


Bureau of Children & Adult Licensing
Child Care Licensing Division

Child Care Center Orientation


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Child Care Center Inspections

- Original
- Renewal
- Interim
- Special Investigation

2



Child Care Center License Types

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

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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




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Children's Protective Services Requirements

Child Protection Law - Act 238 of 1975

- Child care providers are mandated reporters.
- If reasonable cause to suspect child abuse or neglect – it **MUST** be reported.
 - Immediate oral report.
 - Written report within 72 hours after oral report using the form DHS-3200.
- Resources at www.michigan.gov/mandatedreporter.



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Children's Protective Services Requirements 5102(2)

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 that:
 - They know child abuse and neglect is against the law.
 - They have been informed of the center's policies on child abuse and neglect.
 - They know ALL caregivers **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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Michigan Vehicle Code

Michigan Vehicle Code, Act 300 of 1949, MCL 257.710d/257.710e

- Requirements for use of car seats/booster seats/seat belts.
- Resources at www.michigansafekids.org.

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5940(9)



NRPEA - Pesticide Management

NRPEA - Act 451 of 1994, MCL 324.8316

- Requires centers to have an integrated pest management program in place.
- Requires annual parent notification that pesticide application occurs and notification prior to each pesticide application.

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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.

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Children's Product Safety Act

Children's Product Safety Act, Act 219 of 2000

- Prohibits use of unsafe children's products.
- Requires posted list of recalled products.
 - MCCM has list.
- Resources at www.cpsc.gov.


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1973 PA 116- 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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1973 PA 116-Fingerprints



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

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 **1973 PA 116-
"High Risk" Investigation**

- Notification to parents when there is a "high risk" investigation (child abuse or neglect allegations).
- BCAL to provide you with written notification that you can share with parents.
- Notifications must be filed in the Licensing Notebook.
- Penalties for making a false report.


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 **Licensing Rules for Child Care Centers**



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 **Licensee Responsibilities**

Post in a place visible to parents:


- Current license.
- Copy of the current Licensing Rules for Child Care Centers.
- Notice stating that criminal history checks are required for employees and whether they are done on volunteers.

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 **Licensee Responsibilities**

- Cooperate with the department in connection to inspections and investigations.
 - Provide access to all records, documents and staff.
 - Provide accurate and truthful information.
- Release children to either parent unless there is a court order on file.




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 **Definitions**

Staff

- Caregivers, drivers, kitchen personnel, maintenance personnel, and other personnel of the center as well as the program director.




Caregiver


- An adult who provides direct care, supervision, and guidance of children.

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5102(2)(b)
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).
 - 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 ICHAT reveals the person has been convicted of a "listed" offense, the center shall not make an offer of employment to that person.



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Staff Requirements

- Staff must be suitable and responsible 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.

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5104b




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.



5104a




Volunteer Requirements

- Written policy regarding supervision of volunteers.
- Provide documentation before unsupervised contact with children:
 - That the person has not been named as a perpetrator of child abuse/neglect.
 - Central registry clearance from DHS.
 - Resource: www.michigan.gov/canregistryclearance.
 - That the person has not been convicted of child abuse/neglect or a felony involving harm or threatened harm within the past 10 years (*self-certifying statement may be used*).

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5104b




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:

- Physical evaluation- required only once.
 - Less than 6 months old.
- Negative TB test- required only once.
 - Less than 1 year old.

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5102(3)




Caregiver Training

Develop a written, on-going training plan which includes:

1. The minimum training requirements established by:
 - 5102(1)(2) – First aid and CPR training.
 - 5102a(3) – Blood-borne pathogen training.
 - 5102(2)(d) – Child abuse and neglect reporting procedures.
 - 5113a(2) – Emergency evacuation.
 - 5102a(6) – Shaken baby and safe sleep.
 - 5102a(4) – 12 clock hours of training.

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5102(3)




Caregiver Training

Develop a written, on-going training plan which includes:

2. The following training topics:
 - Child development.
 - Curriculum.
 - Child discipline.
 - Health, safety, nutrition.
 - Working with parents.
 - Licensing rules.


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5102a




Caregiver Training

- 12 clock hours of annual training required for **all** program directors and caregiving staff.
 - Does not include CPR, first aid, and blood-borne pathogen training.
- Verification of all required training must be on file.



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5102a



Caregiver Training


Annual training 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.
- On-line trainings (must be facilitated and validated).

The center may provide training to their caregivers.


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5102a




Caregiver Training

- Blood-borne pathogen training required for all program directors and caregivers.
 - Required within 6 months of initial hire.
- At least 1 caregiver on duty at all times with current infant, child & adult CPR and first aid.




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5102a




Caregiver Training

- Safe Sleep & Shaken Baby Syndrome training required for infant and toddler caregivers prior to caring for these children.
- Training resources at www.michigan.gov/michildcare.




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Program Director

- Requirements:
 - At least 21 years of age.
 - High school diploma or GED.
 - Fingerprints.
 - Current CPR & first aid certification.
 - Education requirements approved by BCAL.
- Be present:
 - 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.



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5103



Program Director


The qualifications of program director must meet one of the following:

Education	Semester hours 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) Child development associate credential with →	18 semester hours with →	960 hours
(f) 60 semester hours with →	18 semester hours with →	1920 hours

Education must include 2 semester hours or 3 CEUs in child care administration.


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Program Director

- The licensee must notify department within 30 days of hiring a new program director.
 - 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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5103(2)



Program Director


Responsibilities:

- Develop, implement and evaluate center policies and program.
- Administer day-to-day operations.
 - Be available to address parent, staff, and child issues.
- Monitor and evaluate staff.



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5103a(2)



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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5103a




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:
 - 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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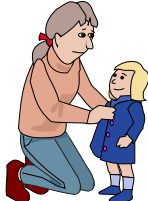
5103a



Lead Caregiver


Requirements:

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



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5103a(5)




Lead Caregiver

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

Education	Semester hours in early childhood education or child development	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) 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 hrs and/or 18 CEUs to equal 180 clock hrs with →	1920 hours
(g) High school diploma/GED with →	Combination of: 6 semester hrs and/or 9 CEUs to equal 90 clock hrs with →	3840 hours

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5103(8)
5103a




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 an 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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5113b




Children's Records

- Complete Child Information Record.
 - Updated when information changes or annually.
- Immunization records.
- Medication permission.
- Written permission for field trips at enrollment or prior to each field trip.
- Parent notification before each field trip.



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Children's Records

- Within 30 days of initial attendance, a physical evaluation:
 - Completed within past 3 months for infants and young toddlers.
 - Completed within past 12 months for older toddlers and preschool children.
- Physical evaluations updated:
 - Yearly for infants and young toddlers.
 - Every 2 years for older toddlers and preschool age children.

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Daily Attendance

- Must include the date and child's first and last name.
- Ensure sign-in and sign-out times are entered accurately.
 - Before and after school children will need to be signed out each time they arrive and leave child care.

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5114(1)



Parent Information


Written information packet provided to parents:

- Admission/withdrawal criteria.
- Schedule of operation.
- Fees.
- Discipline policy for children.
- Nutrition and food service program.
- Program philosophy and daily schedule.
- Health care plan.
- Notice of the Licensing Notebook.



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MCL 722.113g




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 on and after May 27, 2010 until the license is closed.
- Providers must notify parents of the notebook and that it is available for review during regular business hours.


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MCL 722.113g




Licensing Notebook

- Each parent must sign a document that includes all of the following statements:
 - 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. (The website address must be in **bold print**.)




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Parent's Access to Children

- Children must only be released to persons authorized by the parent.
 - Includes either parent unless prohibited by court order. A copy of the order must be on file.
- Parents are able to visit the program for the purpose of observing their children during hours of operation.




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5113b




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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5113b




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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5113b




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.
 - If non-prescription medication label says to contact physician for dosage, written instructions from the physician is required.

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5113c




Child Illness

- Parents must be notified if their child seems ill, health changes are noticed, or if child has accident or injury.
- A child too ill to remain in the group must be put in a separate area, cared for, and supervised until parent arrives.
- All items and facilities used by the ill child cannot be used by another person until thoroughly cleaned and sanitized.

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5113c(4)




Child Illness

If a child in care contracts a communicable disease, parents must be notified of:

- The name of the disease.
- That their child may have been exposed.
- Symptoms of the disease.

See Managing Communicable Diseases in Child Care Settings (BCAL-PUB 111).



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5105(1)
5110(7)




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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5107(1)



Discipline




Staff must use positive methods that encourage:

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

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5107(2)




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.


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5107(4)




Discipline

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



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5102




Capacity and Use Areas

The center must:

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

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5116(4)



Capacity and Use Areas


The centers must:

- Obtain prior approval of child use area before it may be used.
- Obtain approval from licensing to increase capacity or to add components.
- Submit the Request for Modification form prior to changes in child use areas, capacity, components, etc.



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Ratios

Group	Age	Ratio
Infant/Young Toddler	0-29 months	1:4
Older Toddler	30-35 months	1:8
Preschool	3 years	1:10
Preschool	4 years	1:12
School Age	K-12 years	1:18
School Age	13-17 years	1:25

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5105
5201a
5303a




Ratios

- If there are children of mixed ages in the same room or well-defined space, ratio is determined by age of youngest child.
- At least 2 staff members, 1 who is a caregiver, required when 3 or more children aged birth to 3 years are present.
- At least 2 staff members, 1 who is a caregiver, required when 7 or more children are present.

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

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5116




Indoor Space

- Center must have at least:
 - 50 sq. ft. per child aged birth to 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 young toddlers.
- Floor plan of child use areas required.

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5108



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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5108(1)



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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5108(4)

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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5106(1)

Program

A developmentally appropriate program implemented and must include:

- Physical development.
- Social development.
- Emotional development.
- Intellectual development.

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5106(2)

Program

The following types of activities must be provided **daily**:

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

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5106(3)

Program

Provide opportunities for children to:

- Feel successful and develop independence.
- Be creative.
- Learn new ideas and skills.
- Participate in imaginative play.





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5106(2)(e)

Program

At least 30 minutes of developmentally appropriate language and literacy experiences. Examples:

- 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.



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5106(2)(f)


Program

Early math and science experiences. Examples:

- 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.

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5106(5)




Daily Activity Guide

- A daily activity guide relating to curriculum must be prepared:
 - It must include a list of activities within each area of development required by rule.
- It must be posted in a place visible to parents or otherwise made available to parents.

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5106(10)



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.




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5106(4)




Program

- Media (TV, videos, movies, electronic devices, computer programs) must be:
 - Designed for children's education or enjoyment.
 - Suitable to the age of the child in terms of content and length of use.
- Violent/adult content programs and movies are not permitted.
- Other activities must be available during movie viewing.
- The center must assure that use of media is limited and monitored closely.



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5106(7)-(9)




Quiet/Nap Time

- 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 less than 3 regardless of the number of hours in care.
- Infants must allow infants to sleep on demand.
- Quiet activities must be provided for children who do not fall asleep.

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5109
5109a




Sleeping Equipment

- Cots or mats required for each child enrolled for 5 or more continuous hours.
 - Required for school-age children only upon a parent's request.
- Each cot or mat must be cleaned and sanitized between uses by different children or at least weekly.
 - Mats may be stacked only if they are sanitized prior to each use.
- Between the hours of 11 pm and 6 am, a bed and mattress of appropriate size is required for each child in care.


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5109




Sleeping Equipment

- Sheet or blanket provided for each child's exclusive use:
 - Washed at least weekly or when soiled.
 - Stored so it does not make contact with other bedding.
- Cots and mats spaced at least 18" apart to provide free and direct means of egress.




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5106(6)




Program - Outdoor Play

- Daily outdoor play required for children in care for more than 5 continuous hours, including infants, unless:
 - Inclement weather.
 - Other weather conditions that could result in children becoming overheated or excessively chilled.




5117




Playgrounds

- 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.




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Playgrounds

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




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Playgrounds

- Shaded areas must be available in summer.
- If used, there must be suitable surfaces for wheeled vehicles and pull toys.
- Equipment must be age-appropriate.
- Trampolines are prohibited.



5117




Playgrounds

The equipment & surfacing materials in the outdoor play area shall comply with the guidelines of the 1997 Edition of the Handbook for Public Playground Safety. 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.
- Resources at www.michigansafekids.org/playground.

5110




Food Services & Nutrition

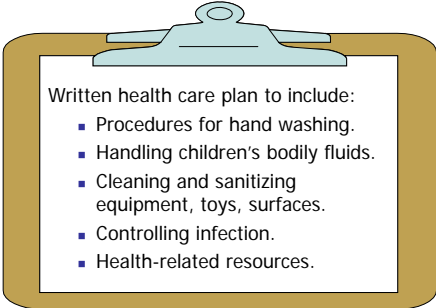
- Snacks and meals must meet the minimum meal requirements of the Child and Adult Care Food Program.
 - Resources at www.michigan.gov/mde >Programs >Child and Adult Care Food Program.
- Children must not be deprived of snacks or meals.
- Planned, dated menus must be posted.
 - Substitutions noted.
- Adequate staffing to assure food service activities do not detract from direct care and supervision of children.



5111b




Health Care Plan




Written health care plan to include:

- Procedures for hand washing.
- Handling children's bodily fluids.
- Cleaning and sanitizing equipment, toys, surfaces.
- Controlling infection.
- Health-related resources.




5111a




Accident, Injury, Illness Death Reporting

Serious injury, accident, or illness resulting in emergency medical treatment, hospitalization or death:


- Verbal report to BCAL within 24 hours.
- Written report to BCAL within 72 hours using Incident, Accident, Illness, Death or Fire Report (BCAL-4603).



5113a




Emergency Plans




Written procedures for:

- Fire.
- Tornado.
- Serious accident, illness or injury.
- Crisis management (including intruders and bomb threats).

Plans must be posted.



5113a




Emergency Plans

- Plans must be reviewed at least 2 times a year with staff.
- 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.


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5115



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.



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Fire Safety




84

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 **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.




85

5805


 **Fire Safety**

- Fire inspections by DELEG 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 DELEG.
- Electric hot water heaters and electric baseboard heat do not require an inspection.




86

5820(2)

 **Exiting**

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



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5820(3)


 **Exiting**

- Newly licensed centers must locate infant and young toddler rooms on a level with exiting directly to grade or properly ramped to grade.




88

5820(11)


 **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.




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5825

 **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.




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Fire Safety


- Carbon monoxide detectors required on all levels approved for child use.
- 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.



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5850

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.

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5865


Fire Safety

- Center must notify local fire authority and BCAL if a fire occurs that requires the use of fire suppression equipment or results in loss of life or property.
 - Notification must occur immediately after the fire using the Incident, Accident, Illness, Death, or Fire Report (BCAL-4603).



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Environmental Health




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5905(2)

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.

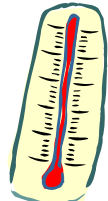


95

5910


Heating & Temperature

- Indoor temp must be at least 65° F in child use areas.
- Measures must be taken to cool areas 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.




96

5915




Light, Ventilation, Screens

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




97

5925




Handwashing Sinks

- Hand washing sinks must be accessible to children:
 - By platform.
 - Installed at children's level.
- New construction/remodeled centers must have separate hand washing sinks in kitchen and diapering areas.




98

5925(4)




Handwashing Sinks

- 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.




99

5925




Handwashing Sinks

- 1 toilet and 1 handwashing sink for every 15 children for full day programs.
- 1 toilet and 1 handwashing 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.




100

5935




Garbage and Refuse

- Garbage must be stored in watertight containers with tight-fitting covers.
- If a dumpster is used, garbage must be placed in sealed plastic bags.
- Garbage cans must have a waterproof liner or be thoroughly cleaned after each emptying.
- Garbage and refuse must be removed at least once a week.



101

5940




Premises

- Premises must be maintained in a clean and safe condition.
- 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.

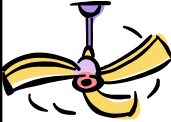
102

5940




Premises

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




103

5940(8)




Maintenance of Premises

- Lead hazard risk assessment required **newly** 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 for list of certified lead risk assessors.




104

5940(9)
MCL 324.8316



Pest Management

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



105




Food Preparation and Storage



106

5902




Food Preparation Areas

- Carpeting prohibited in food prep areas.
- Food contact surfaces must be:
 - Smooth.
 - Nontoxic.
 - Easily cleanable.
 - Durable.
 - Corrosion resistant.
 - Non-absorbent.

107

5902




Food Preparation Areas

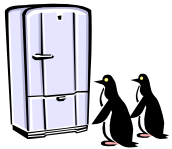
- Mechanical ventilation to the outside required for commercial cooking equipment.
- Residential hood ventilation system permitted when cooking equipment is limited to stove/oven combination
- Deep fryers are prohibited.
- Live animals prohibited in food preparation and eating areas.

108

5902a


 **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.



109


5902a

 **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.

110


5902a

 **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.

111

5902a

 **Food & Equipment Storage**

- Meals that are transported must be:
 - Prepared in commercial kitchens.
 - Delivered in carriers approved by the environmental health authority.



112

5902b


 **Food Supplies**

- Food must be free from spoilage, filth or other contamination and be safe for human consumption.
- Home canned products prohibited.
- Fluid milk and fluid milk products must be pasteurized and meet grade "A" quality standards.




113

5902c


 **Food Preparation**

- Staff and children must wash their hands before handling and eating food.
- Hand washing guidelines must be posted in food preparation areas and toilet rooms.



114

5902c




Food Preparation

- Food must be prepared:
 - With the least possible manual contact.
Least manual contact means no contact for ready-to-eat foods. Ready-to-eat foods must be prepared and served using suitable utensils such as gloves or deli tissue.
 - On surfaces that have been washed, rinsed and sanitized.

115

5902c




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.

116

5902c




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.

117

5902c




Food Preparation

- Except during preparation, potentially hazardous foods must be:
 - 41° F or below.
 - 140° 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.


118

5902c




Food Preparation

- Accurate metal stem-type food thermometers are required to assure proper temperatures.
- Once food is served and handled by staff and children, it must not be served again unless it is in a wrapper, such as single service crackers.




119

5902c(11)




Food Preparation

- Milk may be served from commercially filled containers of 1 gallon or less.
- Milk may be poured directly into a sanitized container for "family-style" meals.
- Milk must be labeled with date and time opened.



120

5902c(12)-(13)




Food Preparation

- Milk must be served within 7 days of opening.
- Partially filled containers must not be combined.
- Contents of milk in single-service containers must be discarded after snacks or meals.

121

5902c(14)




Food Preparation

On field trips:

- Potentially hazardous foods must be kept at 41° F or below, except during prep and service periods.
- If proper handwashing facilities are not available, sanitary disposable food service gloves must be used by staff preparing and serving food.

122

5902d




Sanitization

- All dishes, utensils, food contact surfaces and food service equipment must be washed, rinsed and sanitized after each use.
- Enamelware utensils are prohibited.
- Single-service articles must not be re-used.

123


5902d(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).



124

5902d(5)



Sanitization


Sanitizing options when manually washing dishes:

- Immersion in clean, hot water (at least 170° F) for at least 30 seconds.
- Immersion in chlorine solution (50-100 parts per million) of at least 75° F for at least 1 minute.

Air dry after sanitizing.

125


5902d



Sanitization


- Moist cloths used for cleaning and sanitizing counter and tabletops must be:
 - Clean.
 - Rinsed frequently in an approved sanitizing solution.
 - Stored in the sanitizing solution between uses.
 - Cleaning and sanitizing cloths must be stored in separate containers.
 - Used only for this purpose.
- Sponges must not be used in a food service operation.

126

 **Child Care Licensing Updates**

Go to 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 LISTSERV.




127

 **Infant/Toddler**




128

5201a
5105

 **Infant/Toddler Ratios**

Ages	Ratio
Birth to 11 months (infant)	1:4
12 months to 29 months (young toddler)	1:4
30 months to 35 months* (older toddler)	1:8

- If there are children of mixed ages in the same room or well-defined space, ratio is determined by age of youngest child.
- At least 2 staff members, 1 who is a caregiver, required when 3 or more children aged birth to 3 years are present.
- At least 2 staff members, 1 who is a caregiver, required when 7 or more children are present.

Remember: These apply also when taking children off the premises. 129

5201a(2)(c)


 **Toddler Ratios**

- Children who have reached 33 months of age may, with written parental permission, be enrolled in a 3 year old classroom.
- Rules for 3 year olds will apply.




130

5101(j)


 **Group Size**

- Group size: 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...



131


5201b

 **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.

132

5201b

 **Infant & Toddler Group Size**

Group	Ages	Group Size
Infant	Birth to 11 months	12
Young Toddler	12 months to 29 months	12
Older Toddler	30 months to 35 months	16

133

5202a(1)

 **Primary Care**

Primary care means:

- Continuity of a relationship, so a child has as few primary caregivers each day and week as possible.
- Continuity of care, to allow children and their primary caregivers to develop nurturing relationships over time.



134

5202a(1)


 **Primary Care**

- Appropriate social-emotional interaction including:
 - Holding and rocking.
 - Talking to and making eye contact.
 - Cuddling and interacting.
 - Providing guidance to develop social skills and emotional well-being.




135

5202a


 **Primary Care**


- All infants, young toddlers and older 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.



136

5202a

 **Primary Care**



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

137

5204


 **Infant Sleeping Requirements**

- Infants must sleep alone in approved cribs or porta-cribs (excludes pack-n-play or soft sided portable cribs).
- Cribs must have:
 - Firm, tight-fitting 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.
- Occupied cribs spaced at least 2 feet apart and in a manner to allow for free and direct means of egress



138

5204


 **Infant Sleeping Requirements**

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




139

5204


 **Infant Sleeping Requirements**

- Car seats, infant swings, bouncy seats, bassinets, and playpens are not approved sleeping equipment .
- Bedding must be washed when soiled, at least weekly or before used by another child.




140

5204(9)


 **Infant Sleeping Requirements**

- Stacking cribs are prohibited.
- Centers that were using stacking cribs before 12/2006 can only use them with:
 - Infants under 7 months of age.
 - OR
 - Infants not yet standing.
- Stacking cribs must be replaced with single cribs.



141


5204a

 **Infant Sleeping Requirements**

- 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.

142


5204a

 **Infant Sleeping Requirements**

- Caregivers must maintain supervision and frequently monitor sleeping infants' breathing, sleep position and bedding for possible signs of distress.
- Adequate soft lighting is required to allow caregivers to assess children.
- Video surveillance equipment and baby monitors can supplement, but not replace direct supervision.

143


5204

 **Toddler Sleeping Requirements**


- Toddlers must sleep alone in:
 - Cribs or porta-cribs.
 - Cots.
 - Mats.
- Sleeping equipment must be stored so that sleeping surfaces do not come into contact with other sleeping surfaces.
 - Mats may be stacked only if they are sanitized prior to each use.

144

5205


 **Infant/Toddler Food Service**

- Food must be appropriate to meet the needs of each child.
- Bottles and food containers must be labeled and fed to that named child.
- Infants must be held during bottle-feeding except when they resist being held and can hold their own bottle.
- Infants and young toddlers must be fed on demand.




145

5205


 **Infant/Toddler Food Service**

- Bottle propping is prohibited.
- Bottles must not be placed in sleeping equipment.
- Cereal must not be added to a bottle of formula, milk, juice, or water without written parental permission.
- Medication may not be added to a bottle or food unless indicated on prescription label.



146


5205(1)(c)

 **Infant/Toddler Food Service**

- If warmed, bottles must be warmed in a "safe, appropriate" manner.
 - Under running warm tap water.
 - By placing the bottle in a container of water.
 - In a bottle warmer made specifically for this purpose.
- Bottles must not be warmed in a microwave oven.
- Warmed bottles must be shaken or stirred to distribute the heat and temperature tested before feeding.

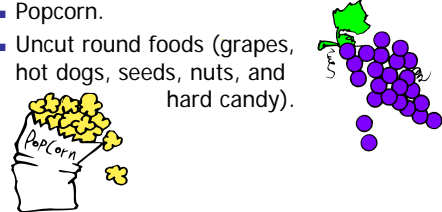
147

5205(6)(c)

 **Infant/Toddler Food Service**


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

- Popcorn.
- Uncut round foods (grapes, hot dogs, seeds, nuts, and hard candy).




148

5205(6)(d)

 **Infant/Toddler Food Service**


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

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



149

5205


 **Infant/Toddler Food Service**

Unless there is written authorization from the child's health care provider:

- Infants must be served formula or breast milk.
- Young toddlers must be served vitamin D-fortified whole milk.

150


5205(5)(d)



Infant/Toddler Food Service


Discard bottle contents that:

- Appear unsanitary.
- Have been used for a feeding period exceeding 1 hour.
- Have been unrefrigerated for more than 1 hour.



151

5205(5)(f)




Infant/Toddler Food Service

- Bottle liners, if used, are for a single use by an individual child.
- Bottle liners in unused bottles of formula, along with the formula, must be discarded after 48 hours.
- Bottle liners in unused bottles of milk, along with the milk, must be discarded after 24 hours.


152

5205a




When Parents Provide Food

- Written agreement required if parent provides food.
- Center must provide adequate formula, milk or food if parent does not.
- Centers must support and accommodate breastfeeding.
 - Have a designated place set aside to accommodate breastfeeding mothers and their children.



153

5205a(2)(c)




When Parents Provide Food

Expressed breast milk must:

- Be in clean, ready-to-feed assembled bottles, with child's name and date of collection
- Be immediately stored in refrigerator or freezer.
- Be thawed under cold running water or in the refrigerator and used w/in 24 hours
- Be discarded at the end of a feeding.


154

5205a(3)




When Parents Provide Food

- Formula and milk must be in clean, ready-to-feed bottles.
- Formula, milk, and food must be:
 - Refrigerated until used.
 - Covered and labeled with contents, date, date of opening (when applicable) and child's name.
- Unused formula/milk in unopened bottles or perishable food must be returned to parents or discarded.



155

5205b(1)



When Centers Provide Food

- Formula and milk must be commercially prepared, ready-to-feed.
- Formula and milk poured into a bottles must be labeled with the contents and date of preparation.
- Once opened, formula must be labeled with the date and time of opening and be used within 48 hours or discarded.

156


5206



Infant 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.




157

5209(1)




Designated Diapering Area

- Physically separated from food prep and service areas.
- Close to a hand-washing sink used exclusively for hand-washing.
- Have a non-absorbent surface that can be easily sanitized.
- Be sturdy, with railings or barriers.
- Adult work surface height.
- Cleaned & sanitized after each use.



158

5209




Diapering

- Toddlers may be difficult to lift onto a changing table so they may be changed in the bathroom and be changed:
 - Standing up.
 - On a changing surface placed on the floor. Both the changing surface and the floor must be non-absorbent and easily cleaned and sanitized.
- These procedures may also apply to older children who are not yet toilet trained or who have special needs.

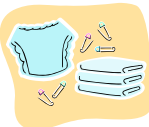
159

5209




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 and hand washing guidelines must be posted in diapering area.
- Rinsing cloth diapers/training pants not permitted.




160

5209




Handwashing

- Caregivers must thoroughly wash their hands after:
 - Each diapering.
 - After cleaning up bodily fluids.
- Hands must be washed with soap and running water
- Hand sanitizers, pre-moistened hand wipes are not approved substitutes.



161

5925(6)




Handwashing Sinks

- Infant/toddler areas that must have a diapering area and designated handwashing sink:
 - Newly licensed centers, relocated programs with infant/toddler component.
 - Existing centers that add an infant/toddler component.
 - Existing centers that increase their infant/toddler capacity.

162

5209




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.
 - Cleaned and sanitized after each use.

163




School-Age




164

5302




School-Age Program Director

- Requirements:
 - At least 21 years of age.
 - High school diploma or GED.
 - Fingerprints.
 - Current CPR & first aid certification.
 - Education requirements approved by BCAL.
- Be present:
 - 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.



165

5302



School-Age Program Director


The qualifications of program director must meet one of the following:

Education	Semester hours 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) Michigan school-age credential with →	12 semester hours with →	480 hours
(e) 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

Education must include 2 semester hours or 3 CEUs in child care administration.

166

5302




School-Age Program Director

Responsibilities:

- Develop, implement, and evaluate center policies and program.
- Administer day-to-day operations.
 - Be available to address parent, staff, and child issues.
- Monitor and evaluate staff.

167


5306



Multi-Site School-Age Program Director


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

- Each program must operate less than 8 hours/day.
- The program director must be available during all hours of operation.



168

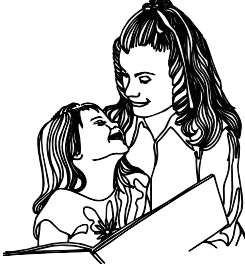
5306



Multi-Site School-Age Program Director


The multi-site program director must:

- Be at each site for at least 1 session/week.
- Supervise the planning and evaluation of the programs and staff.



169


5307(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.
- 16 clock hours of school-age training.
- Current CPR and first aid training.



170

5307




Multi-Site School-Age Programs

- Site supervisor must be present at the site during all hours of operation.
- Responsible for the daily operation of a specific site:
 - Supervision of site staff.
 - Overall care and supervision of children.
- Assists program director in:
 - Developing, implementing, evaluating program.
 - Administering day-to-day operations.
 - Monitoring and evaluating staff.

171

5303a




Ratios

Group	Age	Ratio
School Age	K-12 years	1:18
School Age	13-17 years	1:25


- If there are children of mixed ages in the same room or well-defined space, ratio is determined by age of youngest child.
- At least 2 staff members, 1 who is a caregiver, required when 7 or more children are present.

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



172


5303(1)



School-Age Program


Activities must:

- Reflect the interests and abilities of the children enrolled in the program.
- Supplement areas of development not regularly provided for during the school day.



173


5303(2)



School-Age Program


The program must provide opportunities to:

- Plan, carry out and evaluate the program and the child's individual activities.
- Experience a diversity of activities within the program and community.
- Participate in relaxation and recreational activities.



174

5305(1)

 **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.


175

 **Transportation**




176

5602


 **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.




177

5602

 **Transportation**


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

- R 400.5611 - Ratios.
- R 400.5613 - Time limit on child transit.
- R 400.5615 - Parent permission for routine transportation.



178


5601(f)

 **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.




179

5603


 **Motor Vehicles**

- Motor vehicles must be in safe operating condition.
- Vehicles with a seating capacity of 10 or less, including the driver, must have annual inspections by a licensed mechanic (excluding volunteer vehicles).
- Statement that vehicle complies with MI vehicle code safety requirements must be on file.




180

5604




Transportation

- Vans with a seating capacity of 11 or more are prohibited.
- Multi-function school activity buses are acceptable for transporting children.
- Annual inspections of these vehicles by licensed mechanic or state police is required.



181

5605




Safety Equipment

Vehicles with a seating capacity of 10 or less 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.

182


5606



Safety Equipment

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

- 3 bi-directional reflective triangles properly cased.
- 3 15-minute fuses or an approved battery operated substitute properly cased.
- Mounted fire extinguisher (at least 2A-10BC).
- A first aid kit securely stored.



183

5607




Restraint Devices

- Each child being transported must remain seated and properly restrained by a passenger restraint device in good working condition.
- 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.

184

5610




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.
 - Have proof of valid insurance and registration.


185

5610



Motor Vehicle Operator

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



186

5611(1)

Transportation - Ratios and Supervision

Transportation caregiver-to-child ratios:

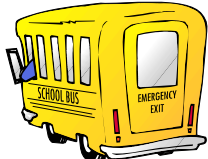
- 1:4, excluding the driver, for infants and young toddlers
- 1:8, excluding the driver, for older toddlers
- 1:10, including the driver, for 3 year olds
- 1:12, including the driver, for 4 year olds
- 1:18, including the driver, for school-age (This does not apply to school-age children transported to/from school on public school buses or public transportation.)

187

5611(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.




188

5611

Transportation - Ratios and Supervision

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




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Time Limits on Transit

- Children under school age must not be in a motor vehicle for more than 1 continuous hour.
- Cannot stop and take break to prevent from exceeding hour limit.




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Parent Permission

- Written permission must be obtained annually for routine transportation, including transportation between a child's home, center and school.
- Written permission for field trips must be obtained at time of enrollment or prior to each field trip. Notice given before each field trip.
- Must be kept on file at the center.




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Child Care Licensing Updates

Go to 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 LISTSERV.



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