CHILD CARE CENTER COMPLIANCE RECORD
PART 1. GENERAL PROVISIONS

Michigan Department of Human Services
Bureau of Children and Adult Licensing

License Number
Date of Review

Facility Name

C = Compliance V = Violation N/A = Not Reviewed

C	V	N/R	RULES
			R 400.8104 Rule variances.
☐	☐	☐	(2) The decision of the department is kept on file at the center.
☐	☐	☐	(3) The granted variance is in effect for as long as the conditions of the variance are met or until the time limit expires.
			R 400.8110 Licensee.
☐	☐	☐	(1) The licensee:
☐	☐	☐	(a) Is of good moral character.
☐	☐	☐	(b) Is suitable to meet the needs of children.
☐	☐	☐	(c) Complies with requirements for a Michigan department of state police criminal history record check, a criminal records check through the federal bureau of investigation, and a department of human services check for a history of substantiated abuse and neglect.
☐	☐	☐	(d) Is responsible for compliance with 1973 PA 116 and the rules promulgated under the act.
☐	☐	☐	(e) Reports to the department within 3 business days after any arraignment as required by MCL 722.115e and any subsequent conviction.
☐	☐	☐	(2) Has the administrative capability to operate the center in order to provide the services and facilities that are conducive to the welfare of children.
			(3) In a place accessible and visible to parents:
☐	☐	☐	(a) The current license and if applicable, the letter extending the license beyond the expiration date.
☐	☐	☐	(b) A copy of the current child care center rules and any variances granted.
☐	☐	☐	(c) A notice stating that the center requires a criminal history check on its employees and whether the center requires a criminal history check on its volunteers.
☐	☐	☐	(4) Licensing notebook is on the premises and is available to parents/prospective parents at all times during the center's normal hours of operation.
☐	☐	☐	(5) Center maintains licensed capacity and age ranges.
☐	☐	☐	(6) Children are released only to authorized persons.
☐	☐	☐	(7) A child is released to either parent unless a court order prohibits release to a particular parent; court order is on file.
☐	☐	☐	(8) Within 5 business days, notifies the department of the separation of a program director or a central administrator and a plan for replacement.
☐	☐	☐	(9) Center cooperates with any state or local department or agency inspections or investigations by both of the following:
☐	☐	☐	(a) Providing access to all relevant records, materials, and staff.
☐	☐	☐	(b) Assuring information provided is accurate and truthful.
☐	☐	☐	(10) Written approval from the department is obtained before making any changes in the terms of the license or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.
☐	☐	☐	(11) The records required by PA 116 and the rules are retained and made available for 2 years, except the following:
☐	☐	☐	(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after he or she has left the center.
☐	☐	☐	(b) Staff and volunteer health records as required by R 400.8128 and documentation of qualifications shall be retained until that person has left the center.
☐	☐	☐	(c) The licensing notebook is maintained and retained until the license is closed.
			(12) Smoking does not occur:
☐	☐	☐	(a) In the child care center or on real property.
☐	☐	☐	(b) On field trips and in vehicles when children are present.
			R 400.8113 Program director qualifications; responsibilities.
☐	☐	☐	(2) Before hiring a new program director, the center submits the credentials of the proposed program director to the department for review and approval.
☐	☐	☐	(3) A program director is present in the center:
☐	☐	☐	(a) Full time for programs operating less than 6 continuous hours.
☐	☐	☐	(b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.

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☐	☐	☐	(4) All program directors are responsible for the general management of the center, including:
☐	☐	☐	(a) Developing, implementing, and evaluating center policies and program.
☐	☐	☐	(b) Administering day-to-day operations.
☐	☐	☐	(c) Monitoring staff, including an annual evaluation of each staff member.
☐	☐	☐	(5) A program director may also serve as a caregiver, provided that role does not interfere with management and supervisory responsibilities.
☐	☐	☐	(6) If absent from the center, the program director designates a staff member to be in charge who at least meets the qualifications of caregiver.
☐	☐	☐	(7) A substitute program director is appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department is notified of a substitute program director.
			(8) All program directors:
☐	☐	☐	(a) Are at least 21 years of age.
☐	☐	☐	(b) Have earned a high school diploma or GED.
☐	☐	☐	(9) Early childhood program directors comply with 1 of (a) through (g).
☐	☐	☐	(10) School-age program directors comply with 1 of (a) through (g).
☐	☐	☐	(11) Program directors qualified under subrule (9)(e) or (10)(e) with an expired CDA have until 1-2-15 to obtain a valid CDA.
☐	☐	☐	(12) Program directors qualified under subrule (10)(d) with an expired Michigan school-age/youth development credential have until 1-2-15 to obtain a valid Michigan school-age/youth development credential.
☐	☐	☐	(13) All program directors have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the department.
☐	☐	☐	(14) An early childhood program director employed as a program director since December 7, 2004 without a break in service is exempt from the requirements in subrules (9) and (13).
☐	☐	☐	(15) A school-age program director meeting the qualifications of subrule (10)(a) or (10)(b) of this rule or having 5 years of experience as a program director before December 7, 2006 is exempt from the requirements of subrule (13).
☐	☐	☐	(16) A program director is exempt from the requirements of subrule (13) with verification that all duties required by subrule (4)(a) and (c) are handled by a central administrator and the central administrator meets the requirements of subrule (13).
☐	☐	☐	(17) Verification of the education, credentials, and experience are kept on file.
			R 400.8116 Multi-site school-age program director.
☐	☐	☐	(1) A school-age program director with a bachelor's degree or higher in a child-related field may oversee up to 3 sites:
☐	☐	☐	(a) Each program routinely operates 6 hours or fewer per day.
☐	☐	☐	(b) The multi-site school-age program director is available to the site supervisor during all hours of program operation.
☐	☐	☐	(2) The multi-site school-age program director is at each site a minimum of 1 session per week and maintains written documentation of site visits.
			R 400.8119 Site supervisor qualifications; responsibilities.
☐	☐	☐	(1) For multi-site school-age programs, with a school-age program director responsible for more than 1 center, a site supervisor is present during all hours of operation.
☐	☐	☐	(2) Site supervisors meet all of the following:
☐	☐	☐	(a) Is least 19 years of age.
☐	☐	☐	(b) Has earned a high school diploma, GED, or equivalent.
☐	☐	☐	(c) Has 480 hours of experience working as a caregiver in a program serving school-age children.
☐	☐	☐	(d) Has completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.
☐	☐	☐	(3) Site supervisors are responsible for the daily operation and implementation of the site program, supervision of the site staff, and overall care and supervision of children.
☐	☐	☐	(4) Site supervisors assist the multi-site school-age program director in:
☐	☐	☐	(a) Developing, implementing, and evaluating program and center policies.
☐	☐	☐	(b) Administering day-to-day operations, including being available to address parent, child, and staff issues.
☐	☐	☐	(c) Monitoring and overseeing staff.
☐	☐	☐	(5) Verification of the requirements of subrule (2)(c) and (d) are kept on file at the center.

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			R 400.8122 Lead caregiver qualifications; responsibilities.
☐	☐	☐	(2) Lead caregivers are present for groups of children preschool age and younger.
			(3) One lead caregiver assigned to each group of children:
☐	☐	☐	(a) Full time for programs operating less than 6 continuous hours.
☐	☐	☐	(b) At least 6 hours per day for programs operating 6 or more continuous hours.
☐	☐	☐	(4) Lead caregivers:
☐	☐	☐	(a) Oversee the planning, implementation, and evaluation of the classroom program and child assessment.
☐	☐	☐	(b) Oversee caregiving staff for a specific group of children and overall care and supervision of children.
☐	☐	☐	(5) Lead caregivers:
☐	☐	☐	(a) Are at least 19 years of age.
☐	☐	☐	(b) Has a high school diploma or GED.
☐	☐	☐	(6) Lead caregivers comply with 1 of (a) through (g).
☐	☐	☐	(7) Lead caregivers hired after 1-1-13 meet 1 of the qualifications of subrule (6)(a) to (f).
☐	☐	☐	(8) Lead caregivers qualified under subrule (6)(d) with an expired CDA credential have until 1-2-15 to obtain a valid CDA.
☐	☐	☐	(9) Infant/toddler lead caregivers have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.
☐	☐	☐	(10) A substitute for a lead caregiver is appointed for a lead caregiver who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute lead caregiver meets at least the qualifications of lead caregiver or is currently enrolled in relevant training.
☐	☐	☐	(11) Verification of the education, credentials, and experience of each lead caregiver is kept on file.
			R 400.8125 Staff and Volunteers.
☐	☐	☐	(1) All staff and volunteers provide appropriate care and supervision of children.
☐	☐	☐	(2) Staff are of responsible character and suitable to meet the needs of children.
			(3) The following have been developed and implemented:
☐	☐	☐	(a) A written screening policy for all staff and volunteers, including parents.
☐	☐	☐	(b) A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care.
☐	☐	☐	(4) A criminal history check using ICHAT is completed before making an offer of employment to that person. A copy of the ICHAT is kept on file.
☐	☐	☐	(5) A staff member is not present in the center if he or she has been convicted of any of the following:
☐	☐	☐	(a) A listed offense.
☐	☐	☐	(b) Child abuse or child neglect.
☐	☐	☐	(c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
☐	☐	☐	(6) Documentation is on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:
☐	☐	☐	(a) A listed offense.
☐	☐	☐	(b) Child abuse or child neglect.
☐	☐	☐	(c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.
☐	☐	☐	(7) A staff member is not present in the center until there is documentation from DHS that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.
☐	☐	☐	(8) Documentation from DHS that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect is on file before having unsupervised contact with a child in care.
☐	☐	☐	(9) If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to ICHAT and DHS central registry clearance is requested for all states of previous residence during those 10 years. The out-of-state requests and any responses are kept on file.
☐	☐	☐	(10) The documentation required by subrule (4), (6), (7) and (8) is updated every 2 years at renewal and upon request by the department and kept on file.
☐	☐	☐	(11) A written plan for compliance with CPS is developed and implemented.
☐	☐	☐	(12) A written abuse/neglect statement signed and dated by staff at the time of hiring or by volunteers before volunteering.
			R 400.8128 Health of staff and volunteers.
☐	☐	☐	Evidence that all staff members and certain volunteers are free from communicable tuberculosis.

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C	V	N/A	RULES
			R 400.8131 Professional development requirements.
☐	☐	☐	(1) Center provides an orientation of the center's policies and practices and the child care administrative rules to all staff hired after 1-1-14 and before unsupervised contact with children.
☐	☐	☐	(2) Caregivers have training on infant safe sleep and shaken baby syndrome before caring for infants and toddlers.
☐	☐	☐	(3) Before unsupervised contact with children, each caregiver, site supervisor, and program director completes blood-borne pathogen training.
☐	☐	☐	(4) All program directors, site supervisors, and caregivers complete 16 clock hours of professional development annually on topics relevant to job responsibilities including up to 2 hours for CPR and first aid training.
☐	☐	☐	(5) An on-going professional development plan is developed and implemented.
☐	☐	☐	(6) On-line trainings and correspondence courses have an assessment of learning.
☐	☐	☐	(7) All program directors, lead caregivers, and at least 1 caregiver on duty in the center at all times in programs serving preschool age children and younger have current first aid and infant, child, and adult CPR training.
☐	☐	☐	(8) All program directors, site supervisors, and at least 1 caregiver on duty in the center at all times in programs serving only school-age children have current first aid and child and adult CPR training.
☐	☐	☐	(9) Verification of all professional development required by this rule is kept on file.
			R 400.8134 Hand washing.
			(2) Staff and volunteers wash their hands:
☐	☐	☐	(a) Prior to starting the workday at the center.
☐	☐	☐	(b) Prior to care of children.
☐	☐	☐	(c) Before preparing and serving food and feeding children.
☐	☐	☐	(d) Before giving medication.
☐	☐	☐	(e) After each diapering.
☐	☐	☐	(f) After using the toilet or helping a child use the toilet.
☐	☐	☐	(g) After handling bodily fluids.
☐	☐	☐	(h) After handling animals and pets and cleaning cages.
☐	☐	☐	(i) After handling garbage.
☐	☐	☐	(j) When soiled.
			(3) Staff and volunteers assure that children wash their hands:
☐	☐	☐	(a) Before meals, snacks, or food preparation experiences.
☐	☐	☐	(b) After toileting or diapering.
☐	☐	☐	(c) After handling animals and pets.
☐	☐	☐	(d) When soiled.
☐	☐	☐	(4) Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks.
☐	☐	☐	(5) Hand sanitizers and/or single-use wipes may be used as a temporary measure on outings.
			R 400.8137 Diapering; toileting.
☐	☐	☐	(1) Diapering occurs in a designated diapering area that:
☐	☐	☐	(a) Is physically separated from food preparation and food service.
☐	☐	☐	(b) Is within close proximity to a sink that is used exclusively for hand washing.
☐	☐	☐	(c) Has non-absorbent, smooth, easily cleanable surfaces in good repair.
☐	☐	☐	(d) Is of sturdy construction with railings or barriers to prevent falls.
☐	☐	☐	(e) Is at an adult work surface height.
☐	☐	☐	(f) Is washed, rinsed, and sanitized after each use.
☐	☐	☐	(2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface.
☐	☐	☐	(3) Diapering supplies are within easy reach.
☐	☐	☐	(4) A plastic-lined, tightly covered container is used exclusively for disposable diapers and diapering supplies and is emptied and sanitized at the end of each day.
☐	☐	☐	(5) Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during the diapering or toileting.
☐	☐	☐	(6) Diapers and training pants are checked frequently and changed when wet or soiled.

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☐	☐	☐	(7) Guidelines for diapering are posted in diapering areas.
☐	☐	☐	(8) Disposable gloves, if used, are used once for a specific child and be removed and disposed of immediately after each diaper change.
			(9) When cloth diapers or training pants are used:
☐	☐	☐	(a) Each cloth diaper is covered with an outer waterproof covering. Outer coverings are removed as a singular unit with wet or soiled diapers/training pants.
☐	☐	☐	(b) Diapers, training pants, and outer coverings are not reused until washed and sanitized.
☐	☐	☐	(c) No rinsing of the contents occur at the center.
☐	☐	☐	(d) Soiled diapers are placed in a plastic-lined, covered container used only for that child's soiled diapers.
☐	☐	☐	(e) Soiled diapers or training pants are stored and handled in a manner that will not contaminate any other child contact items and are not accessible to children.
☐	☐	☐	(f) Soiled diapers or training pants are removed from the center every day by the child's parent.
☐	☐	☐	(g) A child's supply of clean diapers or training pants are only used for that child.
☐	☐	☐	(10) Toilet learning/training is planned cooperatively between the child's regular caregivers and the parent.
☐	☐	☐	(11) Equipment used for toilet learning/training is provided.
☐	☐	☐	(c) Non-flushing toilets (potty chairs) are used if they are:
☐	☐	☐	(i) Made of a material that is easily cleanable.
☐	☐	☐	(ii) Used only in a bathroom area.
☐	☐	☐	(iii) Used over a surface that is impervious to moisture.
☐	☐	☐	(iv) Washed, rinsed, and sanitized after each use.
			R 400.8140 Discipline.
☐	☐	☐	(1) Positive methods of discipline are used.
☐	☐	☐	(2) Staff refrain from using prohibited forms of punishment.
☐	☐	☐	(3) Non-severe and developmentally appropriate discipline or restraint is used only when reasonably necessary.
☐	☐	☐	(4) A discipline policy is developed and implemented. The policy is:
☐	☐	☐	(a) In written form.
☐	☐	☐	(b) Age appropriate.
☐	☐	☐	(c) Provided to staff and parents.
			R 400.8143 Children's records.
☐	☐	☐	(1) At the time of the child's initial attendance, a child information card is completed and signed by the parent and is kept on file and accessible in the center.
☐	☐	☐	(2) Child information cards are reviewed and updated by parents at least annually and when the center becomes aware of changes.
☐	☐	☐	(3) At the time of initial attendance, 1 of the following is obtained and kept on file and accessible for children under school-age:
☐	☐	☐	(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by DCH.
☐	☐	☐	(b) A copy of a waiver addressed to DCH signed by the parent stating immunizations are not being administered.
☐	☐	☐	(4) When a child under school-age whose immunizations were not up-to-date at the time of enrollment has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements is kept on file unless there is a signed statement by a licensed health care provider stating immunizations are in progress.
☐	☐	☐	(5) Under Public Health Code, immunizations are reported to DCH for children enrolled using the method established DCH by October 1 of each year.
☐	☐	☐	(6) Within 30 days of initial attendance, the following is obtained:
☐	☐	☐	(a) For infants: A physical evaluation performed within the preceding 3 months signed by a licensed health care provider.
☐	☐	☐	(b) For toddlers: A physical evaluation performed within the preceding 6 months signed by a licensed health care provider.
☐	☐	☐	(c) For preschoolers: A physical evaluation performed within the preceding year signed by a licensed health care provider.
☐	☐	☐	(7) Physical evaluations are updated:
☐	☐	☐	(a) Yearly for infants and toddlers.
☐	☐	☐	(b) Every 2 years for preschoolers.

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☐	☐	☐	(8) Upon enrollment and annually, a signed statement from the school-age child's parent confirming the child's health is obtained.
☐	☐	☐	(9) A signed statement is completed annually that the child is in good health if a parent objects to a physical examination or medical treatment on religious grounds, and that the parent assumes responsibility for the child's state of health while at the center.
☐	☐	☐	(10) The center maintains accurate daily attendance records including each child's first and last name and each child's arrival and departure time.
☐	☐	☐	(11) Parent's written permission for the child's participation in field trips is obtained and on file.
			R 400.8146 Information provided to parents.
☐	☐	☐	(1) A center provides a written information packet that includes:
☐	☐	☐	(a) Criteria for admission and withdrawal.
☐	☐	☐	(b) Schedule of operation (hours, days, and holidays).
☐	☐	☐	(c) Fee policy.
☐	☐	☐	(d) Discipline policy.
☐	☐	☐	(e) Food service policy.
☐	☐	☐	(f) Program philosophy.
☐	☐	☐	(g) Typical daily routine.
☐	☐	☐	(h) Parent notification plan for accidents, injuries, incidents, illnesses.
☐	☐	☐	(i) Exclusion policy for child illnesses.
☐	☐	☐	(j) Notice of the availability of the center's licensing notebook.
☐	☐	☐	(2) Written documentation that the parent received the written information packet is on file.
☐	☐	☐	(3) For infants and toddlers, parents receive a written daily record that includes:
☐	☐	☐	(a) Food intake; time, type of food, and amount eaten.
☐	☐	☐	(b) Sleeping patterns; when and how long child slept.
☐	☐	☐	(c) Elimination patterns, including bowel movements, consistency, and frequency.
☐	☐	☐	(d) Developmental milestones.
☐	☐	☐	(e) Changes in the child's usual behaviors.
☐	☐	☐	(4) Parents of children with special needs receive a written daily record, if requested.
☐	☐	☐	(5) Parents are notified before each field trip.
			R 400.8149 Parent permission for transportation.
☐	☐	☐	(1) Parent's annual written permission is obtained for routine transportation.
☐	☐	☐	(2) Parent's written permission for non-routine transportation is obtained before each trip.
☐	☐	☐	(3) Permission for all transportation is on file.
			R 400.8152 Medication; administrative procedures.
☐	☐	☐	(1) Medication is given by an adult caregiver only.
☐	☐	☐	(2) Medication is given or applied only with prior written permission from a parent.
☐	☐	☐	(3) All medication is in its original container, stored according to instructions, and clearly labeled for a named child.
☐	☐	☐	(4) Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and it is given according to those instructions.
☐	☐	☐	(5) Medication is kept out of the reach of children and is returned to the child's parent or destroyed when it is no longer needed or it has expired.
☐	☐	☐	(6) A caregiver gives or applies any medication according to the directions on the original container unless authorized by a written order of the child's physician.
☐	☐	☐	(7) Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label.
☐	☐	☐	(8) Topical nonprescription medication requires written parental authorization annually.
☐	☐	☐	(9) The center maintains a record as to the time and the amount of medication given or applied, except for subrule (8).
			R 400.8155 Child accidents and incidents; child and staff illness.
☐	☐	☐	(1) A plan for when and how parents will be notified when the center observes changes in the child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group is developed and implemented.
☐	☐	☐	(2) A child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.
☐	☐	☐	(3) Items and facilities used by an ill child or adult are not used until washed, rinsed, and sanitized.
☐	☐	☐	(4) Parents are notified if a staff member, volunteer, or child in care has contracted a communicable disease.

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☐	☐	☐	(5) A policy detailing when children, staff, and volunteers will be excluded is developed and implemented.
			R 400.8158 Incident, accident, injury, illness, death, fire reporting.
☐	☐	☐	(1) A verbal report is made to BCAL within 24 hours of the occurrence of the following:
☐	☐	☐	(a) A child is lost or left unsupervised.
☐	☐	☐	(b) An incident involving an allegation of inappropriate contact.
☐	☐	☐	(c) The death of a child in care.
☐	☐	☐	(d) A fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property.
☐	☐	☐	(e) The center is evacuated for any reason.
☐	☐	☐	(2) A verbal report is made to BCAL within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while in care.
☐	☐	☐	(3) A written report is submitted to BCAL within 72 hours of the verbal report.
☐	☐	☐	(4) A copy of the written report is on file.
			R 400.8161 Emergency procedures.
☐	☐	☐	(1) Written procedures for each of the following emergencies:
☐	☐	☐	(a) Fire.
☐	☐	☐	(b) Tornado.
☐	☐	☐	(c) Other natural or man-made disasters.
☐	☐	☐	(d) Serious accident/illness/injury.
☐	☐	☐	(e) Crisis management including, but not limited to, intruders and-bomb threats.
☐	☐	☐	(2) The written procedures include:
☐	☐	☐	(a) A plan for evacuating and safely moving children to a relocation site.
☐	☐	☐	(b) A method for contacting parents and reuniting families.
☐	☐	☐	(c) A plan for how each child with special needs will be accommodated.
☐	☐	☐	(3) The plans required by subrule (1)(a) to (d) are posted in a place visible to staff and parents.
☐	☐	☐	(4) The crisis management plan is maintained in a place known and easily accessible to staff.
☐	☐	☐	(5) A fire drill program consisting of at least 1 fire drill quarterly is established and implemented.
☐	☐	☐	(6) A tornado drill program consisting of at least 2 tornado drills between the months of April through October is established and implemented.
☐	☐	☐	(7) A written log indicating the date and time of fire and tornado drills is kept on file.
☐	☐	☐	(8) Each staff member is trained at least twice a year on his or her duties and responsibilities for all emergency procedures.
☐	☐	☐	(9) If cribs are used in emergency evacuations, then all doors within the means of egress are wide enough to readily accommodate the crib evacuation.
			R 400.8164 Telephone service.
☐	☐	☐	(1) A land-line telephone is available, operable, and accessible in the building during the hours of operation.
☐	☐	☐	(2) During the hours the center is in operation, the center provides a telephone number to parents to provide immediate access to the center.
☐	☐	☐	(3) Emergency telephone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, are conspicuously posted adjacent to all center telephones.
			R 400.8167 Indoor space.
			(1) The required square footage of indoor space per child is:
☐	☐	☐	(a) Fifty square feet for infants and toddlers.
☐	☐	☐	(b) Thirty-five square feet for preschoolers and school-agers.
			(2) The following indoor space is excluded:
☐	☐	☐	(a) Hallways.
☐	☐	☐	(b) Bathrooms.
☐	☐	☐	(c) Reception and office areas.
☐	☐	☐	(d) Kitchens.
☐	☐	☐	(e) Storage areas and cloakrooms.
☐	☐	☐	(f) Areas used exclusively for resting, sleeping, or eating, except for infants and toddlers.

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☐	☐	☐	(3) A center provides a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.
			R 400.8170 Outdoor play area.
☐	☐	☐	(3) A center with children in attendance for 3 or more continuous hours per day provides daily outdoor play.
☐	☐	☐	(4) A center with children in attendance for 3 or more continuous hours a day has an outdoor play area that has at least 1,200 square feet.
☐	☐	☐	(5) If outdoor space is not available adjacent to the center, a park or other outdoor facility may be used.
☐	☐	☐	(a) The area is easily accessible by a safe walking route.
☐	☐	☐	(b) The play area is inspected before each use to ensure that no hazards are present.
☐	☐	☐	(c) The location of the alternative outdoor play area is specified in writing to the department.
☐	☐	☐	(6) There is a shaded area to protect children from excessive sun exposure, when necessary.
☐	☐	☐	(7) The outdoor play area is in a safe location.
☐	☐	☐	(8) The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier that is at least 48 inches in height.
☐	☐	☐	(9) Children only use age-appropriate equipment.
☐	☐	☐	(10) An outdoor play area and any equipment located on the center's premises is maintained in a safe condition and inspected daily before use to ensure that no hazards are present.
☐	☐	☐	(11) The playground equipment, use zones, and surfacing in the outdoor play area are inspected by a certified playground safety inspector. The inspection is kept on file.
☐	☐	☐	(12) Loose-fill surfacing material is not installed over concrete or asphalt.
☐	☐	☐	(13) The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised.
☐	☐	☐	(14) A suitable surface is provided for wheeled vehicles and pull toys.
☐	☐	☐	(15) Materials used on a natural playground are not in the use zones for other playground equipment.
☐	☐	☐	(16) The elevated playing surface of materials used on a natural playground do not exceed 30 inches.
☐	☐	☐	(17) Materials used on a natural playground with elevated playing surfaces are not installed over concrete or asphalt.
☐	☐	☐	(18) Surfacing materials are not required on a natural playground.
☐	☐	☐	(19) School-age centers operating in school buildings approved by MDE are exempt from subrule (11) of this rule, provided the licensee informs parents, in writing at the time of enrollment, if the center plans to use a public school's outdoor play area and equipment that does not comply with this rule.
			R 400.8173 Equipment.
☐	☐	☐	(1) Center does not use equipment, materials, and furnishings recalled or identified being hazardous by the CPSC.
☐	☐	☐	(2) The current list of unsafe children's products is conspicuously posted in the center.
			(3) Play equipment, materials, and furniture are:
☐	☐	☐	(a) Appropriate to the developmental needs and interests of children.
☐	☐	☐	(b) Safe, clean, and in good repair.
☐	☐	☐	(c) Child-sized or appropriately adapted for a child's use.
☐	☐	☐	(d) Easily accessible to the children.
☐	☐	☐	(4) Sufficient materials and equipment are available to provide a minimum of 3 play spaces per child in the licensed capacity.
☐	☐	☐	(5) A minimum of 2 play spaces are accessible per child in attendance on any given day during child-initiated activity time.
☐	☐	☐	(6) Children have access to equipment and materials in the following areas on a daily basis:
☐	☐	☐	(a) Large and small muscle activity.
☐	☐	☐	(b) Sensory exploration.
☐	☐	☐	(c) Social interaction and dramatic play.
☐	☐	☐	(d) Discovery and exploration.
☐	☐	☐	(e) Early math and science experiences.
☐	☐	☐	(f) Creative experiences through art, music, and literature.
☐	☐	☐	(7) A current and accurate equipment inventory is provided before issuance of the original provisional license and at each renewal.
☐	☐	☐	(8) A first aid kit is readily accessible to staff and securely stored in the center.

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☐	☐	☐	(9) A rocking chair or other comfortable, adult-sized seating is provided for 50% of the caregiving staff on duty who are providing infant and toddler care.
☐	☐	☐	(10) Trampolines are not used by children in care.
			R 400.8176 Sleeping equipment.
☐	☐	☐	(1) All bedding and sleeping equipment are appropriate for the child; are clean, comfortable, and safe; and in good repair.
☐	☐	☐	(2) A crib or porta-crib is provided for all infants in care.
☐	☐	☐	(3) A crib, porta-crib, cot, or mat and a sheet or blanket of appropriate size is provided for all toddlers and preschoolers under 3 years of age in care.
☐	☐	☐	(4) A cot or a mat and a sheet or blanket of appropriate size is provided:
☐	☐	☐	(a) For all preschoolers 3 years of age and older in care for 5 or more continuous hours.
☐	☐	☐	(b) For any child in care who regularly naps.
☐	☐	☐	(c) Upon a parent's request for any child in care.
☐	☐	☐	(5) Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment.
☐	☐	☐	(6) A center does not use stacking cribs.
☐	☐	☐	(7) Cribs and porta-cribs comply with standards issued by the CPSC.
☐	☐	☐	(8) A crib or porta-crib has a firm, tight-fitting waterproof mattress.
☐	☐	☐	(9) A tightly fitted bottom sheet covers the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
☐	☐	☐	(10) Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child are not placed in a crib or porta-crib with a resting or sleeping infant.
☐	☐	☐	(11) Blankets are not draped over cribs or porta-cribs when in use.
☐	☐	☐	(12) Cots and mats are constructed of a fabric or plastic which is easily cleanable.
☐	☐	☐	(13) All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.
			(14) When sleeping equipment and bedding are stored:
☐	☐	☐	(a) Sleeping surfaces do not come in contact with other sleeping surfaces.
☐	☐	☐	(b) Bedding does not come in contact with other bedding.
☐	☐	☐	(15) All occupied cribs, porta-cribs, cots, and mats placed so that there is a free and direct means of egress and spaced, as follows:
☐	☐	☐	(a) Cribs and porta-cribs at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.
☐	☐	☐	(b) Cots and mats at least 18 inches apart.
			R 400.8179 Program.
☐	☐	☐	(2) A center implements a program plan that includes daily learning experiences designed to develop:
☐	☐	☐	(a) Physical development.
☐	☐	☐	(b) Social development.
☐	☐	☐	(c) Emotional development.
☐	☐	☐	(d) Cognitive development.
☐	☐	☐	(3) The program provides a flexible balance of experiences:
☐	☐	☐	(a) Quiet and active.
☐	☐	☐	(b) Individual and groups.
☐	☐	☐	(c) Large and small muscle.
☐	☐	☐	(d) Child initiated and staff initiated.
☐	☐	☐	(4) Developmentally appropriate experiences are designed so that throughout the day each child has opportunities to:
☐	☐	☐	(a) Feel successful and feel good about him or herself and develop independence.
☐	☐	☐	(b) Practice social interaction skills.
☐	☐	☐	(c) Use materials and takes part in activities which encourage creativity.
☐	☐	☐	(d) Learn new ideas and skills.
☐	☐	☐	(e) Participate in imaginative play.
☐	☐	☐	(f) Participate in developmentally appropriate language and literacy experiences.
☐	☐	☐	(g) Participate in early math and science experiences.
☐	☐	☐	(h) Be physically active.

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☐	☐	☐	(5) School-age programs supplement the areas of development not regularly provided for during the school day.
☐	☐	☐	(6) A typical daily routine is posted in a place visible to parents.
☐	☐	☐	(7) When awake, use of confining equipment for infants is minimized, not to exceed 30 minutes at a time.
☐	☐	☐	(8) Use of media is prohibited for children under 2 years of age.
☐	☐	☐	(9) When media are used with children 2 years of age and older:
☐	☐	☐	(a) Activities are developmentally appropriate.
☐	☐	☐	(b) Interactive media is used to support learning and to expand children's access to content and is suitable to the age of the child in terms of content and length of use per session.
☐	☐	☐	(c) Media with violent or adult content are prohibited.
☐	☐	☐	(d) Use of non-interactive media does not exceed 2 hours per week per child.
☐	☐	☐	(e) When media are available for children's use, other activities are available.
☐	☐	☐	(10) An exception to the requirements of subrule (9)(d) may be made:
☐	☐	☐	(a) For school-age children using computers and any other electronic devices for academic and educational purposes.
☐	☐	☐	(b) For children using assistive and adaptive technology.
☐	☐	☐	(11) For children with special needs, care is provided according to the child's needs as identified by parents, medical personnel, and/or other relevant professionals.
☐	☐	☐	(12) Parents may visit the center during hours of operation for the purpose of observing their children.
			R 400.8182 Ratio and group size requirements.
☐	☐	☐	(1) At least 2 adults, 1 of whom is a caregiver, are present when at least 3 children between the ages of birth and 3 years of age are present.
☐	☐	☐	(2) At least 2 adults, 1 of whom is a caregiver, are present at all times when 7 or more children over 3 years of age are present.
☐	☐	☐	(3) In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, are the following:
☐	☐	☐	(a) Birth until 30 months – 1:4, group size 12.
☐	☐	☐	(b) 30 months until 3 years – 1:8, group size 16.
☐	☐	☐	(c) 3 years until 4 years – 1:10, no maximum group size.
☐	☐	☐	(d) 4 years until school age – 1:12, no maximum group size.
☐	☐	☐	(e) School agers – 1:18, no maximum group size.
☐	☐	☐	(4) Volunteers may be counted in the caregiver to child ratios if they meet the definition of caregiver.
☐	☐	☐	(5) Children who have reached 33 months of age may, when developmentally appropriate, be enrolled in a 3-year-old classroom with written parental permission.
☐	☐	☐	(6) Children who have reached 45 months of age may, when developmentally appropriate, be enrolled in a 4-year-old classroom with written parental permission.
☐	☐	☐	(7) Children who have reached 57 months of age but who are not considered a school-ager under R 400.8101(b)(iv) may, when developmentally appropriate, be enrolled in a school-age classroom with written parental permission.
☐	☐	☐	(8) If there are children of mixed ages in the same room or well-defined space, then the ratio and group size shall be determined by the age of the youngest child.
☐	☐	☐	(9) An exception to the requirements of subrule (3) may be made when the center is transporting children.
			R 400.8185 Primary care.
☐	☐	☐	(2) The center has implemented a primary care system so that each infant and toddler has a primary caregiver.
☐	☐	☐	(3) Each infant and toddler does not have more than 4 primary caregivers in a week. For centers operating less than 24 hours a day, an exception may occur during the first hour after the center opens and the hour before closing.
☐	☐	☐	(4) Information regarding a child's food, health, and temperament is shared daily between caregivers when more than 1 primary caregiver is assigned to any infant or toddler.
☐	☐	☐	(5) Primary caregiving assignments are documented and provided to parents.
☐	☐	☐	(6) An exception to primary caregiving may be made when the center is transporting children.
			R 400.8188 Sleeping, resting, and supervision.
☐	☐	☐	(1) Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care.
☐	☐	☐	(2) The center permits children under 18 months of age to sleep on demand.
☐	☐	☐	(3) Infants rest or sleep alone in cribs or porta-cribs.
☐	☐	☐	(4) Infants are placed on their backs for resting and sleeping.

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☐	☐	☐	(5) Infants unable to roll from their stomachs to their backs and from their backs to their stomachs are placed on their backs when found face down.
☐	☐	☐	(6) When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they are initially placed on their backs, but are allowed to adopt whatever position they prefer for sleep.
☐	☐	☐	(7) For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position and/or other special sleeping arrangements are followed and on file.
☐	☐	☐	(8) A sleeping infant's breathing, sleep position, and bedding are monitored frequently for possible signs of distress.
☐	☐	☐	(9) An infant's head remains uncovered during sleep.
☐	☐	☐	(10) Toddlers rest or sleep alone in cribs, porta-cribs, or on mats or cots.
☐	☐	☐	(11) Infants and toddlers who fall asleep in a space that is not approved for sleeping are moved to approved sleep equipment appropriate for their age and size.
☐	☐	☐	(12) Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day.
☐	☐	☐	(13) Resting or sleeping areas have adequate soft lighting to allow the caregiver to assess children.
☐	☐	☐	(14) Video surveillance equipment and baby monitors are not used in place of subrule (8) and R 400.8125(1).
			R 400.8191 Nighttime care.
☐	☐	☐	(1) If a child is in care between the hours of 11 p.m. and 6 a.m., a separate area away from sleeping children where the child can engage in quiet activities is available.
☐	☐	☐	(2) If a child is in care for more than 1 hour between the hours of 11 p.m. and 6 a.m., a bed and mattress, with a waterproof covering, of a size appropriate to the age of each child are available.

NOTES:

Instructions for use:

Use to make notes and observations during the inspection.

Verbally discuss cited rule violations with the licensee/designee at the exit conference.

Discard once this information has been included in the appropriate report.

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