

FAMILY AND GROUP CHILD CARE HOME COMPLIANCE RECORD

Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems

License Number
Name of Licensee
Date

Instructions for use:

1. Use to make notes and observations during the inspection.
2. Verbally discuss cited violations with the licensee during the exit conference. Do not retain in field file.

C = Compliance **V = Violation**

Note: Rule updates effective December 2019 are underlined.

C	V	RULES
		R 400.1902 Applicant; licensee; requirements.
		(1) Applicant shall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be 18 years of age or older.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Have a high school diploma, general educational development (GED) certificate, <u>or approved training track and hours for child care home providers through MiRegistry.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Permanently reside in the child care home as a member of the household.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) Have proof of certification in both of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Infant, child, and adult cardiopulmonary resuscitation (CPR).
<input type="checkbox"/>	<input type="checkbox"/>	(ii) First aid.
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Have documentation of completed training in both of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>Recognition and reporting of child abuse and neglect.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(ii) <u>Prevention and control of infectious disease, including immunizations.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) Attend an orientation <u>provided by the department.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(2) Applicant or caregiver shall be of responsible character, suitable and able to meet the needs of children and provide for their care, supervision, and protection.
<input type="checkbox"/>	<input type="checkbox"/>	(3) All persons residing in the home shall meet all of the following requirements:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be suitable to meet the needs of children.
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Be able to ensure that services and facilities are conducive to the welfare of children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Act in a manner that is conducive to the welfare of children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Demonstrate a willingness and ability to comply with the act and these rules.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) <u>The applicant and licensee shall submit all required information and reports using the specified forms, which are available on the child care licensing division's website.</u>
		R 400.1903 Licensee responsibilities.
		(1) A licensee shall be responsible for all of the following:

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<input type="checkbox"/>	<input type="checkbox"/>	(a) When the child care home is in operation, the licensee shall be present in the home on a daily basis and provide direct care and supervision for the majority of time children are in care, except for the following circumstances:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Vacation or personal leave, which must not exceed 20 days within a calendar year. <u>The 20 days of vacation or personal leave means the licensee is absent the entire day or at least 51% of the day when the child care home is operating...</u>
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Medical treatment and subsequent recovery.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The exceptions in subrule (1)(a) do not include other part-time or full-time employment that occurs during the hours of operation of the child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Provide for a child care staff member, who has valid CPR and first aid certifications, to act on behalf of the licensee when the licensee is unable or unavailable to provide direct care.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Inform parents when a child care staff member is providing care in the absence of the licensee.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Maintain a record of the dates of licensee absences. These records must be maintained for a minimum of 4 years.
<input type="checkbox"/>	<input type="checkbox"/>	(f) License posted.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Report to the department within, <u>3 business days</u> , any changes in the household composition or when any new or existing member of the household or child care personnel has any of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(i) An arrest
<input type="checkbox"/>	<input type="checkbox"/>	(ii) A conviction
<input type="checkbox"/>	<input type="checkbox"/>	(iii) <u>An arraignment for an offense that if convicted would lead to that individual's ineligibility to be connected with a child care home.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(iv) <u>Is being investigated by the state department of health and human services for an allegation of child abuse or neglect.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(v) Is under court supervised parole or probation.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) Has been admitted to, or released from, a correctional facility.

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<input type="checkbox"/>	<input type="checkbox"/>	(vi) Has been admitted to, or released from, a correctional facility.
<input type="checkbox"/>	<input type="checkbox"/>	(vii) Has been admitted to or released from a health facility or agency that was providing mental health or substance use disorder treatment services to the individual.
<input type="checkbox"/>	<input type="checkbox"/>	(h) <u>The report required in subdivision (g) of this subrule shall be made using the department's form named Notification of Changes in Status – Family and Group Child Care Homes, which is labeled BCAL-1485.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>Notify personnel of their duty to report to the licensee any actions listed in this rule.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(j) For any member of the household or personnel who has been treated on an inpatient or outpatient basis for an emotional, mental, or substance use disorder during the last 2 years, the licensee shall provide to the department a written statement verifying the individual's fitness to care for or be associated with children. This statement must be obtained from the medical or mental health professional who is directly involved in the individual's treatment plan or the administrator of the health facility or agency that provided services to the individual.
<input type="checkbox"/>	<input type="checkbox"/>	(k) <u>Immediately report to children's protective services any suspected child abuse or neglect and ensure compliance with the child protection law, 1975 PA 238, MCL 722.621 to 722.638.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(l) <u>Have a written policy and procedure for the screening and supervision of volunteers, if applicable, including volunteers who are parents of a child in care.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(2) The licensee shall ensure that a child is released only to persons authorized in writing by the parent.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The licensee shall permit parents of enrolled children who are in attendance to visit the child at the child care home at any time during hours of operation...
<input type="checkbox"/>	<input type="checkbox"/>	(4) The licensee shall cooperate with the department in connection with an inspection or investigation, as required in section 10(1) of the act, MCL 722.120(1). Cooperation includes, but is not limited to, all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Admit authorized members of the department into the approved child caring areas of the child care home and provide access to all records, individuals, and other materials necessary to determine compliance with the act and these rules.

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<input type="checkbox"/>	<input type="checkbox"/>	(b) Allow the department to perform routine investigative functions during the course of an investigation, inspection, or examination. Routine investigative functions include, but are not limited to, both of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>Interviewing potential witnesses, such as child care staff members, members of the household, and volunteers.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(ii) <u>Taking photographs to assess and document the conditions of the child care home and its compliance with the act and these rules.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(5) The licensee shall ensure that all personnel, members of the household... <u>conduct themselves in a manner that is conducive to the welfare of children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(6) Caregiver shall have present at all times 1 person who can accurately comprehend:
<input type="checkbox"/>	<input type="checkbox"/>	(a) The act, these rules, and any additional communications from the department.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Child information cards.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Written directions about a child's care.
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Information about food, cleaning, and chemical labels that can impact a child's wellbeing.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) Written medication directions for a child.
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>Information needed to effectively implement emergency procedures.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(7) The licensee shall cooperate with the department by ensuring that all individuals <u>requiring a comprehensive background check are entered into the child care background check system and processed for eligibility as required by section 5n of the act, MCL 722.115n, and R 400.1925.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(8) <u>To comply with section 3c of the act, MCL 722.113c, a licensee shall have a policy and procedure on smoking and vaping that includes all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) Ensure that smoking <u>and vaping</u> do not occur <u>in child-use space</u> , on the premises of a child care home while children are in care, <u>and in a vehicle when used to transport children who are in care.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) Conspicuously post on the premises a notice stating that smoking <u>and vaping</u> are prohibited on the premises during child care hours.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Notify parents if smoking <u>or vaping</u> occurs in the child care home and on the premises when children are not in care.

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		(9) Provide identifying information to the department on both of the following individuals who are associated with the child care license:
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Licensee.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Adult household member.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(10) The information required in subrule (9) of this rule shall be provided to the department on the department's form named Child Care Licensing Information Request, which is labeled BCHS CC-001.
		<u>R 400.1904a Child care staff member; employment requirements.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(1) An individual who is employed as a <u>child care staff member</u> in a child care home shall be 18 years of age or older.
		(2) Before caring for children at a child care home, an individual shall provide the licensee with all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A valid certification in infant, child, and adult
<input type="checkbox"/>	<input type="checkbox"/>	(b) A valid certification in first aid.
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Proof of training in the prevention of infectious disease, including immunizations.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(3) <u>Prior to contact with children, the individual shall be determined by the department to be eligible to serve as a child care staff member.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) A child care staff member shall <u>conduct himself or herself in a manner that is conducive to the welfare of children</u> and be able to meet the needs of children and provide for their care, supervision, and protection.
<input type="checkbox"/>	<input type="checkbox"/>	(5) A child care staff member may substitute for the licensee pursuant to R 400.1903(1)(c).
		<u>R 400.1904b Child care assistant; requirements.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(1) A <u>child care assistant</u> shall be 14 to 17 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	(2) <u>Prior to contact with children, the individual shall be determined by the department to be eligible to serve as a child care assistant, as required by R 400.1925.</u>
		(3) Within 90 days of hire, a child care assistant shall provide the licensee all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A valid certification in infant, child, and adult CPR.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A valid certification in first aid.

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<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Proof of training in the prevention of infectious disease, including immunizations.</u> <u>Hours of training in the prevention of infectious disease from MiRegistry will be allowed to count for training hours to meet this requirement.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) A child care assistant shall be supervised directly at all times by the licensee or a child care staff member who is present on site and can observe the child care assistant.
<input type="checkbox"/>	<input type="checkbox"/>	(5) <u>A child care assistant shall conduct himself or herself in a manner that is conducive to the welfare of children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(6) <u>A child care assistant shall not substitute for the licensee or a child care staff member.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(7) <u>A child care assistant shall not drive a vehicle that is transporting children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(8) <u>The licensee is responsible for the actions of a child care assistant who has contact with or access to children who are cared for in a child care home.</u>
		<u>R 400.1905 Training.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and <u>infectious disease, including immunizations, training.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(2) A child care staff member and a child care assistant shall complete not less than 5 clock hours of training each calendar year related to child development and caring for children, not including CPR, first aid, and <u>infectious disease, including immunizations, training.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(3) A licensee shall ensure that child care staff members and child care assistants, prior to caring for children, have training that includes information on all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Safe sleep practices to prevent sudden infant death syndrome.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Recognition of and the reporting of <u>child abuse and neglect.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) Prevention of shaken baby syndrome, <u>abusive head trauma, and child maltreatment.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) <u>Within 90 days after receiving a child care license or of being hired at a child care home, a licensee, a child care staff member, and a child care assistant shall complete training on all of the following topics:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Child development.</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Administration of medication.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Prevention of and response to emergencies due to food and allergic reactions.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Precautions in transporting children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>Building and physical premises safety.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>All hazards emergency preparedness and response planning.</u>
		(5) Training hours may include:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Sessions offered by community groups, faith-based organizations, and child care home associations.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Trainings, <u>workshops, seminars, and conferences on early childhood, child development, or child care administration by early childhood organizations.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) Workshops and courses offered by school districts, colleges, and universities.
		(d) Online courses.
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Training and courses offered through MiRegistry.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(6) Verification of participation shall be kept on file.
<input type="checkbox"/>	<input type="checkbox"/>	(7) <u>CPR and first aid training certification must be maintained according to the expiration dates on the individual's certification cards.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(8) <u>The department may require additional training for violations based on the act or these rules. The additional training may include, but is not limited to, the safe sleep training available on MiRegistry or attending another orientation session conducted by the department.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(9) <u>When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.</u>
		R 400.1906 Records of a licensee; child care staff member; child care assistant.
		(1) Licensee shall maintain a file for each assistant caregiver:
<input type="checkbox"/>	<input type="checkbox"/>	(a) First and last name, address, telephone number and <u>date of hire.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Daily records detailing arrival times and departure times at the child care home.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) A statement signed by a licensed physician.

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<input type="checkbox"/>	<input type="checkbox"/>	(i) For the applicant or licensee, within 1 year before issuance and at the time of subsequent renewals.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) For a child care staff member and a child care assistant, within 1 year prior to caring for children and at the time of subsequent renewals.
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Other physician attestations and records as required in R 400.1919.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) Training records, as defined in R 400.1905(5), <u>which may also be viewed online at MiRegistry during an on-site inspection.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>A completed and signed Michigan Child Care Background Check Consent and Disclosure form as required in R 400.1925.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) A written statement signed and dated by the child care staff member or child care assistant at the time of hiring indicating all of the following information:
<input type="checkbox"/>	<input type="checkbox"/>	(i) The individual is aware that abuse and neglect of children is unlawful.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) The individual has received a copy of the discipline policy.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The records in this rule must be retained <u>for the duration of the individual's employment</u> and a minimum of 4 years after the individual has left the employment of the licensee.
		R 400.1907 Child's record.
		(1) Prior to initial attendance:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A completed child information card.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A child in care statement/receipt certifying:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Receipt of a written discipline policy.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Condition of the child's health.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Receipt of a copy of the rules <u>or the website for an electronic copy of these rules.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Agreement as to who will provide food for the child.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Acknowledgement if firearms are on the premises, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) For home built prior to 1978, notification for parents and personnel of potential presence of lead-based paint/dust hazards <u>or documentation that the home is lead safe.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) Documentation that immunizations and boosters:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Have been completed.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Are in progress.

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<input type="checkbox"/>	<input type="checkbox"/>	(iii) Are not being administered due to religious, medical, or other reasons.
<input type="checkbox"/>	<input type="checkbox"/>	(d) If a parent objects to emergency medical treatment on religious grounds, the parent shall provide a signed statement that he or she assumes responsibility for all emergency care.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Records in subrule (1) of this rule shall be reviewed and updated annually or when information changes.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Dated daily attendance records of children in care shall be maintained. <u>Electronic records may be used but must be available during an on-site inspection.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) Children's records required by the department must <u>be immediately accessible and stored in a location known to all personnel.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(5) The records in this rule shall be retained for at least 4 years.
		R 400.1908 Capacity.
<input type="checkbox"/>	<input type="checkbox"/>	(1) The licensee shall ensure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the child care home is licensed, not more than 6 children for a family child care home and not more than 12 children for a group child care home.
		R 400.1909 Concurrent licensing.
<input type="checkbox"/>	<input type="checkbox"/>	(1) A licensee who is concurrently licensed as a children's foster home provider shall inform parents.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A licensee who provides both child care and foster care shall not care for more than <u>12</u> children, including all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Children who are under 17 years of age and who are related to the caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The capacity of foster children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) All other children who are cared for.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A licensee shall notify the department when applying for a foster care license.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The department has the right to refuse concurrent licensing for child care if the health and safety of child care children could be at risk.
		R 400.1910 Ratio of personnel to children.
<input type="checkbox"/>	<input type="checkbox"/>	(1) The ratio of personnel to children must not be less than 1 personnel member to 6 children. The ratio must include all children in care who are not related to any personnel and any of the following children who are less than <u>6</u> years of age:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Children of the licensee.

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<input type="checkbox"/>	<input type="checkbox"/>	(b) Children of a child care staff member or child care assistant.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Children related to any member of the child care home family by blood, marriage, or adoption.
<input type="checkbox"/>	<input type="checkbox"/>	(2) For each member of the personnel, not more than 4 children under the age of 30 months, with not more than 2 of the 4 children under the age of 18 months.
		Total children enrolled:
		Children present:
		Caregivers present:
		Related under 6 years:
		Children under 30 months:
		Children under 18 months:
		R 400.1911 Care; supervision; children.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Licensee shall assure appropriate care and supervision of children at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Licensee or child care staff member present in the home when children are in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Up and awake at all times when children are in care.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Know the location of each child at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Never leave a child unattended or with a minor in a vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Directly supervise children who are engaged in water activities or are near collections or bodies of water.
		R 400.1912 Infant; child; resting; sleeping; supervision.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Infants placed on their backs for resting and sleeping.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Infants unable to roll from their stomachs to their backs, when found facedown, shall be placed on their backs.
<input type="checkbox"/>	<input type="checkbox"/>	(3) If infants can easily turn over from their backs to their stomachs, then they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleeping.
<input type="checkbox"/>	<input type="checkbox"/>	(4) If a child has a health issue or special need that requires sleep in an alternate position or in something other than a crib, porta-crib, or play yard for infants/toddlers, or cot or mat for toddlers, <u>documentation from the child's health care provider is required. The documentation must include specific sleeping instructions, time frames and an anticipated end date.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(5) Maintain supervision and monitor infants' breathing, sleep position, bedding, and possible signs of distress.

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<input type="checkbox"/>	<input type="checkbox"/>	(6) Video surveillance equipment and baby monitors not used in place of subrule (5).
		R 400.1913 Discipline; child handling.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Written policy regarding discipline.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Developmentally appropriate, positive methods of discipline are used.
		(3) Personnel shall not:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment.
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Use any substance in a child's mouth.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) Restrict a child's movement by binding or tying him or her.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Deprive a child of meals, snacks, rest, or necessary toilet use.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Confine a child in an enclosed area such as a closet, locked room, box, or similar enclosure.
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>Use time out for children under 3 years old.</u>
		R 400.1914 Daily activity program.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Caregivers shall engage in positive interactions with children. For infants/toddlers:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Nurturing contact throughout the day.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Promptly responding to a child's cries and other signs of distress.
		(2) Daily activities:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Develop and use language.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Develop and use large and small muscles.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Encourage creativity.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Learn new ideas and skills.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Participate in imaginative play.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Rest or sleep, or both.
		(3) Daily:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Active and quiet play, group and individual activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Indoor and outdoor play.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Early language and literacy experiences accumulating for not less than 30 minutes.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Television, video tapes, movies, electronic devices, and computers shall be limited to not more than 2 hours per day. Other activities shall be available to children during television/movie viewing.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Programs/movies with violent/adult content not permitted.

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<input type="checkbox"/>	<input type="checkbox"/>	(6) Use of television, video tapes, movies, electronic devices and computers be suitable to the age of the child in terms of content and length of use.
<input type="checkbox"/>	<input type="checkbox"/>	(7) For children with special needs, work with the parents, medical personnel, and/or other relevant professionals.
		R 400.1915 Indoor space: play equipment and materials.
<input type="checkbox"/>	<input type="checkbox"/>	(1) 35 square feet per child.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Space must receive prior approval by the department.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A variety of easily accessible, safe, and developmentally appropriate activity choices. All apply to choices available:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Materials may include but are not limited to:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Books.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Art supplies.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Blocks and accessories.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Large muscle equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Manipulative toys.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) Musical equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(vii) Dramatic play materials.
<input type="checkbox"/>	<input type="checkbox"/>	(b) All materials and equipment must be kept clean, free of hazards, <u>and in good repair.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) Play equipment soiled by secretion or excretion cleaned with soap and water, rinsed and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Licensee shall not use any equipment recalled or identified by the U.S. Consumer Product Safety Commission as being hazardous.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Licensee shall post an updated copy of the list of unsafe children's products found in Michigan Child Care Matters Newsletter (MCCM) .
<input type="checkbox"/>	<input type="checkbox"/>	(6) Children protected from materials that could present a choking hazard.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Trampolines and <u>bounce houses</u> must not be used indoors.
		R 400.1916 Bedding and sleeping equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Bedding and sleeping equipment in accordance with U.S. Consumer Product Safety Commission standards and clean, safe and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Bedding and sleeping equipment cleaned before being used by another child.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Bedding washed when soiled or weekly.
<input type="checkbox"/>	<input type="checkbox"/>	(4) All cribs or porta-cribs shall be equipped with a firm, tight-fitting mattress with a waterproof, washable covering.

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<input type="checkbox"/>	<input type="checkbox"/>	(5) <u>Play yard mattresses must be purchased from the manufacturer of the play yard and be manufactured after February 19, 2014. Play yards must meet the Consumer Product Safety Commission safety standards for play yards, 16 CFR part 1221 (2019). Licensees shall comply with this subrule by December 31, 2019.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(6) Infants rest or sleep alone in a crib, <u>play yard</u> , or porta-crib. Equipment must meet the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Cribs, porta-cribs and play yards must comply with the product safety standards issued by the Consumer Product Safety Commission, 16 CFR 1219 (2019), 16 CFR 1220 (2019), and 16 CFR 1221 (2019), which are available at www.cpsc.gov.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) A tightly fitted or snug bottom sheet must cover the crib or porta-crib mattress with no additional padding placed between the sheet and the mattress.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Stacking cribs must not be used.
<input type="checkbox"/>	<input type="checkbox"/>	(7) An infant's head uncovered during sleep.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters, pillows and other soft objects must not be with or under <u>or within reach of</u> infant.
<input type="checkbox"/>	<input type="checkbox"/>	(9) <u>An infant who is less than 2 months of age may be swaddled with a sleeping sack swaddle attachment.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(10) <u>If an infant who is older than 2 months of age has a health issue or special need that requires the child to use a sleeping sack swaddle attachment, documentation of this health issue or special need from the child's health care provider is required. This documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(11) Blankets must not be draped over cribs, porta-cribs, or play yards while in use.
<input type="checkbox"/>	<input type="checkbox"/>	(12) Children 12 to 24 months of age shall rest or sleep alone in an approved crib, porta-crib, play yard, or on a cot or mat sufficient for the child's length, size, and movement.
<input type="checkbox"/>	<input type="checkbox"/>	(13) None of the following are approved sleeping equipment for children 24 months of age or younger:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Infant car seats.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Infant seats.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Infant swings.

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<input type="checkbox"/>	<input type="checkbox"/>	(d) Bassinets.
<input type="checkbox"/>	<input type="checkbox"/>	(e) High chairs.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Water beds.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Adult beds.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Soft mattresses.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Sofas.
<input type="checkbox"/>	<input type="checkbox"/>	(j) Bean bags.
<input type="checkbox"/>	<input type="checkbox"/>	(k) Other soft surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	(14) Children 24 months of age or younger who fall asleep in a space that is not approved for sleeping shall be moved to approved sleeping equipment appropriate for their size and age.
<input type="checkbox"/>	<input type="checkbox"/>	(15) Children over 24 months of age shall have an individual, age appropriate, clean, comfortable, and safe place to sleep or rest. The floor may be used only when padded, warm, and free from drafts and when there is a mat, sleeping bag, blanket, or similar piece of bedding between the floor and the child.
		R 400.1917 Telephone.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Personnel shall have immediate access to an operable telephone within the home at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The telephone number must be made available to the department, personnel, and parents.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The licensee shall inform the department, personnel, and parents of any change in telephone number.
		R 400.1918 Medication; administration; procedures.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Medication given to a child by licensee or child care staff member only. Child care assistant shall not give medication.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Medication given or applied only with prior written permission.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Medication shall be in the original container, stored according to instructions, and clearly labeled for a named child.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Prescription medication shall have the pharmacy label and shall be given in accordance with those instructions.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Medication shall be kept out of the reach of children and returned to the child's parent when the parent determines it is no longer needed or when it has expired.

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<input type="checkbox"/>	<input type="checkbox"/>	(6) Licensee or child care staff member shall give or apply medication according to the directions unless otherwise authorized by a written order of the child's physician.
<input type="checkbox"/>	<input type="checkbox"/>	(7) A record of the date, time, and the amount of all medication given maintained.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Topical nonprescriptions medication are exempt from subrule (7).
<input type="checkbox"/>	<input type="checkbox"/>	(9) Records retained for a minimum of 4 years.
		R 400.1919 Communicable disease; immunization, mental and physical health; physician attestation; tuberculosis.
<input type="checkbox"/>	<input type="checkbox"/>	(1) An applicant shall obtain a written statement, signed by a licensed physician or his or her designee within 1 year before issuance of the initial license, that attests to the applicant's mental and physical health. The attestation must be renewed at the time of subsequent license renewals.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A licensee shall obtain from a child care staff member and a child care assistant a written statement, signed by a licensed physician or his or her designee within 1 year prior to caring for children, that attests to the child care staff member's or child care assistant's mental and physical health. Must be renewed at subsequent renewals.
<input type="checkbox"/>	<input type="checkbox"/>	(3) An applicant, licensee, child care staff member, child care assistant, and a member of the household who is age 14 or older shall provide written evidence of freedom from communicable tuberculosis (TB) prior to caring for children <u>or living in the child care home.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(4) An individual who lives in a child care home or who cares for children in a child care home, who has a suspected or confirmed case of a communicable disease, shall not come into contact with children in the home's care. <u>Communicable disease includes, but is not limited to, any of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Tuberculosis.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Influenza.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Measles.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Whooping cough.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Strep throat.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>Scarlet fever.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>Chicken pox.</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(5) If immunizations, as recommended by the state department of health and human services, have not been given or completed for all minors who live in the child care home, then the licensee shall inform the parent of each child in care at the home and all personnel.
<input type="checkbox"/>	<input type="checkbox"/>	(6) The documents required in this rule must be retained by the licensee for a minimum of 4 years from the date the individual no longer resides in or cares for children in the child care home.
		R 400.1920 Outdoor play area and equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Clean, safe and hazard free outdoor play area.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The play area size shall be the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Not less than 400 square feet for a family child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Not less than 600 square feet for a group child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Adequate and varied supply of outdoor play equipment:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Appropriate to the needs and interests of children.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Appropriate to the number of children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Safe and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The outdoor play area and equipment shall be organized:
<input type="checkbox"/>	<input type="checkbox"/>	(a) To separate active and quiet activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) For a clear and unobstructed view of the whole play area.
<input type="checkbox"/>	<input type="checkbox"/>	(c) To assure that there are safe distances between equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Play equipment with a designated play surface above 30 inches shall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Not be placed over concrete, asphalt, or a similar surface, such as hard-packed dirt or grass.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Be safe, in good repair, and age-appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Be at least 6 feet from the perimeter of other play structures.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Trampolines shall not be used outdoors.
<input type="checkbox"/>	<input type="checkbox"/>	(7) <u>Bounce houses are permissible outdoors with direct supervision by a licensee or child care staff member, and pursuant to the manufacturer's recommendations.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(8) Children not be permitted to ride all terrain vehicles, motor bikes, go-carts, recreational and other motorized vehicles.

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

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<input type="checkbox"/>	<input type="checkbox"/>	(4) If nighttime care is provided, then children shall sleep in age appropriate cribs and beds. <u>Port-a-cribs and play yards are not allowed for nighttime care.</u>
		R 400.1923 Diapering and toilet training.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Diapering occurs in a designated changing area.
		(2) The designated changing area shall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Be used exclusively for changing diapers or underwear.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Be located away from food preparation and meal service areas.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Have access to a hand washing sink not used for food prep.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Have a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Be cleaned and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Have supplies within easy reach.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Have a plastic-lined, tightly covered container that shall be emptied and sanitized each day.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Diapers or training pants changed when wet or soiled.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Only single use disposable wipes or other single use cleaning cloths used during the diapering or toileting process.
		(5) All of the following requirements apply when cloth diapers or training pants are used:
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Each cloth diaper must be covered with an outer waterproof covering. Outer coverings must be removed as a singular unit with wet or soiled diapers or training pants.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Diapers, training pants, and outer coverings must not be reused until machine washed and sanitized.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>No rinsing of the contents may occur at the child care home.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Soiled diapers must be placed in a plastic-lined, covered container used only for that child's soiled diapers.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Soiled diapers or training pants must be stored and handled in a manner that will not contaminate any other items and must not be accessible to children.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>A child's parent shall remove soiled diapers or training pants from the child care home every day.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>A child's supply of clean diapers or training pants must be used only for that child.</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(6) Toilet learning shall be planned cooperatively.
		(7) If toilet learning equipment used:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Easily cleaned and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Potty chairs emptied, rinsed, and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	(8) If disposable gloves are used, they shall only be used once and removed and disposed of immediately after each diaper change.
R 400.1924 Hand washing.		
		(1) All personnel shall wash their hands appropriately:
		(a) Before and after:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Preparing and serving food, eating, and feeding.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Giving medication.
		(b) After:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Diapering.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Using the toilet or helping a child use the toilet.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Handling bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Handling animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Cleaning or handling garbage.
		(2) Children wash their hands:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Before and after meals, snacks, or food preparation.
<input type="checkbox"/>	<input type="checkbox"/>	(b) After toileting or diapering.
<input type="checkbox"/>	<input type="checkbox"/>	(c) After contact with any bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(d) After playing in sand or water.
<input type="checkbox"/>	<input type="checkbox"/>	(e) After handling animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	(f) When soiled
<input type="checkbox"/>	<input type="checkbox"/>	(3) Hand sanitizers and wipes may be used as a temporary measure during outings, such as field trips and outdoor activities, until soap and running water are available.
<input type="checkbox"/>	<input type="checkbox"/>	(4) <u>When an infant is too heavy to hold for handwashing, cannot stand safely to wash hands at a sink, is not developmentally ready to hold head, and for children with special needs who are not capable of washing their own hands, staff may wash the child's hands with non-toxic disposable wipes.</u>
R 400.1925 Comprehensive background check; fingerprinting.		
		(1) <u>Prior to an individual having any unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following:</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>A licensee.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>An adult member of the household.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>A child care assistant.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>A child care staff member.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>An unsupervised volunteer.</u>
		(2) <u>An applicant or licensee shall do all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Ensure that each individual who requires an completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) if applicable, on a form prescribed by the department. The form(s) must be signed and dated prior to the individual's appointment to be fingerprinted.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Maintain a copy of the completed and signed form(s) for each individual entered into the child care background check system under the license.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Provide to the department, upon request, a copy of the individual's completed and signed form(s).</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Establish and activate an account and accurately enroll each individual in the child care background check system.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>Immediately disconnect each individual from the system once he or she is no longer a licensee, adult member of the household, child care assistant, child care staff member, or an unsupervised volunteer under the license.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(3) <u>An individual may serve as a child care staff member pending an eligibility determination by the department and shall be supervised at all times by the licensee or a child care staff member who has been determined eligible.</u>
		(4) <u>For an individual who is determined ineligible by the department, a licensee shall immediately do all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Prohibit the individual from being on the premises of the child care home.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Prohibit the individual from having any contact with children in care.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Disconnect the individual from the child care background check system.</u>
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		(5) <u>An individual who requires a comprehensive background check shall submit to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check, including all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>Full legal name.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>All other names used in the past, including any maiden name or alias, the approximate date the other name was used, and the reason for the name change.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>Suffix, if applicable.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>Social Security number.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Date of birth.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>Place of birth.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>Country of citizenship.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(h) <u>Height.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>Weight.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(j) <u>Hair color.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(k) <u>Eye color.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(l) <u>Sex.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(m) <u>Race.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(n) <u>Current address.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(o) <u>If the individual resided outside the state of Michigan during the last 5 years, then provide each of those addresses.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(p) <u>Driver's license identification number and state issuing the license or a state identification number and state issuing it, if available.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(q) <u>Phone number.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(r) <u>Email address, if available.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(s) <u>Any other information deemed reasonably necessary by the department to determine the eligibility of the individual based on a name-based registry match.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(6) <u>The department shall maintain the confidentiality of all personally identifiable information submitted pursuant to this rule to the extent permitted by law.</u>

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		R 400.1926 Conducive to the welfare of children.
<input type="checkbox"/>	<input type="checkbox"/>	(1) <u>The department shall deem any of the following behaviors as not conducive to the welfare of children: possession or use of alcohol, tobacco products, marihuana and, except as provided in subrule (2) of this rule, any controlled substance in a child-use area, or on the premises of a child care home while children are in care.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(2) <u>The exception to subrule (1) is the possession or use of a controlled substance outside of child-use space that is prescribed to the individual, which does not impair the individual's ability to supervise, care, and protect children, and the medication is stored in a secure manner that is not accessible to children.</u>
		R 400.1931 Food preparation and service.
		(1) A licensee shall ensure that all of the following requirements are met:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Each child provided with nutritional and sufficient food pursuant to the minimum meal requirements , unless parents provide the food.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Children offered food at intervals as individually appropriate, not to exceed more than 4 hours unless the child is asleep.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Drinking water available at all times.
		(2) Food prepared, served, and stored in a safe and sanitary manner. All of the following apply:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Food served to children individually or family style shall be discarded at the end of the meal if not eaten.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Prepared food not served to individuals or placed in family-style containers must be properly cooled if applicable, then promptly covered after preparation and stored.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Children under 3 years not served or allowed to eat foods that may easily cause choking.
<input type="checkbox"/>	<input type="checkbox"/>	(3) If a parent provides the food, the caregiver shall have a written agreement from the parent and shall be responsible for providing food if the parent does not.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Food brought by parents shall be labeled with the child's name and, if perishable, shall be refrigerated, and be fed only to the child for who, the item is labeled.
<input type="checkbox"/>	<input type="checkbox"/>	(5) If home canned foods are served, parents shall be informed.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Unpasteurized products must not be used.

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<input type="checkbox"/>	<input type="checkbox"/>	(7) Children encouraged to taste new foods, but not required to eat anything they do not want.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Bottles used for feeding shall be labeled with the child's name and date, refrigerated, <u>and served only to the child on the label.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(9) <u>Warming bottles and beverage containers in a microwave oven or a slow cooker is prohibited.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(10) <u>Bottle warmers must be placed where children cannot access them or reach the cords for the warmers.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(11) <u>Bottle warmers must be shut off when not in use.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(12) The contents of a bottle that has been used for feeding for a period that exceeds 1 hour, or has been unrefrigerated for 1 hour or more shall be discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(13) Children shall not have beverage containers in bed or while walking around or playing.
<input type="checkbox"/>	<input type="checkbox"/>	(14) Propping of bottles prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	(15) <u>Breastfeeding must be supported by making reasonable accommodations for a mother who chooses to breastfeed her child at the child care home.</u>
		R 400.1932 Home maintenance and safety.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Structure, premises, furnishings in good repair and maintained in a clean, safe, and comfortable condition.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Dangerous and hazardous materials stored securely and out of the reach of children.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Steps, stairs, porches, and elevated protected to prevent falls and free of ice/snow accumulation.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Three or more steps, or a total rise of 24 inches or more, require a handrail.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Parents notified before pesticide/fertilizer treatments.
<input type="checkbox"/>	<input type="checkbox"/>	(6) No flaking or deteriorating paint on surfaces, equipment, and toys accessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	(7) If home built prior to 1978, written notification to parents and assistant caregivers prior to remodeling, renovating or re-painting that could disturb lead-based paint or produce lead dust. <u>Providers encouraged to use EPA Renovation, Repair and Painting (RRP) trained/certified individuals when remodeling.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(8) Open-flame devices and candles not used except for birthdays and religious celebrations. <u>They must be inaccessible to children and extinguished when done.</u>

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		R 400.1933 Water supply; sewage disposal; water temperature.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Water supply must be from <u>a municipal water supply or an onsite well approved by the local health department.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(2) Sewage disposed of through a public system or in a manner approved by the environmental health authority.
<input type="checkbox"/>	<input type="checkbox"/>	(3) One flush toilet and 1 handwashing sink with hot and cold running water.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Hot water temperature shall not exceed 120° F at faucets accessible to children.
		R 400.1934 Heating; ventilation; lighting; radon.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Rooms used by children have adequate ventilation and be maintained at a safe and comfortable temperature.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Temperature not less than 65° F, 2 feet above the floor.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Measures shall be taken to cool children when the temperature exceeds 82° F.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Windows/doors used for ventilation screened and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	(3) CO ₂ detector on all levels approved for child care.
<input type="checkbox"/>	<input type="checkbox"/>	(4) A licensee shall test the child care home for the concentration of radon gas before the initial license is issued <u>and every 4 years thereafter at the time of license renewal.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(5) The lowest level of the child care home must not have levels of radon gases that exceed 4 picocuries per liter of air, except as provided in subrule (6) of this rule. Documentation of the results must be kept on file in the child care home.
<input type="checkbox"/>	<input type="checkbox"/>	(6) <u>If the levels of radon gases exceed 4 picocuries per liter of air in the lowest level of the child care home, the licensee shall notify the parents of children in care and have a radon mitigation system installed. The licensee has up to 12 months from the date of the first measurement to meet the standard in subrule (5) of this rule.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(7) Child use areas have adequate natural and/or artificial lighting.
		R 400.1935 Firearms.
<input type="checkbox"/>	<input type="checkbox"/>	(1) All firearms unloaded, properly stored and inaccessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Ammunition stored in a separate locked location.

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<input type="checkbox"/>	<input type="checkbox"/>	(3) Firearms not be traded or sold on the premises while child care children are present.
<input type="checkbox"/>	<input type="checkbox"/>	(4) <u>Law enforcement officers who are required to keep their firearms loaded and ready for use at all times, may do so, as long as the firearm is inaccessible to children.</u>
		R 400.1936 Animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Parents notified of animals and pets in the home.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Animals and pets that are potentially aggressive or in poor health separated from children in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Children supervised and removed immediately if the animal shows signs of distress or child shows signs of treating the animal inappropriately.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Animals and pets not allowed in food preparation and eating areas during meal or snack time.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Litter boxes, pet food and dishes, and pet toys shall be inaccessible to children.
		R 400.1941 Heat-producing equipment.
		(1) All flame-producing and heat-producing equipment maintained in a safe condition and shielded to protect against burns:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A furnace.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A water heater.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A fireplace.
<input type="checkbox"/>	<input type="checkbox"/>	(d) A radiator and pipes.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Wood burning equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Combustibles not stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Portable heating devices must not be used.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Furnaces and fuel-fired water heaters inspected by:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A licensed heating contractor for a fuel-fired furnace.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A mechanical inspector for the local jurisdiction or licensed mechanical inspector for a wood stove or other solid fuel appliance.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The inspection specified in subrule (4) of this rule must be conducted before the initial license is issued and every 4 years thereafter at the time of license renewal.

NOTES:

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<input type="checkbox"/>	<input type="checkbox"/>	(6) <u>For outdoor wood stoves or open-air wood boilers, the initial installation inspection by a local heating or mechanical inspector shall meet the requirements of this rule.</u>
		R 400.1942 Electrical service; maintenance.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Electrical service maintained in a safe condition. An electrical inspection may be required.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Electrical outlets, including outlets on multiple outlet devices, accessible to children shall have safety covers <u>or be tamper resistant outlets.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(3) Electrical cords arranged so they are not hazards to children.
		R 400.1943 Exit requirements for each floor level used by children.
<input type="checkbox"/>	<input type="checkbox"/>	(1) At least 2 remotely located exits for every floor occupied by children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) At least 1 exit from each floor provides a direct, safe means of travel to the outside at ground level.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A window may be used as a second exit if it:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Is accessible to children and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Is clearly identified.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Can be readily opened.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Large enough for evacuation of children and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(4) When children occupy a level of a home that is above the second floor, conditions of rule are met.
<input type="checkbox"/>	<input type="checkbox"/>	(5) All exits unobstructed and accessible at all times.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Means of egress adequately lit at all times <u>when children are in care.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(7) Doors located in path of escape must be readily openable without the use of a key or special knowledge. Double cylinder locks, key-operated locks not allowed.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Interior door hardware shall be designed to allow opening from the outside.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Closet door latches open from inside the closet.
<input type="checkbox"/>	<input type="checkbox"/>	(10) A room or space accessible only by ladder or folding stairway not used.
<input type="checkbox"/>	<input type="checkbox"/>	(11) <u>For a basement window exit that is over 44 inches above floor level and approved prior to January 1, 2006, only steps and platforms must be used to access the window exit, and they must be permanently secured to the wall or floor. Ladders must not be used as a means for exiting.</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(12) Emergency escape window required by basements approved after January 1, 2006.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Total unobstructed window area for egress is at least 5 square feet.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The unobstructed opening shall be at least 20 inches wide.
<input type="checkbox"/>	<input type="checkbox"/>	(c) The unobstructed opening shall be at least 24 inches high.
<input type="checkbox"/>	<input type="checkbox"/>	(d) The bottom of the opening shall be 44 inches, or less, above the floor.
<input type="checkbox"/>	<input type="checkbox"/>	(e) If the sill height is below grade, it shall open into a window well with at least 9 square feet of area, 3 feet in length and width. The area of the window well allows the emergency escape window to fully open. If the well depth is over 44 inches, it shall have permanently affixed steps that are approved by the local building inspector.
R 400.1944 Smoke detectors: fire extinguishers.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Operable smoke detectors installed and maintained on each floor, including the basement, and all sleeping areas/bedrooms.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Heat detectors may be utilized in kitchens.
<input type="checkbox"/>	<input type="checkbox"/>	(3) At least 1 fire extinguisher, 2A-10BC or larger, mounted not higher than 5 feet from the floor, on each floor level approved for child use.
R 400.1945 Emergency; plan; drill.		
		(1) <u>An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location.</u> The plan must address the following types of emergencies:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Fire evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Tornado watches and warnings.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Serious accident or injury.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Water emergencies, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>Crisis management including, but not limited to, all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>Intruders.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(ii) <u>Active shooters.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(iii) <u>Bomb threats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(iv) <u>Other man- or woman-caused events.</u>
		(2) <u>The written plan must include all of the following:</u>
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>A plan for evacuation.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>A plan for safely moving children to a relocation site.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) <u>A plan for shelter-in-place.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(d) <u>A plan for lockdown.</u>

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<input type="checkbox"/>	<input type="checkbox"/>	(e) <u>A plan for contacting parents and reuniting families.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(f) <u>A plan for continuing operations during or after a disaster.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(g) <u>A plan for how infants and toddlers will be accommodated in all types of emergencies.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(h) <u>A plan for how children with special needs will be accommodated in all types of emergencies.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(i) <u>A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(3) Licensee shall inform all personnel of the overall <u>emergency response</u> plan and individual duties and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Fire drills must be practiced while children are in care <u>at least once quarterly</u> , and a written record that includes the date and time it takes to evacuate must be maintained.
<input type="checkbox"/>	<input type="checkbox"/>	(5) <u>At least 2 tornado drills must be practiced while children are in care between March and November</u> , and a written record of these drills that includes the date must be maintained..
<input type="checkbox"/>	<input type="checkbox"/>	(6) Smoke detectors used as the alarm for fire drills.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Records retained for a minimum of 4 years.
R 400.1951 Transportation.		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Vehicles used to transport children in care maintained in a good safe working condition.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Assure that any driver be an adult, have a valid driver's license, valid vehicle registration and proof of current <u>automobile</u> insurance.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Notify the parents <u>in advance</u> when drivers other than child care staff members are used to transport children.
<input type="checkbox"/>	<input type="checkbox"/>	(4) <u>If the driver will have unsupervised access to children, the driver shall complete a comprehensive background check and be determined eligible by the department in compliance with section 5n of the act, MCL 722.115n.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(5) Child passenger restraint devices and safety belts installed, anchored, and used according to the manufacturer's specifications and maintained in a safe working condition.
<input type="checkbox"/>	<input type="checkbox"/>	(6) The transportation of children conducted in pursuant to state law.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Each child shall remain seated and properly restrained. The manufacturer's rated seating capacity for the vehicle must not be exceeded.

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<input type="checkbox"/>	<input type="checkbox"/>	(8) Licensee shall provide a driver with a copy of the child information card for children being transported in their vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Each vehicle shall carry a first aid kit. The first aid kit must include:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Adhesive tape.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Bandages (assorted sizes).
<input type="checkbox"/>	<input type="checkbox"/>	(c) Cold pack.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Disposable gloves.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Gauze pads and roller gauze (assorted sizes).
<input type="checkbox"/>	<input type="checkbox"/>	(f) Hand sanitizer.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Plastic bags.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Scissors and tweezers.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Triangular bandage.
		R 400.1952 Child transportation; parent permission; child information card; required when off-premises.
<input type="checkbox"/>	<input type="checkbox"/>	(1) A licensee shall obtain and keep on file written permission from a child's parent before a child is transported in a vehicle. Written permission must be obtained for both of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Routine transportation, at least annually.
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>Nonroutine transportation</u> , before each trip.
<input type="checkbox"/>	<input type="checkbox"/>	(2) At the time of initial enrollment, a licensee shall obtain written permission from a child's parent for the child to go on field trips that do not involve a vehicle including, but not limited to, walking to a park or in the neighborhood.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A copy of child information cards and a first aid kit when children leave the premises.
		R 400.1961 Parent notification of incidents, accidents, illness, or disease required; isolation; sanitation.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Licensee shall report to any of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Any incidents, accidents, suspected illness, or other changes observed in the health of a child.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A child who is exposed to a communicable disease so the child may be observed for symptoms of the disease.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Licensee shall isolate a child who is too ill to remain in the group.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Bedding, toys, utensils, toilets, and lavatories used by an ill individual shall be appropriately cleaned and sanitized.

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		R 400.1962 Department notification required; incidents; injury; accident, illness, death, or fire.
		(1) A licensee shall make a verbal <u>or email</u> report to the department within 24 hours of the occurrence of any of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) <u>A child is lost or left unsupervised.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(b) <u>An incident involving inappropriate contact or an allegation of inappropriate contact.</u>
<input type="checkbox"/>	<input type="checkbox"/>	(c) A serious injury of a child.
<input type="checkbox"/>	<input type="checkbox"/>	(d) A fire on the premises of the home <u>that requires the use of fire suppression equipment</u> or results in loss of life or property.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A licensee shall make a verbal report to the department within 24 hours of the death of a child.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A licensee shall make a verbal or email report to the department 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.
<input type="checkbox"/>	<input type="checkbox"/>	(4) A licensee shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, <u>in a format provided by the department</u> , within 72 hours of the verbal or emailed report to the department.
<input type="checkbox"/>	<input type="checkbox"/>	(5) <u>A licensee shall keep a copy of the report on file for a minimum of 4 years.</u>
		Child Care Organizations Act (1973 PA 116) 722.113g
<input type="checkbox"/>	<input type="checkbox"/>	(1) Maintain a licensing notebook that is available to parents during regular business hours.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The notebook includes all licensing inspection and special investigation reports and related corrective action plans.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Provide written notice to parents regarding the notebook using the child care statement/receipt.
		Child Care Organizations Act (1973 PA 116) MCL 722.115q
<input type="checkbox"/>	<input type="checkbox"/>	(3) Each child care home shall establish and maintain a policy regarding supervision of volunteers, including volunteers who are parents of children in care.

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