

 Bureau of Children & Adult Licensing  
Child Care Licensing Division

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## Child Care Center Orientation

1

 Child Care Center Inspections

- Original
- Renewal
- Interim
- Special Investigation

2

 License Types & Disciplinary Actions

- Original Provisional
  - Effective for 6 months
- Regular
  - Effective for 2 years
- Disciplinary Actions
  - 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Provisional
    - Effective for 6 months
  - Revocation
  - Summary Suspension

3

 Laws and Rules that Apply to Child Care Centers

- Child Care Organizations Act (1973 PA 116)
- Licensing Rules for Child Care Centers
- Other Laws:
  - Child Protection Law
  - Michigan Vehicle Code
  - Natural Resources and Environmental Protection Act (NREPA) - Pesticide Management
  - American with Disabilities Act
  - Children's Product Safety Act
  - Public Health Code



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 Children's Protective Services Requirements

Child Protection Law (1975 PA 238)

- Child care providers, including all employees and volunteers of a center, are mandated reporters.
- If reasonable cause to suspect child abuse or neglect – it **MUST** be reported.
  - Immediate oral report by calling (855) 444-3911.
  - Written report within 72 hours after the oral report using the form DHS-3200.
- Resources at:  
[www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter).



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 Children's Protective Services Requirements 8125 (11)-(12)

The licensee must have a:

- Written plan to assure compliance with the mandated reporting requirement of the Child Protection Law.
- Statement signed by each staff **and volunteer** that she/he:
  - Knows child abuse and neglect is against the law.
  - Has been informed of the center's policies on child abuse and neglect.
  - Knows ALL staff **and volunteers** **MUST** immediately contact Children's Protective Services when child abuse/neglect is suspected and follow-up in writing in 72 hours.

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# Child Care Center Rules Orientation

8740(1)-(2)

 Michigan Vehicle Code (1949 PA 300)  
MCL 257.710d and 257.710e

- Requirements for use of child restraint devices, e.g., car seats/booster seats/seat belts.
- **Child restraint devices are not required for children transported on a school bus, a multifunction school activity bus or any vehicle designed to carry 16 or more passengers, including the driver.**
- Resources at [www.michigansafekids.org](http://www.michigansafekids.org).

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8380(9)

 NRPEA - Pesticide Management (1994 PA 451)  
MCL 324.8316

- Integrated Pest Management program must be developed and implemented when pesticide application will occur on the premises.
  - Requires annual parent notification that pesticide application occurs. **Annual notice must be sent in September.**
  - Advance notice prior to each application of pesticides.
  - Indoor application only when rooms will be unoccupied for at least 4 hours.

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 American with Disabilities Act

Americans with Disabilities Act

- Prevents discrimination and exclusion from programs.
- Requires programs to make reasonable modifications that don't cause a fundamental alteration.
- Requires programs to offer services for effective communication that don't cause an undue burden.
- Requires buildings be readily achievable or fully accessible.
- Resources at [www.ada.gov](http://www.ada.gov).

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8173(1)-(2)

 Children's Product Safety Act

Children's Product Safety Act (219 PA 2000)

- Prohibits use of recalled and unsafe children's products.
- Requires list of recalled and unsafe products to be posted.
- MCCM has list available at [www.michigan.gov/mccmatters](http://www.michigan.gov/mccmatters).
- Resources at [www.cpsc.gov](http://www.cpsc.gov).

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8110(1)(e)

 Child Care Organizations Act (1973 PA 116)  
MCL 722.115e – Reportable Offenses

- Licensee must report to the department within 3 business days after being arraigned on a "reportable" offense.
- An employee of a center must report to the center within 3 business days after being arraigned on a "reportable" offense (BCAL-1486 can be used).
- Arraigned means going to court and having to plead "guilty" or "not guilty" to a criminal charge.
- When in doubt, notify your consultant.



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8110(1)(c)

 Child Care Organizations Act (1973 PA 116)  
MCL 722.115c – Fingerprints



- Fingerprinting required for licensee, licensee designee and all program directors.
- New fingerprint scans are not required at renewal.

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# Child Care Center Rules Orientation

 **Child Care Organizations Act (1973 PA 116)**  
**MCL 722.113f – “High Risk” Investigation**

- Notification to parents when there is a “high risk” investigation (child abuse or neglect allegations).
- DHS (CPS) will provide you with written notification that you can share with parents.
- Licensing will verify that parents were notified.

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 **Licensing Rules for Child Care Centers**



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8110(3)

 **Licensee Responsibilities**

Have in a **place accessible and visible to parents:**

- Current license **and the letter extending the license beyond the expiration date, if applicable.**
- Copy of the current Licensing Rules for Child Care Centers **and any variances granted.**
- Notice stating that criminal history checks are required for employees and whether they are done on volunteers.

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8110(6)-(7)  
8179(12)

 **Licensee Responsibilities**

- Release children to anyone authorized by either parent and to either parent unless there is a court order on file at the center.
- Parents are able to visit the program for the purpose of observing their children during hours of operation.

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8110(9)

 **Licensee Responsibilities**

- Cooperate with **any state or local department/agency** in connection to inspections and investigations related to the center license.
- Assure information provided is accurate and truthful.
- Provide access to all relevant records, materials and staff.



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MCL 722.113g  
8110(4)

 **Licensing Notebook**

All centers must maintain a licensing notebook.

- It must include **all** licensing inspection reports, special investigation reports and all related corrective action plans (CAP).
- It must also include a summary sheet outlining all the reports and CAPs. The Licensing Notebook Summary Sheet (BCAL-5052) may be used.
- It must include all reports issued and CAPs developed since May 28, 2010 until the license is closed.
- The notebook must be made available for review at all times during regular business hours.

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8110(11)



## Licenses Responsibilities

All records must be retained for 2 years, except:

- The name, address and telephone number for each child enrolled and each employee for at least 2 years after they have left the center.
- Staff/volunteer health records and documentation of qualifications retained until that person has left the center.
- Licensing notebook maintained and retained until the license is closed.

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8101(c), (t) & (u)



## Definitions

- Staff – Any compensated employee of the center, including the director, caregivers, drivers, kitchen and maintenance personnel.
- Caregiver – Any person 18 years of age or older who provides direct care, education, supervision, and guidance of children.
- Volunteer – a person 16 years of age or older who is not a compensated employee of the center. A volunteer can be considered a caregiver if 18 years of age or older.



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8125(4) & (9)  
MCL 722.115d



## Staff Requirements

- Before making an offer of employment, the center must perform an ICHAT criminal history check on the person ([www.michigan.gov/ichat](http://www.michigan.gov/ichat)).
  - Criminal history results may be shared between school districts and licensing.
  - Documentation (on BCAL-5001) that fingerprints were completed on school employees can be used in lieu of ICHAT.
- If the individual has lived outside MI as an adult within the past 10 years, a criminal history check must be requested for all states of previous residence during those 10 years.



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8125(5)  
MCL 722.115d



## Staff Requirements

If ICHAT reveals any of the following, the center must not make an offer of employment to that person:

- A "listed" offense (defined 1994 PA 295, MCL 28.722).
- Child abuse or child neglect.
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

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8125(2) & (7)



## Staff Requirements

- Staff must be of responsible character and suitable to meet the needs of children.
- Provide documentation before employment that the person has not been named as a perpetrator of child abuse/neglect.
  - Central registry clearance from DHS.
  - Resource:  
[www.michigan.gov/canregistryclearance](http://www.michigan.gov/canregistryclearance).

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8125(10)



## Staff Requirements

Criminal history checks and central registry clearances for all staff and volunteers, if required, must be updated every 2 years at renewal and upon request by the department.



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8128



## Staff Requirements

Staff must have:

- Documentation of negative TB test - required only once.
  - Dated within one year before employment.
- Physical - required only once.
  - Dated 6 months before or 30 days after the start of employment.
  - **Not required for staff hired after 1/1/14.**



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8125(3)(b) & (8)



## Volunteer Requirements

- Written policy regarding supervision of volunteers, including when a volunteer cannot have unsupervised contact with children.
- Provide documentation before unsupervised contact with children that the volunteer has not been named as a perpetrator of child abuse/neglect.
  - Must have central registry clearance from DHS.
  - Resource: [www.michigan.gov/canregistryclearance](http://www.michigan.gov/canregistryclearance).

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8125(6)



## Volunteer Requirements

- Provide documentation before unsupervised contact with children that the volunteer has not been convicted of any of the following:
  - Child abuse or neglect.
  - A felony involving harm or threatened harm within the past 10 years.
  - A "listed" offense (defined 1994 PA 295, MCL 28.722).
- A self-certifying statement may be used.

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8128



## Volunteer Requirements

Volunteers who have contact with children for at least 4 hours per week for more than 2 consecutive weeks must have documentation of:

- Negative TB test - Required only once.
  - Less than 1 year old.
- Physical evaluation- required only once.
  - Less than 6 months old.
  - **Not required after 1/1/14.**

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8131



## Caregiver Professional Development

Develop a written, on-going professional development plan which includes the minimum training requirements established by:

- 8131(7) & (8) & MCL 722.112a(1) – First aid and CPR training.
- **8131(1) – Orientation.**
- 8131(3) – Blood-borne pathogen training.
- 8125(11) – Child abuse and neglect reporting procedures.
- 8161 – Emergency procedures.
- 8131(6) – Shaken baby syndrome and safe sleep.
- 8131(4) – **16** clock hours of professional development.

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8131



## Caregiver Professional Development

Develop a written, on-going professional development plan which includes training topics relevant to job responsibilities:

- Child development **and learning.**
- **Teaching and learning.**
- **Interactions and guidance.**
- Health, safety, nutrition.
- **Family and community collaboration.**
- **Program management.**
- **Observation, documentation, assessment.**
- **Professionalism.**
- Licensing rules.

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8131

## Caregiver Professional Development

- 16 clock hours of annual professional development required for all program directors and caregiving staff.
- Assessed by the calendar year.
- CPR and first aid training may count for up to 2 hours of the annual professional development hours in the year taken.
- Verification of all required training must be on file.



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8131

## Caregiver Professional Development

- Annual professional development hours may include:
  - In-service trainings.
  - Sessions offered by community groups, faith-based organizations, provider associations.
  - Workshops and courses offered by local or intermediate school districts or colleges.
  - Trainings, workshops, seminars, and conferences offered by early childhood organizations.
  - Online trainings and correspondence courses with an assessment of learning.
- The center may provide training to their caregivers.

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8131(3), (7) & (8)

## Caregiver Professional Development

- Blood-borne pathogen training required for all program directors and caregivers before unsupervised contact with children.
- All program directors, site supervisors, lead caregivers and at least 1 caregiver on duty at all times with current infant, child & adult CPR and first aid.  
\* Infant CPR not required for school-age only programs.



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8113

## All Program Directors

- "Early childhood program director" means the program director of a center serving children of all ages.
- "School-age program director" means the program director of a center serving only school-age children.
- Be present in the center:
  - Full-time for programs operating less than 6 continuous hours.
  - 50% of time children in care for programs operating more than 6 continuous hours, but at least 6 hours.
- When absent, the program director must designate a staff member to be in charge.

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8110(8) & 8113(7)

## All Program Directors

- Within 5 business days, the licensee must notify the department of the separation of a program director or central administrator and a plan for replacement of the program director or central administrator.
- A substitute program director must be appointed if a program director leaves employment or has a temporary absence that exceeds 30 consecutive workdays.

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8113(2)

## All Program Directors

- Before hiring a new program director, a center must submit the credentials of the proposed program director to the department for review and approval.
  - Complete the Licensing Record Clearance Request (BCAL-1326).
  - Submit credentials.
- The consultant will make sure person is qualified by credential review.



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8113(4)

## All Program Directors

Responsibilities:

- Develop, implement and evaluate center policies and program.
- Administer day-to-day operations, including being available to address parent, staff and child issues.
- Monitor and evaluate staff, including an annual evaluation of each staff member.



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8113

## All Program Directors

Requirements:

- At least 21 years of age.
- High school diploma or GED.
- Fingerprints.
- Education requirements approved by BCAL prior to hiring as program director.



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8113(13) & (16)

## All Program Directors

- Education must include 2 semester hours or 3 CEUs in child care administration.
- Administrative course requirement for PD not required with verification that:
  - The center has a central administrator responsible for developing, implementing and evaluating center policies, program and monitoring staff.
  - The central administrator meets the administrative course requirement.

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8113(9) & (13)

## Early Childhood Program Director

Early childhood program director must meet 1 of the following qualifications:

Education	Coursework in Early Childhood Education or Child Development	Hours of Experience
(a) Bachelor's degree or higher in early childhood education or child development		
(b) Bachelor's degree or higher in a child-related field with →	18 semester hours with →	480 hours
(c) Associate's degree in early childhood education or child development with →	18 semester hours with →	480 hours
(d) Montessori credential with →	18 semester hours with →	960 hours
(e) Valid child development associate credential with →	18 semester hours with →	960 hours
(f) 60 semester hours with →	18 semester hours with →	1920 hours

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8113

## School-Age Program Director

School-age program directors must meet 1 of the following qualifications:

Education	Coursework in Child-Related Field	Hours of Experience
(a) Bachelor's degree or higher in child related field		
(b) Associates degree in child-related field with →		480 hours
(c) Montessori credential with →	12 semester hours with →	480 hours
(d) Valid Michigan school-age/youth development credential with →	12 semester hours with →	480 hours
(e) Valid child development associate credential with →	12 semester hours with →	480 hours
(f) 60 semester hours with →	12 semester hours with →	720 hours
(g) High school diploma/GED with →	6 semester hours with →	2880 hours

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8122

## Lead Caregiver

Lead caregiver responsibilities:

- Oversee planning, implementation and evaluation of a classroom program and child assessment.
- Oversee caregiving staff for a specific group of children.
- Overall care and supervision of a group of children.



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8122



## Lead Caregiver

- At least 1 lead caregiver must be assigned to each group of children in self-contained or well-defined space.
- Lead caregiver not required for school-age children.
- Be present and providing care:
  - Full time for programs operating less than 6 continuous hours.
  - At least 6 hours a day for programs operating 6 or more continuous hours.

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8122



## Lead Caregiver

- Requirements:
  - Be at least 19 years of age.
  - High school diploma or GED.
- Infant & toddler lead caregivers must have 3 semester hours or 4.5 CEUs infant/toddler development and care practices.



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8122(6)



## Lead Caregiver

The qualifications of lead caregiver must also meet one of the following:

Education	Coursework in early childhood education, child development or child-related field	Hours of Experience
(a) Bachelor's degree or higher in early childhood education, child development or a child-related field		
(b) Associate's degree or higher in early childhood education or child development		
(c) Montessori credential with →		480 hours
(d) Valid child development associate credential with →		480 hours
(e) High school diploma/GED with →	12 semester hours with →	960 hours
(f) High school diploma/GED with →	Combination of: 12 semester hours and/or 18 CEUs to equal 180 clock hours with →	1920 hours
(g) High school diploma/GED with →	Combination of: 6 semester hours and/or 9 CEUs to equal 90 clock hours with →	3840 hours

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8122(7)



## Lead Caregiver

- Individuals hired as or promoted to lead caregiver after January 1, 2014 can **no longer** be qualified under subrule (6)(g) with a high school diploma/GED and a combination of 6 semester hours and/or 9 CEUs plus 3,840 hours of experience.
- Lead caregivers hired prior to January 2, 2014 can remain qualified under subrule (6)(g) as long as they remain employed with the same licensee.

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8122(10)



## Lead Caregiver

- The lead caregiver's qualifications are approved by the program director.
  - Note: Hours of experience must be serving the ages and developmental abilities of the children for which the lead caregiver will provide care.
- Program director must appoint a substitute for a lead caregiver **who has left employment or who has a temporary absence** that exceeds 30 consecutive workdays until the return or replacement of the lead caregiver.
- The substitute must meet the qualifications of the lead caregiver or be currently enrolled in relevant training.

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8143



## Children's Records

- Complete Child Information Record.
  - Updated when **center aware** information has changed or at least annually.
- Immunization records.
  - Immunizations must be reported to DCH for all children enrolled using the method established by DCH by October 1 of each year. **Required by the Public Health Code.**



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8143

## Children's Records

- Within 30 days of initial attendance, a physical evaluation:
  - Completed within past 3 months for infants.
  - **Completed within past 6 months for toddlers.**
  - Completed within past year for preschoolers.
- Physical evaluations updated:
  - Yearly for infants and toddlers.
  - Every 2 years for preschoolers.

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8149

## Children's Records

- **Written permission for non-routine transportation trips prior to each trip.**
- Written permission for routine transportation annually.
- Parent notification before each field trip.

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8143(10)

## Daily Attendance

- Must maintain accurate record of daily attendance.
- Must include:
  - Date.
  - Arrival and departure times each time they arrive and leave the center.
  - Child's first and last name.

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8146

## Parent Information

Written information packet provided to parents. **Written verification that parents have received the packet must be kept on file.** Packet includes:

- Admission/withdrawal criteria.
- Schedule of operation.
- Fees.
- Discipline policy for children.
- Food service policy.



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8146

## Parent Information

Written information packet includes:

- Program philosophy.
- Daily routine.
- Plan to notify parents of accidents, injuries, incidents, illnesses.
- Exclusion policy for child illnesses.
- Notification of the Licensing Notebook.



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8146  
MCL 722.113g

## Parent Information

- Notification of the licensing notebook must include all of the following:
  - The center maintains a licensing notebook of all licensing reports and all related corrective action plans.
  - The notebook will be available to parents for review during regular business hours.
  - Licensing inspection and special investigation reports from the past two years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). (The website address must be in **bold** print.)
- May use the Parent Notification of the Licensing Notebook (BCAL-5053).



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8146

 **Parent Information**

Parents of children with special needs may receive, upon request, a daily written record of:

- Food intake – time, type of food and amount eaten.
- Sleeping patterns – when & how long a child slept.
- Elimination patterns.
- Developmental milestones.
- Changes in a child's usual behavior.

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8134

 **Hand Washing**

- Hand washing: Cleanse hands with soap and warm running water for at least 20 seconds.
- Specifies when hand washing is required for staff, volunteers and children.
- When soap and running water are not available during an outing, hand sanitizers and/or single-use wipes may be used.

8134

 **Hand Washing**

- Hand washing guidelines must be posted in food preparation areas, toilet rooms **and by all hand washing sinks.**



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8152

 **Medication**

- Written permission required for all prescription and non-prescription medication.
- Must be administered by an adult caregiver and recorded.
- Topical, nonprescription medications (sunscreen, diaper rash ointment, bug spray, lotion) require annual parental authorization. Records of each application not required.



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8152

 **Medication**

- Prescription medication must be in the original container with the pharmacy label.
  - Label must include physician's name, child's name, instructions, and name and strength of the medication
- All medication must be in original container, stored according to instructions, and clearly labeled for a named child.



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8152

 **Medication**

- Medication must be returned to parent or destroyed when it is no longer needed or has expired.
- Label directions must be followed unless authorized in writing by physician.
- Medication may not be added to a bottle or food unless indicated on prescription label.
- If non-prescription medication label says to contact physician for dosage, written instructions from the physician is required.

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8155

## Child Illness, Accident, Injury

- The center must develop and implement a plan for notifying parents when:
  - Changes in the child's health are observed.
  - A child has an accident, injury or incident.
  - When a child is too ill to remain in the group.
- A child too ill to remain in the group must be put in a separate area, cared for and supervised until parent arrives.



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8155

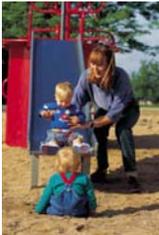
## Staff, Volunteer, Child Illness

- All items and facilities used by an ill person cannot be used by another person until thoroughly cleaned and sanitized.
- If a **staff member, volunteer**, child in care contracts a communicable disease, parents must be notified of:
  - The name of the disease.
  - Symptoms of the disease.
- See Managing Communicable Diseases in Child Care Settings (BCAL-PUB 111).

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8125(1)  
8330(5)

## Appropriate Care & Supervision



- The center must provide appropriate care and supervision of children at all times.
- Must have adequate staff during food preparation.

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8140  
8146

## Discipline

- Written discipline policy required.
  - Copy to staff.
  - Copy to parents.
- Policy must specify age appropriate discipline.



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8140

## Discipline



Staff must use positive methods that encourage:

- Self-control.
- Self-direction.
- Self-esteem.
- Cooperation.

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8140

## Discipline

**No:**

- Hitting, spanking, shaking, biting, pinching, corporal punishment.
- Restricting child's movement by binding or tying.
- Inflicting mental or emotional punishment, such as humiliating, shaming or threatening.
- Depriving a child of meals, snacks, rest, or toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- **Excluding a child from outdoor play or other gross motor activities.**
- **Excluding a child from daily learning experiences.**

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8110(5)  
8167(3)

## Capacity and Use Areas

The center must:

- Assure the number of children in care does not exceed the licensed capacity.
- Maintain age ranges.
- Only use child use areas approved by licensing.

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8110(10)  
8167(3)

## Capacity and Use Areas

- Obtain approval from licensing before making any changes in the terms of the license, including but not limited to:
  - Adding use space.
  - Changing age groups served.
  - Changing program components.
  - Changing the capacity of the center.
  - Making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.
- Use the Request for Modification (BCAL-5054) form to request changes.




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8182

## Ratios

Group	Age	Ratio
Infant and Toddler	Birth <b>until 30 months</b>	1:4
<b>Preschool</b>	<b>30 months until 3 years</b>	1:8
Preschool	3 years	1:10
Preschool	4 years <b>until school-age</b>	1:12
School Age	<b>Eligible to attend kindergarten until 13 years</b>	1:18

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8182

## Ratios

- If there are children of mixed ages in the same room or well-defined space, ratio **and group size** is determined by age of youngest child.
- At least 2 **adults**, 1 who is a caregiver, required when 3 or more children aged birth to 3 years are present. **A second caregiver is required when needed to comply with caregiver-to-child ratios.**
- At least 2 **adults**, 1 who is a caregiver, required when 7 or more children are present. **A second caregiver is required when needed to comply with caregiver-to-child ratios.**

**\*Remember:** These apply also when taking children off the premises.

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## Ratios

When **developmentally appropriate and** with written parental permission:

- Children who have reached 33 months of age may be enrolled in a 3-year-old classroom.
- Children who have reached 45 months of age may, be enrolled in a 4-year-old classroom.
- Children who have reached 57 months of age but who are not considered a school-ager may be enrolled in a school-age classroom.

The ratios for the classroom age the child is enrolled in apply.

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8182

## Group Size

Group size is the specified number of children assigned to a caregiver or team of caregivers occupying an individual classroom or well-defined space for each group within a larger room.

Group	Ages	Group Size
Infants & Toddlers	Birth <b>until 30 months</b>	12
<b>Preschoolers</b>	<b>30 months until 3 years</b>	16

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8182



## Group Size

- **Well-defined space** can be created by:
  - Placement of moveable room dividers (fire safety approved).
  - Equipment, shelves, floor coverings.
- Each well-defined space must:
  - Meet the square footage requirements for the maximum number of children in the group.
  - Have adequate equipment for the children using that space.

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8167



## Indoor Space

- Center must have at least:
  - 50 sq. ft. per child aged birth until 30 months.
  - 35 sq. ft. per child aged 30 months and older.
- Indoor space square footage does not include:
  - Hallways.
  - Bathrooms and kitchens.
  - Storage areas and cloakrooms.
  - Areas used exclusively for resting, sleeping or eating – except for infants and toddlers.
- Floor plan of child use areas required.

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8173



## Equipment

Equipment must be:

- Varied.
- Appropriate to the developmental needs and interests of children.
- Safe, clean and in good repair.
- Child-sized or appropriately adapted for a child's use.
- Easily accessible.



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8173



## Equipment

The center must have:

- 3 playspaces per child in licensed capacity.
- 2 playspaces per child accessible at any one time.

A playspace is a piece or pieces of equipment that one child can use independently for 15 minutes.

Type of Equipment	Number of Playspaces
3 puzzles	1
2-4 small cars/trucks	1
3 books	1
Dramatic play area	2-4, depending on equipment and space
Board game	2-4
Sensory table	2-4

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8173



## Equipment

Children must have access to equipment and materials in the following areas on a daily basis:

- Large and small muscle activity.
- Sensory exploration.
- Social interaction and dramatic play.
- Discovery and exploration.
- Early math and science experiences.
- Creative experiences through art, music and literature.

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8173



## Equipment

- **A first aid kit must be readily accessible to staff in the center.**
- Trampolines are prohibited.

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8179(2) & (6)

## Program

- A **typical daily routine** must be posted in a place visible to parents.
- Program must include daily learning experiences appropriate to the developmental level of the children and designed to develop:
  - Physical development.
  - Social development.
  - Emotional development.
  - Cognitive development.

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8179(3)

## Program

The program must be planned to provide a flexible balance of all of the following experiences:

- Quiet and active.
- Individual and groups.
- Large and small muscle.
- Child initiated and staff initiated.

80

8179(4)

## Program

Provide opportunities for children to:

- Feel successful and develop independence.
- Be creative.
- **Practice social interaction skills.**
- Learn new ideas and skills.
- Participate in imaginative play.
- **Be physically active.**



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8179(4)

## Program

Provide opportunities for children to participate in developmentally appropriate language and literacy experiences, such as:

- Looking at books with children.
- Reading (individually, in groups, during story time, etc.).
- Felt board stories.
- Show and tell and circle time.
- Verbal interactions.
- Singing and other music experiences.
- Playing games.
- Writing activities.
- Dramatic play activities.
- Finger plays.



82

8179(4)

## Program

Provide opportunities for children to participate in early math and science experiences, such as:

- Counting.
- Sorting, classifying and sequencing.
- Baking/cooking activities.
- Setting the table, folding laundry.
- Matching games and puzzles.
- Water and sand play.
- Sensory activities.
- Exploring the outdoor environment.



83

8179(11)

## Program

In order to meet a child's identified needs when caring for children with special needs, the center must work with:

- Parents.
- Medical personnel.
- Other professionals.



84

8179(1) & (8)



## Media Use

- Media, interactive media and non-interactive media are defined.
- Use of media is prohibited for children under 2 years of age.



8179(9)



## Media Use

When media are used with children 2 years of age and older:

- Use of non-interactive media must not exceed 2 hours per week per child.
- Interactive media must be used to support learning and to expand children's access to content.
- Media must be suitable to the age of the child in terms of content and length of use per session.
- Media with violent/adult content are not permitted.
- Other activities must be available during media use.

8179(10)



## Media Use

Exemptions to media requirements include:

- Use by school-age children for academic and educational purposes.
- Use by children who use assistive and adaptive technology.



8188



## Quiet/Nap Time

- Children under 18 months must be allowed to sleep on demand.
- The center must provide naptime or quiet time when children under school-age are in attendance 5 or more continuous hours.
- The center must provide opportunities to rest for children under age 3 regardless of the number of hours in care.
- Quiet activities must be provided for children who do not fall asleep.
- Adequate soft lighting needed to allow the caregiver to assess children.

88

8176  
8191



## Sleeping Equipment

- Cots or mats and a sheet or blanket are required:
  - For all toddlers and preschoolers under age 3 (unless a crib/porta-crib is used instead).
  - For each child 3 years and older enrolled for 5 or more continuous hours.
  - For any child who regularly naps.
  - For any child upon a parent's request.
- If in care for more than 1 hour between the 11 pm and 6 am, a bed and mattress of appropriate size is required for each child in care.



89

8176



## Sleeping Equipment

- All sleeping equipment and bedding must be washed, rinsed and sanitized:
  - When soiled.
  - Between uses by different children.
  - At least weekly regardless of use by different children.
- When sleeping equipment and bedding are stored:
  - Sleeping surfaces must not come in contact with other sleeping surfaces. Mats may be stacked only if they are sanitized prior to each use.
  - Bedding must not come in contact with other bedding.
- Cots and mats must be spaced at least 18" apart to provide free and direct means of egress.

90

8170(3)

### Program - Outdoor Play

Daily outdoor play required for children in care for more than 3 continuous hours, including infants, unless:

- Inclement weather.
- Other weather conditions could result in children becoming overheated or excessively chilled.



91

8170(4) & (5)

### Outdoor Play Area

- At least 1,200 sq. feet required.
  - More than 1,200 may be required if the area is not large enough to accommodate the number of children in the center.
- If outdoor play area is not available adjacent to the center, an alternate location may be used with department approval.



92

8170

### Outdoor Play Area

- Outdoor play area and equipment must be maintained in a safe condition and inspected daily.
- Outdoor play area must be protected from hazards, when necessary, by fence or natural barrier that is at least 48" high.



93

8170

### Outdoor Play Area

- Shaded areas available to protect children from excessive sun exposure, **when necessary**.
- If used, there must be suitable surfaces for wheeled vehicles and pull toys.
- Equipment must be age-appropriate.



94

8170

### Outdoor Play Area

For centers licensed after January 1, 2014 or any center that alters or adds equipment to an outdoor play area after January 1, 2014, the equipment & surfacing materials in the outdoor play area must comply with the guidelines of the **2010 Edition** of the Handbook for Public Playground Safety.

- Includes equipment for children under age 2.
- Can't have residential climbing equipment for children under age 2.

8170

### Playgrounds

Centers licensed prior to January 2, 2014:

- Were required to obtain documentation of compliance with the **1997 Edition** of the Handbook for Public Playground Safety for equipment for children age 2 and older.
- Can **continue to** use residential climbing equipment for children under the age of 2 but cannot add new residential climbing equipment for this age group.

8170



## Playgrounds

Compliance with this rule can be verified by:

- A written statement/certificate from the equipment manufacturer **and** installer.
- A report by a certified playground safety inspector.
- A written statement from the licensee that the equipment will not be used if verification of compliance with the handbook cannot be produced.

97

8170



## Playground

- All pieces of playground equipment must be surrounded by a shock-absorbing surface. This material may be either unitary or the loose-fill type as defined by the CPSC's **2010 Edition** of the Handbook for Public Playground Safety. (See **chart in TA manual.**)
- The depth of the loose-fill surface material must be restored to its required depth when it has moved or **becomes otherwise compromised.**
- Loose-fill surfacing material must not be installed over concrete **or asphalt.**

8170



## Playground

- **Natural playground defined:**
  - An outdoor play area that blends natural materials, features and vegetation.
- **It may include items such as:**
  - Logs and stumps.
  - Wood pieces, sticks.
  - Trees, hills and grassy areas.
  - Gardens.

8170



## Playground

- **Materials used on a natural playground must not be in the use zones for other playground equipment.**
- **The elevated playing surface must not exceed 30 inches.**
- **Materials used with elevated playing surfaces must not be installed over concrete or asphalt.**
- **Surfacing materials are not required under elevated playing surfaces.**

8158



## Incident, Accident, Injury, Illness, Death, Fire Reporting

Verbal report to BCAL within 24 hours and written report to BCAL within 72 hours **of the verbal report** using Incident Report (BCAL-4605) if:

- **A child is lost or left unsupervised.**
- **An incident involving an allegation of inappropriate contact.**
- The death of a child in care.
- A fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property.
- **The center is evacuated for any reason (not including drills).**



101

8158



## Incident, Accident, Injury, Illness, Death, Fire Reporting

- **Verbal report to BCAL within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care.**
- **Written report to BCAL within 72 hours of the verbal report** using Incident Report (BCAL-4605).

102

8161

### Emergency Plans



Written procedures for:

- Fire.
- Tornado.
- Other natural or man-made disasters.
- Serious accident, illness or injury.
- Crisis management (including intruders and bomb threats).



8161

### Emergency Plans

Written emergency procedures must:

- Include a plan for evacuating and safely moving children to a relocation site.
- Include a method for contacting parents and reuniting families.
- Include a plan for how each child with special needs will be accommodated during each type of emergency.

8161

### Emergency Plans

- Fire, tornado, other natural and man-made disaster and serious accident/illness/injury plans must be posted in a place visible to staff and parents.
- Crisis management plans must be in a place known and easily accessible to staff.

105

8161

### Emergency Plans

- Each staff must be trained on his or her duties for all emergency procedures at least twice a year.
- Drills:
  - Fire drills quarterly.
  - Two tornado drills between April – October.
- Maintain a written log of all drills.
- If cribs are used in evacuations, doors within means of egress must be wide enough to accommodate crib evacuation.

106

8164

### Telephone

- A land-line telephone must be available, operable and accessible in the building during the hours the center is in operation.
- When open, the center must provide a telephone number “known to the public and available to parents” to provide immediate access to center.



### Fire Safety



8510

 **Fire Safety**

- Plan review by the Bureau of Fire Services is required for proposed centers, additions, alterations, and remodeling.
- Projects with a total cost of \$15,000 or more require sealed architectural plans.



109

8510

 **Fire Safety**

- Fire inspections by BFS or a QFI required before issuance of original license and every 4 years thereafter at renewal.
- Fuel-fired furnace and water heater inspections required at original licensure and every 2 years at renewal.
- Boilers must have current certification from LARA.
- Electric water heaters and electric heat (baseboard or forced air) do not require an inspection at renewal.



110

8510

 **Fire Safety**

New (fuel-fired and electric) furnace and water heater installations must be inspected:

- By LARA or the local mechanical inspecting authorities at the time of installation.
- **By a QFI or BFS to ensure continued compliance with appropriate fire safety provisions of these rules.**

8525(2)

 **Exiting**

- For infants and toddlers, the travel distance must be 50 feet or less from the door of the room to the exit.
- For preschoolers and school-agers, the travel distance must be 100 feet or less from the door of the room to the exit.



112

8525(3)

 **Exiting**

- Newly licensed centers with infant and toddlers **must have exits with proper termination and within 30 inches of grade or exits properly ramped to grade.**



113

8525(14)

 **Exiting**

- **When nighttime care is provided, the center must have exits with proper termination and within 30 inches of grade or exits properly ramped to grade.**

114

8525(13) & (15)

## Exiting

- Exterior exits must be identified with an exit sign.
- Exit signs must be:
  - Distinctive in color.
  - Have the word "EXIT" in letters at least 6 inches high on a background of contrasting color with strokes not less than 3/4-inch wide.
- When nighttime care is provided, exit signs must be illuminated and emergency lighting provided at exits.



115

8530

## Hazard Areas

- The storage of combustible or flammable materials in a heating plant room or enclosure is prohibited.
- Combustible materials are items that will readily ignite when subjected to flame.
- Check TA manual for a list of combustible materials.
- Flammable gases, gasoline and gasoline-fired equipment are prohibited in the center without substantial fire resistive separation.



116

8530

## Hazard Areas

- Dryer vents must be metal and vented completely to the exterior.
- All appliances and equipment must be installed and maintained to manufacturer's specifications.
- Centers must be kept free of all conditions that constitute a fire safety hazard.

117

8540  
8545

## Fire Safety

- If any fuel-fired heating system, carbon monoxide detectors are required on all levels approved for child use and in each use area covered by a different furnace zone.
- 2A – 10BC rated fire extinguishers:
  - Required in or adjacent to the kitchen and heat plant room.
  - Additional determined by BFS based on size, capacity and other factors of the center.
  - Must be properly mounted, inspected and maintained.
  - Must have a tag with the date of last inspection/service and initials of person performing the service.



118

8550

## Fire Safety

- Electrical inspections may be required when warranted.
- Electrical outlets must be inaccessible to children under school age.
- Ground fault circuit interrupters required in outlets w/in 6 feet of sinks.
- If used, power strips must be equipped with surge protectors and must not be longer than 6 feet or be connected to another power strip.



119

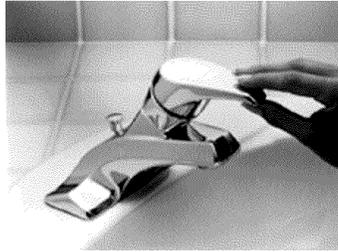
8520(14)

## Fire Safety

- Combustible materials and decorations may be displayed on walls, not to exceed 20% of each wall in each room.
- Combustible materials and decorations suspended from or near the ceiling are prohibited.
- Does not include flame-proofed materials when documented with an affidavit.

120

 **Environmental Health**



121

8305

 **Inspections**

Environmental health inspections by the local health department required:

- Before issuance of original license and every 2 years thereafter at renewal if:
  - The center has private well or septic.
  - The center provides food service where food is prepared AND served on-site.
- Prior to adding a food service program.
- Prior to adding an infant/toddler program.
- When requested by the department.

122

8375

 **Premises**

- Stairs, walkways, ramps, landings, and porches:
  - Must have barriers/handrails if elevated.
  - Must be maintained in a safe condition.
- Stairway steps must be no more than 8" in height with a minimum tread depth of 9".
- Ramps must have a minimum rise-to-run ratio of 1 to 12.

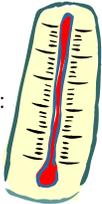


123

8365

 **Heating & Temperature**

- Indoor temp must be at least 65° F in child use areas.
- Measures must be taken to cool the children when temps exceed 82° F:
  - Air conditioning.
  - Fans inaccessible to children.
  - Open screened windows.
  - Draw blinds/drapes.
  - Use dehumidifiers to lower the relative humidity.
- Temperatures must be taken 2 feet from the ground/floor.



124

8370

 **Light, Ventilation, Screens**

- Adequate lighting (artificial or natural).
- Screens (at least 16 mesh) on windows **and doors** used for ventilation.
  - Not required for programs operating in school buildings.



125

8350

 **Hand Washing Sinks**

- Hand washing sinks must be accessible to children either:
  - By platform.
  - Installed at children's level.
- Warm, running water at sinks accessible to children.
- Water must not exceed 120° F.
- Soap and single service towels or other approved hand drying devices are required.



126

8350(3)

### Hand Washing Sinks

After 12/6/2006, separate hand washing sink is required in the kitchen for:

- New centers with food service component.
- Existing centers with food service that remodel the kitchen.
- Any center that add a food service component.

127

8350

### Hand Washing Sinks

- 1 toilet and 1 hand washing sink for every 15 children for full day programs.
- 1 toilet and 1 hand washing sink for every 20 children when children are in attendance for less than 5 continuous hours per day.
- Toilet rooms for school-age children must provide for privacy.

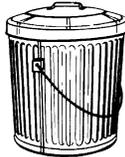


128

8360

### Garbage and Refuse

- All garbage must be removed from the center daily.
- Garbage containers must be washed when soiled.
- Garbage stored outside must be in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster.
- Outside garbage and refuse must be picked up or removed at a minimum of once a week.



129

8380

### Premises

- Premises must be maintained in a clean and safe condition and not pose a threat to health or safety.
- There must be no flaking or deteriorating paint on interior and exterior surfaces or equipment accessible to children.
- All of the following must be in sound condition and maintained in good repair:
  - Roofs, exterior walls, doors, skylights, and windows.
  - Floors, interior walls and ceilings.

130

8380

### Premises

- Toilet room floor surfaces must be impervious to water, easily cleanable and maintained in good repair.
- Light fixtures, vent covers and wall-mounted fans must be easily cleanable and maintained in good repair.



131

8380

### Maintenance of Premises

- Lead hazard risk assessment required on all licensed centers built prior to 1978.
- Any identified lead hazards must be corrected.
- Verification of lead hazard risk assessment must remain on file at the center.
- Go to [www.michigan.gov/leadsafe](http://www.michigan.gov/leadsafe) for list of certified lead risk assessors.



132

 **Food Preparation and Storage**



133

8330  
 **Food Services & Nutrition**

- If the majority of children are in care **2.5** hours more, food must be provided unless parents provide food.
  - Written agreement if parents providing food.
  - The center must provide an adequate amount of formula, milk or food if the parent does not.
- A child must served meals and snacks as follows:
  - **Two and a half hours to 4 hours of operation: a minimum of 1 snack.**
  - Four hours to 6 hours of operation: a minimum of 1 meal and 1 snack.
  - Seven hours to 10 hours of operation: a minimum of 1 meal and 2 snacks or 2 meals and 1 snack.
  - Eleven hours or more of operation: a minimum of 2 meals and 2 snacks.

134

8330  
8335  
 **Food Services & Nutrition**

- Snacks and meals must meet the minimum meal requirements of the Child and Adult Care Food Program if provided by the center.
  - Resources at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp).
- Children must not be deprived of snacks or meals.
- Planned, dated menus must be posted.
  - Substitutions noted **the day the substitution occurs**.
- Adequate staffing to assure food service activities do not detract from direct care and supervision of children.



135

8330  
 **Food Services & Nutrition**

- **Beverages and** food must be appropriate to each child's individual nutritional requirements, developmental stages and specific dietary needs.
- A center must ensure a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parent or licensed health care provider.

136

8340  
 **Food Services & Nutrition – Provided by Parents**

- **"Same-day supply"** means for use during a single day.
- **Formula and other beverages may be provided in a same-day supply by parents in either:**
  - **A larger container that the center can pour into clean and sanitary bottles.**
  - Clean, sanitary, ready-to-feed bottles or beverage containers.
- Any food or beverages furnished **in a same-day supply** must be returned to the parent at the end of the day or discarded.

8340  
 **Food Services & Nutrition – Provided by Parents**

- Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.
  - If a parent packages a child's beverages and/or food for a single meal or snack in a larger container, such as a lunch bag, just the larger container has to be labeled with the child's name and the date. Each individual item in the larger container does not have to be labeled with the child's name and the date.
- Beverages and food must be fed to the intended child.

8340

### Food Services & Nutrition – Provided by Parents

- “Multi-day supply” means for use over a multiple day period, up to 7 days.
- Milk, other beverages and non-perishable food may be in a multi-day supply in unopened commercial containers.
- Milk and other beverages in a multi-day supply must be:
  - Labeled with child's full name.
  - Date of opening.
  - Returned to parents or discarded within 7 days.

8340

### Food Services & Nutrition – Provided by Parents

- Breast milk, formula and milk must be refrigerated until used.
- Other perishable beverages and food items must be refrigerated or otherwise kept at a safe temperature until used.

8330

### Food Services & Nutrition – Generally

- If food, bottles or beverage containers are warmed, then the warming must be done in a safe, appropriate manner.
  - Warming bottles and beverage containers in a microwave oven is prohibited. Bottles and beverage containers can be warmed:
    - Under running warm tap water.
    - By placing the bottle in a container of water.
    - In a bottle warmer made specifically for this purpose.
- Warmed food, bottles and beverage containers must shaken or stirred to distribute the heat and the temperature must be tested before feeding.

8330

### Food Services & Nutrition – Generally

- Discard bottle or beverage container contents that:
  - Appear unsanitary.
  - Have been used for a feeding period exceeding 1 hour.
  - Have been unrefrigerated for more than 1 hour.
- Formula and milk, including breast milk, left in a bottle or beverage container after a feeding must not be reused.



8330

### Food Services & Nutrition – Generally

- A center must make water available to drink throughout the day to children 1 year of age and older.
- Children are not allowed to have beverage containers or food while they are walking around or playing.
  - This doesn't prohibit the center from taking water bottles outside during outdoor play as long as children are standing still or sitting when they drink.

8335

### Food Services & Nutrition – Centers Provide Food

- Uneaten food that remains on a dish from which a child has been fed must be discarded.
- Food, already served and handled by the consumer of the food, may not be served again, unless it is in the original, unopened wrapper.
- Home canned products are prohibited.

8335

## Food Services & Nutrition – Centers Provide Food

- All fluid milk and fluid milk products must be pasteurized and meet the grade “A” quality standards.
- Milk may be served from commercially filled containers of 1 gallon or less or from a bulk milk dispenser.
- Milk may be poured directly into a sanitized container for “family-style” meals.
- Milk must be labeled with date opened.



145

8335

## Food Services & Nutrition – Centers Provide Food

- Milk must be served within 7 days of opening.
- Partially filled containers must not be combined.
- Milk must not be served if it appears unsanitary or has been unrefrigerated for a period exceeding 1 hour.
- Contents of milk in single-service containers must be discarded after snacks or meals.

146

8310

## Food Preparation Areas

- Food must be free from spoilage, filth or other contamination and be safe for human consumption.
- Carpeting prohibited in food prep areas.
- Food contact surfaces must be:
  - Smooth.
  - Nontoxic.
  - Easily cleanable.
  - Durable.
  - Corrosion resistant.
  - Non-absorbent.

147

8310

## Food Preparation Areas

- Mechanical ventilation to the outside required for commercial cooking equipment.
- Residential hood ventilation system permitted when cooking equipment is limited to a residential stove and oven combination
- Deep fryers are prohibited.
- Live animals prohibited in food preparation and eating areas.

148

8315

## Food & Equipment Storage

- Lighting fixtures near food areas must be properly shielded.
- Refrigerators must be maintained at 41° F or below.
- Accurate thermometer required in refrigerator.



149

8315

## Food & Equipment Storage

- Unpackaged bulk foods must be:
  - Stored in clean, covered containers.
  - Dated.
  - Labeled as to contents.
- Food not requiring further washing or cooking before serving must be stored so that it is protected from foods requiring washing or cooking.
- Packaged food must not be stored in contact with water or undrained ice.

150

8315



### Food & Equipment Storage

- Food, food service equipment and utensils must not be:
  - Located under exposed or unprotected sewer lines, open stairwells or other sources of contamination.
  - Stored in toilet rooms.
- Food and utensils must be stored at least 6 inches above the floor.

151

8315



### Food & Equipment Storage

Meals that are transported must be:

- Prepared in commercial kitchens.
- Delivered in carriers approved by the local health department.



152

8320



### Food Preparation

- Food must be prepared on **food grade** surfaces that have been washed, rinsed and sanitized.
- Staff must minimize bare-hand contact with foods that will be cooked.**
- Ready to eat foods must not be prepared or served using bare hands.**

153

8320



### Food Preparation

- Raw fruits and vegetables must be thoroughly washed before cooked or served.
- Foods must be cooked to heat all parts to safe temperatures based on Michigan Food Code.
  - Contact local Health Department and refer to TA manual.
- Accurate metal stem-type food thermometers are required to assure proper temperatures.



154

8320



### Food Preparation

Methods to thaw potentially hazardous foods:

- In the refrigerator at a temperature not to exceed 41° F.
- Under cold running water.
- In the microwave:
  - Immediately transfer food to conventional cooking facilities as part of the continuous cooking process.
  - For the entire cooking process.
- As part of the conventional cooking process.

155

8320



### Food Preparation

- Except during preparation, potentially hazardous foods must be:
  - 41° F or below.
  - 135° F** or above.
- Potentially hazardous foods that have been cooked and then refrigerated must be reheated rapidly to 165° F or higher throughout before serving or placing in a hot food storage facility.

156

8320

## Food Preparation

On field trips:

- All foods must be protected from contamination at all times as required by 8320(1) – (10).
- If proper hand washing facilities are not available, sanitary disposable food service gloves must be used by staff preparing and serving food.

157

8325

## Sanitization

- All dishes, utensils, food contact surfaces and food service equipment must be washed, rinsed and sanitized after each use.
- **Multi-purpose tables must be thoroughly washed, rinsed and sanitized before and after they are used for meals or snacks.**
- Enamelware utensils are prohibited.
- Single-service articles must not be reused.
- Sponges must not be used in a food service operation.

158

8325(4)

## Sanitization

Options for dishwashing:

- Commercial dishwasher.
- Domestic dishwasher with sanitizing capability.
- 3-compartment sink with drain boards
  - Wash, rinse, sanitize.
- 2-compartment sink with drain boards (wash & rinse) and a third container for complete submersion (sanitizing).



159

8325(5)

## Sanitization

- Sanitizing options when manually washing dishes:
  - Immersion in clean, hot water (at least 170° F) for at least 30 seconds.
  - Immersion in solution (50-100 parts per million of chlorine or comparable sanitizing agent) of at least 75° F for at least 1 minute. Test strips must be used.
- Air dry after sanitizing.

160

## Child Care Licensing Updates

Go to [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) for:

- Information for providers and parents.
- Child care center rules.
- Technical assistance manual. (It is recommended that this not be printed out because it is updated often.)
- Forms and publications.
- Resources.
- Sign up for electronic e-mail notifications via GovDelivery.



161

## Infant/Toddler



162

8131(2)

## Caregiver Training

- Infant Safe Sleep & Shaken Baby Syndrome training required for infant and toddler caregivers prior to caring for that age children.
- Training resources at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare), including free online training on Infant Safe Sleep.



163

8185

## Primary Care

Primary caregiver means **the caregiver to whom the care of a specific infant or toddler is assigned. The primary caregiver is responsible for:**

- Direct care.
- Verbal and physical interactions.
- Primary responses to the child's physical and emotional needs.
- Continued interaction with the child's parents regarding the child's experiences.



164

8182

## Primary Care

- All infants and toddlers must have a primary caregiver.
- No more than 4 primary caregivers allowed for a child in a week, excluding the first hour after the center opens and the hour before closing.



165

8185

## Primary Care

- Child information must be shared daily between primary caregivers.
- Primary caregiver assignments must be documented and provided to parents.



166

8179(7)

## Confining Equipment

- **When awake, use of confining equipment for infants must be minimized, not to exceed 30 minutes at a time.**
  - **Confining equipment means equipment used to assist in caring for infants and includes, but is not limited to, swings, stationary activity centers, infant seats, and molded seats.**



167

8176

## Infant/Toddler Sleeping Requirements

Many of the rules/guidelines for sleeping infants are:

- Based on the American Academy of Pediatrics recommendations.
- In place to reduce the risk of infant death.
  - In 2013, 149\* infants died in Michigan due to unsafe sleep environments.
  - Several infants die each year in child care due to unsafe sleep environments.

\*Preliminary number



168

8176  
8188

 **Infant/Toddler Sleeping Requirements**

- Infants must sleep alone in approved cribs or porta-cribs.
- Toddlers must sleep alone in:
  - Cribs or porta-cribs.
  - Cots.
  - Mats.
- Pack-n-plays or soft-sided portable cribs are not allowed for sleeping.

169

8176  
8188

 **Infant/Toddler Sleeping Requirements**

- Cribs must have:
  - Firm, tight-fitting **waterproof** mattress, with tightly fitting sheet.
  - Slats no more than 2 3/8" apart.
  - No corner posts over 1/16" high.
  - No cutout designs in headboard or footboard.
- All occupied cribs, porta-cribs, cots, and mats must be placed in such a manner that there is a free and direct means of egress and spaced as follows:
  - Cribs and porta-cribs at least 2 feet apart. **Cribs or porta-cribs with solid-panel ends may be placed end-to-end.**
  - Cots and mats at least 18 inches apart.

170

8176

 **Infant/Toddler Sleeping Requirements**

Since June 28, 2011, all full-size and non-full-size baby cribs sold in the U.S. are required to be manufactured to comply with new federal standards.

- It is presumed that cribs manufactured on or after June 28, 2011 comply with the new standards. Check the tracking label or registration form on the crib to ensure the crib was manufactured after June 28, 2011.
- If the crib was manufactured prior to June 28, 2011, a Children's Product Certificate (CPC) or test report is needed. See the TA manual.

171

8176

 **Infant/Toddler Sleeping Requirements**

- Blankets must not be draped over cribs **when in use**.
- Soft objects, including pillows, comforters, blankets, bumper pads, and stuffed toys are not permitted in cribs.
- Swaddle sacks and blankets (for infants four months or younger) and sleep sacks are permissible.



172

8176

 **Infant/Toddler Sleeping Requirements**

- Car seats, infant swings, bouncy seats, bassinets, and playpens are not approved sleeping equipment.
- Stacking cribs are prohibited.



173

8188

 **Infant/Toddler Sleeping Requirements**

- Children under **18 months** must be allowed to sleep on demand.
- Infants must be placed on their backs for sleep or rest.
- Infants unable to roll from their stomach to back and back to stomach must be placed on their backs when found face-down in their cribs.
- Infants who can roll over both ways must be initially placed on their back, but then allowed to adopt whatever position they prefer to sleep.

174

8188

### Infant/Toddler Sleeping Requirements

- An infant's breathing, sleep position and bedding must be monitored frequently for possible signs of distress.
- Video surveillance equipment and baby monitors can supplement but not replace direct supervision.

175

8173  
8330

### Seating

- Centers must support and accommodate breastfeeding.
  - Have a designated place set aside for breastfeeding mothers to use.
- A rocking chair or other comfortable, adult-sized seating must be provided for 50% of the caregiving staff on duty who are providing infant and toddler care.



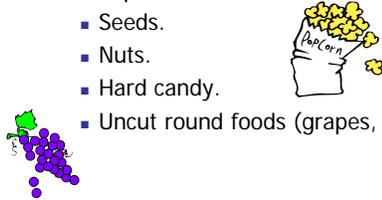
176

8330

### Infant/Toddler Feeding

Foods that may easily cause choking must not be served, these include:

- Popcorn.
- Seeds.
- Nuts.
- Hard candy.
- Uncut round foods (grapes, hot dogs, etc.)



177

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### Infant/Toddler Feeding

- Infants and toddlers must be feed on demand.
- Caregivers must hold infants when feeding them a bottle unless the infant resists being held and can hold his/her own bottle.
- Bottle propping is prohibited.
- Bottles, beverage containers, or food is not allowed in sleeping equipment.



178

8330(22)

### Infant/Toddler Feeding

Centers must foster a toddler's independence, language development and social interactions by:

- Encouraging self-feeding.
- Serving appropriate portion sizes
- Sitting and eating with toddlers at meals.



179

8335

### Infant and Toddler Feeding - Center Provides Formula and Food

- Formula must be commercially prepared, ready-to-feed.
- All containers of ready-to-feed formula, once opened, must be labeled with the date and time of opening, refrigerated and used within 48 hours or discarded.
- Prepared bottles and beverage containers of milk and formula must be refrigerated and labeled with the child's name, date and time of preparation.

180

8335

## Infant and Toddler Feeding - Center Provides Formula and Food

- Contents of unused bottles of formula must be discarded, along with any bottle liners, after 48 hours.
- All liners, nipples, formula, milk, and other materials used in bottle preparation must be prepared, handled and stored in a sanitary manner.
- Reusable nipples and bottles must be washed, rinsed and sanitized before reuse.

181

8335

## Infant and Toddler Feeding - Center Provides Formula and Food

- Bottle liners and disposable nipples are for single use only, by an individual child and must be discarded with any remaining formula or milk after use.
- Commercially packaged baby food must be served from a dish, not directly from a factory-sealed container, **unless the entire container will be served to only 1 child and will be discarded at the end of the feeding period.**

182

8335

## Infant and Toddler Feeding - Center Provides Formula and Food

- Solid foods must be introduced to an infant according to the parent's or licensed health care provider's instructions.
- Cereal may only be added to a bottle or beverage container with written parental permission.
- Infants must only be served formula to drink unless written authorization is provided by the child's licensed health care provider.
- Children 12 months of age until 2 years of age must be served whole homogenized Vitamin D-fortified cow's milk, except as provided in R 400.8330(4).

183

8146(3)

## Infant & Toddler Records

Parents must receive a daily written record of:

- Food intake – time, type of food and amount eaten.
- Sleeping patterns – when & how long a child slept.
- Elimination patterns.
- Developmental milestones.
- Changes in a child's usual behavior.



184

8137

## Designated Diapering Area

- Physically separated from food preparation and service areas.
- Close to a sink used exclusively for hand washing.
- Have a non-absorbent, easily cleanable surface in good repair.
- Be sturdy, with railings or barriers.
- Adult work surface height.
- Wash, rinsed and sanitized after each use.



185

8137

## Diapering

**Children 1 year of age and older** may be difficult to lift onto a changing table so they may be changed in the bathroom and either be changed:

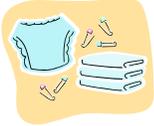
- Standing up.
- On non-absorbent, easily cleaned and sanitized surface **with a changing pad between the child and the surface.**

186

8137

## Diapering

- Single-use, disposable wipes or other single-use cleaning cloths must be used.
- Diapering not permitted on any sleep surface.
- Disposable gloves permitted but not required.
- Diapering guidelines must be posted in diapering area.
- Rinsing cloth diapers/training pants not permitted.



187

8350(2)

## Hand Washing Sinks

The diapering area with a readily accessible, designated hand washing sink was required after December 6, 2006 for any center that:

- Is new.
- Adds an infant/toddler component.
- Increases the licensed infant/toddler capacity.

188

8137(11)

## Toilet Learning

The following may be used for toilet learning:

- Adult-sized toilets with:
  - Safe, easily cleaned modified toilet seats.
  - Step aids.
- Child-sized toilets.
- Potty chairs provided they are:
  - Easily cleaned and sanitized.
  - Used only in a bathroom area.
  - Used over surfaces impervious to moisture.
  - Washed, rinsed and sanitized after each use.

189

## School-Age



190

8116

## Multi-Site School-Age Program Director

A school-age program director with a bachelors degree in a child-related field may oversee up to 3 sites.

- Each program must operate less than 6 hours/day.
- The program director must be available **to the site supervisor** during all hours of operation.
- The program director must be at each site for at least 1 session/week.



191

8119(2)

## Multi-Site School-Age Programs

Each site must have a site supervisor with the following qualifications:

- 19 years old.
- High school diploma/GED.
- 480 hours (3 months full time) experience as a caregiver in a school-age program.
- **15 clock hours, 1 semester hour or 1.5 CEUs** of school-age training.



192

8119

## Multi-Site School-Age Programs

- Site supervisor must be present at the site during all hours of operation.
- Site supervisors are responsible for the daily operation and implementation of the site program, supervision of the site staff and overall care and supervision of children.
- Site supervisors must assist the program director in:
  - Developing, implementing and evaluating program and center policies.
  - Administering day-to-day operations, **including being available to address parent, child and staff issues.**
  - Monitoring and overseeing staff.

193

8179(5)

## School-Age Program

- A school-age program must supplement the areas of development not regularly provided for during the school day.



194

8143(8)

## School-Age Health Records

Signed statement from parent at enrollment and annually thereafter:

- Child is in good health – restrictions noted.
- Immunizations are up-to-date.
- Immunization record or waiver is on file at the child's school.

195

## Transportation



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8710

## Transportation

- When parents make private arrangements for transportation, these rules do not apply.
- All of the transportation rules apply when centers provide, contract or sponsor transportation.



197

8710

## Transportation

When public or public school transportation is used only the following rules apply:

- R 400.8760 - Ratios.
- R 400.8770 - Time limit on child transit.
- R 400.8149 - Parent permission for transportation.



198

8701(h)



## Transportation

- Volunteer vehicles are those not owned by, leased by or registered to:
  - Child care center.
  - Director of the child care center.
  - Employee of the child care center.
- These rules apply to volunteer vehicles except as noted.



199

8720



## Motor Vehicles

- Vans with a seating capacity of 11 or more are prohibited.
- Motor vehicles must be in safe operating condition.
- Statement that vehicle complies with MI vehicle code safety requirements must be on file.



200

8720



## Motor Vehicles

- All motor vehicles, except multifunction school activity buses and school buses, must be inspected annually by a licensed mechanic and the inspection on file.
- Centers that use multifunction school activity buses and school buses must:
  - Contact the MSP to determine if MSP will conduct an inspection under the Pupil Transportation Act. Keep the MSP inspection on file.
  - If not, obtain an inspection by a licensed mechanic and keep the inspection on file.
- Inspections aren't required for volunteer vehicles.

201

8730



## Safety Equipment

All vehicles must have:

- 3 bi-directional reflective triangles properly cased and stored in the vehicle.
  - Volunteer vehicles are exempt from this requirement.
- A first aid kit securely stored in an accessible location in the driver compartment.

202

8730



## Safety Equipment

Vehicles with a seating capacity of more than 10 must have the following in the driver's compartment:

- 3 15-minute fusees (flares) or an approved battery operated substitute properly cased.
- Mounted fire extinguisher (at least 2A-10BC).



203

8740



## Restraint Devices

- Each child being transported must remain seated and properly restrained by a passenger restraint device in good working condition.
- Children transported on a school-bus or multifunction school activity bus are exempt from passenger restraint device requirements.

204

8740



### Restraint Devices

- Michigan law requires that children up to age 8 or under 4'9" must be properly buckled in an age appropriate child safety seat/booster seat while riding in a motor vehicle.
- Check with the Michigan State Police department to verify the appropriate Child Safety Restraint System.
  - Resources at [www.michigan.gov/msp](http://www.michigan.gov/msp).

205

8750



### Motor Vehicle Operator

Drivers must:

- Be at least 18 years old.
- Possess a valid operator or chauffeur's license with the appropriate endorsement.
- Have less than 6 active points on driving record.
- Provide a copy of driving record obtained annually from the Secretary of State.
  - Resources at [www.michigan.gov/sos](http://www.michigan.gov/sos).
- Have proof of valid insurance and registration.

206

8750



### Motor Vehicle Operator

- Documents must be on file at center.
- Self-certifying statement for volunteer drivers is acceptable.
  - BCAL-5046 may be used.



207

8760



### Transportation - Ratios and Supervision

Transportation caregiver-to-child ratios:

- Infants and toddlers - 1:4. Driver does not count in the ratio.
- Preschoolers under 3 - 1:8. Driver does not count in the ratio.
- 3 year olds - 1:10. Driver may count in the ratio.
- 4 year olds - 1:12. Driver may count in the ratio.
- School-agers - 1:18. Driver may count in the ratio.

\* Ratios do not apply to children not part of the center transported with center children by a school.

208

8760(2)



### Transportation - Ratios and Supervision

To count in transportation ratio, additional staff or volunteers must be:

- At least 16 years old.
- Seated with the children.
- Responsible for the supervision of children.



209

8760(3)



### Transportation - Ratios and Supervision

- Children must be received from vehicle by a staff person, a parent or other person designated by the parent.
- Children must not be left unattended in a motor vehicle.
- Children under school-age must be carried or helped into and out of the vehicle.



210

8770



## Time Limits on Transit

- Children under school age must not be in a motor vehicle for more than 1 continuous hour.
- Rest breaks are not permitted as a way to comply with this rule.



211

8146  
8149



## Parent Permission

- Written permission must be obtained annually for routine transportation.
- **Written permission for any transportation not considered routine must be obtained prior to each trip.**
- Must be kept on file at the center.



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## Child Care Licensing Updates

Go to [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) for:

- Information for providers and parents.
- Child care center rules.
- Technical assistance manual. (It is recommended that this not be printed out because it is updated often.)
- Forms and publications.
- Resources.
- Sign up for electronic e-mail notifications via GovDelivery.



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