

# CHILD CARE CENTER RECORD REQUIREMENTS

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

Date	License Number
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## REQUIRED STAFF RECORDS

- Program Director credentials; live scan fingerprinting – 5103(3)(4), 5302(3)(4), MCL 722.115c
- Lead Caregiver credentials – 5103a(5)  
Infant/Toddler Leads at least 3 credits/4.5 CEUs infant/toddler training – 5103a(6)
- School-age Program Director credentials – 5302(3)(4)
- School-age Site Supervisor credentials – 5307
- Internet Criminal History Access Tool results all staff before hire – 5102(2)(b), MCL 722.115b
- DHS Central Registry check for all staff and volunteers before contact with children – 5104(3), 5104a(2), MCL 722.119
- Criminal history clearance results or self-certifying statement for unsupervised volunteers – 5104a(1), MCL 722.119
- Written statement signed by all staff confirming notification of center's children's protective services policy and requirements of the Child Protection Law – 5102(2)(e)
- CPR (annually) and first aid (every 3 years) training. Program directors – 5103(2)(c), 5302(2)(c); site supervisors – 5307(2)(e); lead caregivers – 5103a(4)(c); other staff as needed – 5102a(1) (always one on duty); MCL 722.112a
- Blood-borne pathogen training (within 1 year for current staff; 6 months for new hires) – 5102a(2), (3)
- Documentation of 12 clock hours of annual training – 5102a(4), 5102a(7), 5103(2)(d), 5302(2)(d), 5307(3)
- Documentation of Safe Sleep and Shaken Baby Syndrome training for infant/toddler caregivers – 5102a(6)

- Medical report and TB test on all staff before hire and volunteers with contact at least 4 hours per week for more than 2 consecutive weeks – 5104b(1), (2)
- Copy of staff driving record and copy of valid operator's license with appropriate endorsement for all non-volunteer drivers – 5610(2)

## REQUIRED CHILD RECORDS

- Completed Child Information Record, updated annually or when information changes – 5111(1), (2)
- Certificate of immunizations – 5111(3)(a) or waiver addressed to DCH – 5111(3)(b) at initial attendance, update after 4 months – 5111(4)
- Within 30 days of attendance, a physical done within last 3 months for infants/young toddlers – 5111(5)(a) or within last year for older toddlers/preschool – 5111(5)(b) or annual statement of good health if religious objector – 5111(7):
  - Updated yearly for infants/young toddler – 5111(6)(a)
  - Updated every two years for older toddlers and preschoolers – 5111(6)(b)
- Parent signed statement that school age child is in good health, is up to date on immunizations with record on file at school, updated annually – 5305(1)
- Written permission by parent for field trip participation at time of enrollment or before each field trip – 5111(9) or notification before each field trip – 5111(10)
- Prior written permission for medication – 5113b(2)
- Annual written parent permission for topical, nonprescription medications (sunscreens, insect repellents, diaper ointment) – 5113b(7)
- Signed parental permission for a child 33-36 months old to be enrolled in 3 year old classroom – 5201a(2)(c)

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- Written permission from infant's physician when an alternate sleeping position is necessary – 5204a(4)
- Daily record for Infants birth – 12 months that includes:
  - Food intake info
  - Sleeping patterns
  - Elimination patterns
  - Developmental milestones
  - Changes in child's usual behavior – 5206
- Annual written parental permission for routine transportation, if applicable – 5615
- Written parent permission to swim, if applicable – 5502(1)
- Parental waiver for school age/school playground use – 5117(14)
- Parent provide food agreement – 5205a(1)

## REQUIRED CENTER RECORDS

- Written staff/volunteer screening policy – 5102(2)(c)
- Written policy regarding supervision of volunteers – 5104a(3), MCL 722.119
- Written plan to assure compliance with the Child Protection Law – 5102(2)(d)
- Written ongoing staff training plan – 5102(3)
- Written discipline policy – 5107(4)
- Updated equipment inventory at renewal – 5108(5)
- Daily Attendance, with child's first and last names, arrival and departure times – 5111(8)
- Serious accident/injury report when a child receives emergency medical treatment – 5111a(2)

- Written health care plan for all centers including:
  - Health policies and procedures,
  - Hand washing, bodily fluids handling,
  - Cleaning and sanitizing,
  - Controlling infection and universal precautions,
  - Health related resources – 5111b
- Fire drills practiced quarterly – 5113a(3); 2 Tornado drills practiced Apr-Oct – 5113a(4); Log of drills – 5113a(6)
- Record of medication administration, including signature of caregiver administering the medication – 5113b(8)
- Written information packet to parents including:
  - Admission/withdrawal criteria
  - Schedule of operation
  - Fees
  - Discipline
  - Nutrition/food service policy
  - Program philosophy; daily schedule
  - Health care plan – 5114(1)
- Floor plan of child use areas – 5116(4)
- Alternative outdoor play area specified to department in writing – 5117(4)(c)
- Documentation that outdoor play equipment complies with guidelines in 1997 Handbook for Public Playground Safety – 5117(7)
- Documentation of primary care assignments – 5202a(5)
- Documentation of weekly site visits by School-age Multi-site Program Director – 5306(2)

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- Annual motor vehicle inspection – 5603(5), 5630(6)(b); 11 passenger – 5603(6); school bus – 5604(2)
- Certification that vehicle is in compliance with Michigan vehicle safety code – 5603(7)
- Vehicle insurance and registration – 5610(1)(d)
- Self-certifying statement for volunteer drivers – 5610(b)
- Fire Inspection before original issuance and every 4 years thereafter at renewal – 5805(4)
- Inspection of fuel-fired furnace and water heater every 2 years at renewal – 5805(6)(7); Boiler inspection current – 5805(5)
- Documentation of inspection or service of fire extinguishers – 5845(3)
- Lead hazard risk assessment for newly licensed centers located in buildings built before 1978 – 5940(8)
- Integrated pest management program – 5940(9)
- Crisis management plan – 5113a(1)(d)
- Environmental health inspection for all centers at original issuance and for programs with food service and private well and/or septic at renewal – MCL 722.113, 722.120

- Licensing notebook, including all licensing inspection and special investigation reports and related corrective action plans – MCL 722.113(g)

## REQUIRED POSTINGS

- License – 5102(4)(a)
- Copy of current rules – 5102(4)(b)
- Statement that criminal history checks are completed on employees – 5102(4)(c)
- Daily activity guide for each age group – 5106(5)
- Dated menus (with substitutions noted) – 5110(5)
- Emergency procedures and evacuation plans; Fire, tornado and serious accident, illness or injury – 5113a(1)(5)
- Crisis management plan (does not have to be in a public area) – 5113a(1)(5)
- Emergency numbers by telephone – 5115(3)
- Guidelines for diapering and hand washing posted in diapering area – 5209(7)
- Exit signs posted at all exterior exits – 5820(11)
- Guidelines for hand washing posted in food prep areas and in toilet rooms – 5902c(2)
- List of CPSC recalled products provided by the department (in MCCM) – 722.1065

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