattress with a waterproof, washable covering.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Infants rest or sleep alone. A crib shall have all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A firm, tight-fitting mattress.
<input type="checkbox"/>	<input type="checkbox"/>	(b) No loose, missing, or broken hardware or slats.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Not more than 2 3/8" between the slats.
<input type="checkbox"/>	<input type="checkbox"/>	(d) No corner posts over 1/16" high.
<input type="checkbox"/>	<input type="checkbox"/>	(e) No cutout designs in the headboard or footboard.

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<input type="checkbox"/>	<input type="checkbox"/>	(f) A tightly fitted bottom sheet with no additional padding placed between the sheet and mattress.
<input type="checkbox"/>	<input type="checkbox"/>	(6) An infant's head uncovered during sleep.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters, pillows not be with or under infant.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Blankets not draped over cribs or porta-cribs.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Children 12 to 24 months of age rest or sleep alone in an approved crib, porta-crib, or on a cot or mat.
<input type="checkbox"/>	<input type="checkbox"/>	(10) Infant car seats, infant seats, infant swings, bassinets, highchairs, waterbeds, adult beds, soft mattresses, sofas, beanbags, or other soft surfaces are not approved sleeping equipment for children 24 months of age or younger.
<input type="checkbox"/>	<input type="checkbox"/>	(11) Children 24 months or younger who fall asleep in a space that is not approved for sleeping shall be moved to approved sleeping equipment appropriate for their size and age.
<input type="checkbox"/>	<input type="checkbox"/>	(12) Children over 24 months of age shall have an individual, age appropriate, clean, comfortable and safe place to sleep or rest.
<input type="checkbox"/>	<input type="checkbox"/>	(13) If nighttime care is provided, children sleep in age appropriate cribs and beds.
R 400.1917 Telephone.		
<input type="checkbox"/>	<input type="checkbox"/>	A telephone available, operable, and accessible during child care hours.
R 400.1918 Medication; administrative procedures.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Medication given to a child by adult caregiving staff.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Medication given or applied only with prior written permission.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Medication shall be in the original container, stored according to instructions, and clearly labeled for a named child.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Prescription medication shall have the pharmacy label and shall be given in accordance with those instructions.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Medication shall be kept out of the reach of children and returned to the child's parent when the parent determines it is no longer needed or when it has expired.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Adult caregiving staff give or apply medication according to the directions unless otherwise authorized by a written order of the child's physician.

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<input type="checkbox"/>	<input type="checkbox"/>	(7) A record of the date, time, and the amount of all medication given maintained.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Topical nonprescriptions medication are exempt from subrule (7).
<input type="checkbox"/>	<input type="checkbox"/>	(9) Records retained for a minimum of 4 years.
R 400.1919 Communicable disease.		
<input type="checkbox"/>	<input type="checkbox"/>	A person who lives in a home or cares for children who has a communicable disease shall not come into contact with children.
R 400.1920 Outdoor play area and equipment.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Clean, safe and hazard free outdoor play area.
		(2) The play area size shall be the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Not less than 400 square feet for a family child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Not less than 600 square feet for a group child care home.
		(3) Adequate and varied supply of outdoor play equipment:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Appropriate to the needs and interests of children.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Appropriate to the number of children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Safe and in good repair.
		(4) The outdoor play area and equipment shall be organized:
<input type="checkbox"/>	<input type="checkbox"/>	(a) To separate active and quiet activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) For a clear and unobstructed view of the whole play area.
<input type="checkbox"/>	<input type="checkbox"/>	(c) To assure that there are safe distances between equipment.
		(5) Play equipment with a designated play surface above 30 inches shall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Not be placed over concrete, asphalt, or a similar surface, such as hard-packed dirt or grass.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Be safe, in good repair, and age-appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Be at least 6 feet from the perimeter of other play structures.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Trampolines shall not be used outdoors.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Children not be permitted to ride all terrain vehicles, motor bikes, go-carts, recreational and other motorized vehicles.

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		R 400.1921 Water hazards and water activities.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Barriers to prevent children from gaining access to any swimming pool, drainage ditch, well, natural or constructed pond or other body of open water located on or adjacent to the property.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Hot tubs and spa pools not used when children are in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Hot tubs and spa pools inaccessible and have a locked hard cover.
		(4) Wading pools:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Clean and free of debris.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Emptied and cleaned after each play period or immediately when they become dirty or contaminated.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Remain empty when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Pool or body of water is clean, safe, and sanitary, and the children appropriately and adequately supervised.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Public swimming areas used only if a lifeguard is present.
<input type="checkbox"/>	<input type="checkbox"/>	(7) If 1 group in the water and 1 group out of the water, caregiving staff/child ratios in R 400.1910 maintained, with the exception that the in-the-water caregiving staff/child ratio for children under 3 years of age be 1-to-1.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Rescue equipment readily accessible.
<input type="checkbox"/>	<input type="checkbox"/>	(9) A working telephone immediately accessible in the area.
		(10) Written permission:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Before each outdoor water activity off the premises.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Seasonally for water activities occurring on the premises.
<input type="checkbox"/>	<input type="checkbox"/>	(11) The plan in R 400.1945 includes water emergencies.
		R 400.1922 Nighttime care.
<input type="checkbox"/>	<input type="checkbox"/>	(1) In a home where children are in care between the hours of midnight and 6 a.m., not more than 2 adjoining floor levels shall be used at any 1 time to sleep children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) If the caregiving staff and children in care are sleeping, then at least 1 caregiving staff shall be on the same floor level as the sleeping children.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Homes shall not use a third or higher floor as a resting or sleeping area for children in care unless there are 2 stairways to ground level.

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		R 400.1923 Diapering and toilet training.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Diapering occurs in a designated changing area.
		(2) The designated changing area shall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be used exclusively for changing diapers or underwear.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Be located away from food preparation and meal service areas.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Have access to a hand washing sink not used for food prep.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Have a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Be cleaned and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Have supplies within easy reach.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Have a plastic-lined, tightly covered container that shall be emptied and sanitized each day.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Diapers or training pants changed when wet or soiled.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Only single use disposable wipes or other single use cleaning cloths used during the diapering or toileting process.
<input type="checkbox"/>	<input type="checkbox"/>	(5) If provided by the parent, soiled diapers/training pants placed in an individual, securely tied plastic bag and returned to the parent at the end of the day.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Toilet learning shall be planned cooperatively.
		(7) If toilet learning equipment used:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Easily cleaned and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Potty chairs emptied, rinsed, and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	(8) If disposable gloves are used, they shall only be used once and removed and disposed of immediately after each diaper change.
		R 400.1924 Hand washing.
		(1) Caregiving staff shall wash their hands appropriately:
		(a) Before and after:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Preparing and serving food, eating, and feeding.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Giving medication.
		(b) After:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Diapering.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Using the toilet or helping a child use the toilet.

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<input type="checkbox"/>	<input type="checkbox"/>	(iii) Handling bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Handling animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Cleaning or handling garbage.
		(2) Children wash their hands:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Before and after meals, snacks, or food preparation.
<input type="checkbox"/>	<input type="checkbox"/>	(b) After toileting or diapering.
<input type="checkbox"/>	<input type="checkbox"/>	(c) After contact with any bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(d) After playing in sand or water.
<input type="checkbox"/>	<input type="checkbox"/>	(e) After handling animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	(f) When soiled
<input type="checkbox"/>	<input type="checkbox"/>	(3) Hand sanitizers and wipes may be used as a temporary measure during outings, such as field trips and outdoor activities, until soap and running water are available.
R 400.1931 Food preparation and service.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Each child provided with nutritional and sufficient food, unless parents provide the food.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Children offered food at intervals as individually appropriate, not to exceed more than 4 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Drinking water available at all times.
		(4) Food prepared, served, and stored in a safe and sanitary manner. All of the following apply:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Food served to children individually or family style shall be discarded at the end of the meal if not eaten.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Prepared food not served to individuals or placed in family-style containers promptly covered after preparation and stored.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Children under 3 years not served or allowed to eat foods that may easily cause choking.
<input type="checkbox"/>	<input type="checkbox"/>	(5) If a parent provides the food, the caregiver shall have a written agreement from the parent and shall be responsible for providing food if the parent does not.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Food brought by parents shall be labeled with the child's name and, if perishable, shall be refrigerated.
<input type="checkbox"/>	<input type="checkbox"/>	(7) If home canned foods are served, parents shall be informed.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Unpasteurized products shall not be used.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Children encouraged to taste new foods.
<input type="checkbox"/>	<input type="checkbox"/>	(10) Bottles used for feeding shall be labeled with the child's name and date, and refrigerated.

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<input type="checkbox"/>	<input type="checkbox"/>	(11) The contents of a bottle that has been used for feeding for a period that exceeds 1 hour, or has been unrefrigerated for 1 hour or more shall be discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(12) Children shall not have beverage containers in bed or while walking around or playing. Propping of bottles prohibited.
R 400.1932 Home maintenance and safety.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Structure, premises, furnishings in good repair and maintained in a clean, safe, and comfortable condition.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Dangerous and hazardous materials stored securely and out of the reach of children.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Steps, stairs, porches, and elevated protected to prevent falls and free of ice/snow accumulation.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Three or more steps, or a total rise of 24 inches or more, require a handrail.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Parents notified before pesticide/fertilizer treatments.
<input type="checkbox"/>	<input type="checkbox"/>	(6) No flaking or deteriorating paint on surfaces, equipment, and toys accessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	(7) If home built prior to 1978, written notification to parents and assistant caregivers prior to remodeling, renovating or re-painting that could disturb lead-based paint or produce lead dust.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Open-flame devices and candles not used except for birthdays and religious celebrations.
R 400.1933 Water supply; sewage disposal; water temperature.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Water supply from an approved source.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Sewage disposed of through a public system or in a manner approved by the environmental health authority.
<input type="checkbox"/>	<input type="checkbox"/>	(3) One flush toilet and 1 handwashing sink with hot and cold running water.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Hot water temperature shall not exceed 120° F at faucets accessible to children.
R400.1934 Heating; ventilation; lighting.		
		(1) Rooms used by children have adequate ventilation and be maintained at a safe and comfortable temperature.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Temperature not less than 65° F, 2 feet above the floor.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Measures shall be taken to cool children when the temperature exceeds 82° F.

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<input type="checkbox"/>	<input type="checkbox"/>	(2) Windows/doors used for ventilation screened and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	(3) CO ₂ detector on all levels approved for child care.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Lowest level of the child care home have levels of radon not to exceed 4 picocuries/liter of air. Documentation kept on file in the home.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Child use areas have adequate natural and/or artificial lighting.
R 400.1935 Firearms.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) All firearms unloaded, properly stored and inaccessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Ammunition stored in a separate locked location.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Firearms not be traded or sold on the premises while child care children are present.
R 400.1936 Animals and pets.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Parents notified of animals and pets in the home.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Animals and pets that are potentially aggressive or in poor health separated from children in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Children supervised and removed immediately if the animal shows signs of distress or child shows signs of treating the animal inappropriately.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Animals and pets not allowed in food preparation and eating areas during meal or snack time.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Litter boxes, pet food and dishes, and pet toys shall be inaccessible to children.
R 400.1941 Heat-producing equipment.		
		(1) All flame-producing and heat-producing equipment maintained in a safe condition and shielded to protect against burns:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A furnace.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A water heater.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A fireplace.
<input type="checkbox"/>	<input type="checkbox"/>	(d) A radiator and pipes.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Wood burning equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Combustibles not be stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Portable heating devices not be used.
		(4) Furnaces and fuel-fired water heaters inspected by:

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<input type="checkbox"/>	<input type="checkbox"/>	(a) A licensed heating contractor for a fuel-fired furnace.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A mechanical inspector for the local jurisdiction or licensed mechanical inspector for a wood stove or other solid fuel appliance.
<input type="checkbox"/>	<input type="checkbox"/>	(5) For group homes, the inspection conducted at license renewal.
<input type="checkbox"/>	<input type="checkbox"/>	(6) For family homes, the inspection conducted at renewal.
R 400.1942 Electrical service; maintenance.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Electrical service maintained in a safe condition. An electrical inspection may be required.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Electrical outlets, including outlets on multiple outlet devices, accessible to children shall have safety covers.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Electrical cords arranged so they are not hazards.
R 400.1943 Exit and escape requirements for each floor level used by children.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) At least 2 remotely located exits for every floor occupied by children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) At least 1 exit from each floor provides a direct, safe means of travel to the outside at ground level.
		(3) A window may be used as a second exit if it:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Is accessible to children and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Is clearly identified.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Can be readily opened.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Large enough for evacuation of children and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(4) When children occupy a level of a home that is above the second floor, conditions of rule are met.
<input type="checkbox"/>	<input type="checkbox"/>	(5) All exits unobstructed and accessible at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Means of egress adequately lit at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Doors located in path of escape must be readily openable without the use of a key or special knowledge. Double cylinder locks, key-operated locks not allowed.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Interior door hardware shall be designed to allow opening from the outside.

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<input type="checkbox"/>	<input type="checkbox"/>	(9) Closet door latches open from inside the closet.
<input type="checkbox"/>	<input type="checkbox"/>	(10) A room or space accessible only by ladder or folding stairway not used.
<input type="checkbox"/>	<input type="checkbox"/>	(11) Only steps and platforms shall be used to access a basement window exit and permanently secured to the wall or floor. Ladders shall not be used.
		(12) Emergency escape window required by basements approved after January 1, 2006.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Total unobstructed window area for egress is at least 5 square feet.
<input type="checkbox"/>	<input type="checkbox"/>	(i) The unobstructed opening shall be at least 20 inches wide.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) The unobstructed opening shall be at least 24 inches high.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The bottom of the opening shall be 44 inches, or less, above the floor.
<input type="checkbox"/>	<input type="checkbox"/>	(c) If the sill height is below grade, it shall open into a window well with at least 9 square feet of area, 3 feet in length and width. The area of the window well allows the emergency escape window to fully open. If the well depth is over 44 inches, it shall have permanently affixed steps.
R 400.1944 Smoke detectors: fire extinguishers.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Operable smoke detectors installed and maintained on each floor, including the basement, and all sleeping areas/bedrooms.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Heat detectors may be utilized in kitchens.
<input type="checkbox"/>	<input type="checkbox"/>	(3) At least 1 fire extinguisher, 2A-10BC or larger, mounted not higher than 5 feet from the floor, on each floor level approved for child use.
R 400.1945 Fire; tornado; serious accident and injury plans.		
		(1) Written plan established and posted for:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Fire evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Tornado watches and warnings.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Serious accident or injury.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Water emergencies, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Inform each assistant caregiver and emergency person of the evacuation plan and individual duties and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Fire drills practiced at least once a month and a written record be maintained.

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<input type="checkbox"/>	<input type="checkbox"/>	(4) Tornado drills practiced once a month, April to October, and a written record maintained.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Smoke detectors used as the alarm for fire drills.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Records retained for a minimum of 4 years.
R 400.1951 Transportation.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Vehicles used to transport children in care maintained in a good safe working condition.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Assure that any driver be an adult, have a valid driver's license, valid vehicle registration and proof of current no fault insurance.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Notify the parents when drivers other than caregiving staff are used to transport children.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Child passenger restraint devices and safety belts installed, anchored, and used according to the manufacturer's specifications and maintained in a safe working condition.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The transportation of children conducted in accordance with state law.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Each child shall remain seated and properly restrained.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Drivers provided with a copy of the child information card for children being transported in their vehicles.
		(8) Each vehicle shall carry a first aid kit. The first aid kit, excluding antiseptics and ointments, shall include:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Adhesive tape.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Bandages (assorted sizes).
<input type="checkbox"/>	<input type="checkbox"/>	(c) Cold pack.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Disposable gloves.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Gauze pads and roller gauze (assorted sizes).
<input type="checkbox"/>	<input type="checkbox"/>	(f) Hand sanitizer.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Plastic bags.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Scissors and tweezers.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Triangular bandage.
R 400.1952 Parent permission and notification required; child information cars when off- premises.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Routine transportation means regularly scheduled travel on the same day, at the same time, to the same destination.

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<input type="checkbox"/>	<input type="checkbox"/>	(2) Obtain and keep on file written permission from a child's parent before each time a child is transported in a vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	(3) For routine transportation, written parent permission given at least annually.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Obtain written permission at initial enrollment of a child to go on field trips not involving a vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	(5) A copy of child information cards and a first aid kit when children leave the premises.
R 400.1961 Parent notification of incidents, accidents, illness, or disease required; isolation; sanitation.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Caregiving staff promptly report to parent incidents, accidents, suspected illness.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Caregiving staff notify a parent of a child who is exposed to a communicable disease.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Caregiving staff shall isolate a child who is too ill to remain in the group.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Bedding, toys, utensils, toilets, and lavatories used by an ill individual shall be appropriately cleaned and sanitized.
R 400.1962 Department notification of injury, accident, illness, death, or fire.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Make a verbal report to the department within 24 hours of a serious injury, accident, illness, or medical condition.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Submit a written report within 72 hours of incident.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The caregiver shall report to the department within 24 hours after the occurrence of a fire in the registered or licensed home which results in the loss of property or personal injury.

Instructions for use:

1. Use to make notes and observations during the inspection.
2. **Verbally discuss** cited rule violations with the licensee/designee at the exit conference.
3. Discard once this information has been included in the appropriate report.