

CHILD CARE CENTER RECORD REQUIREMENTS

Michigan Department of Human Services
Bureau of Children and Adult Licensing

Date	License Number
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REQUIRED STAFF AND VOLUNTEER RECORDS

	Record	Rule	Minimum Retention
	Program Director credentials; live scan fingerprinting.	8113(9), (10), (13), MCL 722.115c	Retain until the person has left employment with the center.
	Lead Caregiver credentials.	8122(6)	
	Infant/Toddler Leads at least 3 credits/4.5 CEUs infant/toddler training.	8122(9)	
	School-age Site Supervisor credentials.	8119(2)	
	Internet Criminal History Access Tool (ICHAT) results on all staff before hire.	8125(4)	An updated (less than two years old) copy of the ICHAT, central registry clearance, and/or self-certifying statement (for volunteers only) must be on file until the person has left employment with the center or is no longer volunteering at the center.
	DHS central registry check for all staff prior to being present at the center and volunteers before unsupervised contact with children.	8125(7), (8)	
	Criminal history clearance results or self-certifying statement for volunteers before unsupervised contact with children.	8125(6)	
	Updated criminal history check and central registry clearance every two years at renewal.	8125(10)	
	If staff hired after 1/1/14 resided outside of Michigan as an adult within the 10 years immediately preceding hire, a request to those states for a criminal history check and central registry clearance.	8125(9)	
	Written statement signed by all staff and volunteers at the time of hiring or before volunteering confirming notification of center's children's protective services policy and requirements of the Child Protection Law.	8125(12)	Retain until the person has left employment with the center.
	Blood-borne pathogen training for all staff before unsupervised contact with children.	8131(3)	
	Infant, child and adult CPR (annually) and first aid (every 3 years) training for early childhood program directors, lead caregivers and other staff as needed (at least one caregiver on duty at all times).	8131(7)	The updated cards must be on file. Date of CPR certification must be less than a year old. Date of first aid certification must be less than three years old. Retain until the person has left employment with the center.
	Child and adult CPR (annually) and first aid (every 3 years) training for school-age program directors, site supervisors and other staff as needed (at least one caregiver on duty at all times) in programs only serving school-age children.	8131(8)	

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REQUIRED STAFF AND VOLUNTEER RECORDS (cont.)

Record	Rule	Minimum Retention
Documentation of 16 clock hours of annual professional development.	<i>8131(4)</i>	Training records must be kept for the past two full calendar years. Retain until the person has left employment with the center.
Documentation of Infant Safe Sleep and Shaken Baby Syndrome training for infant/toddler caregivers.	<i>8131(2)</i>	Retain until the person has left employment with the center.
TB test on all staff before hire and volunteers with contact at least 4 hours per week for more than 2 consecutive weeks.	<i>8128</i>	Retain until the person has left employment or is no longer volunteering at the center.
The name, address, and telephone number of all staff.	<i>8110(11)(a)</i>	Retain for two years after the person has left employment with the center.
Copy of staff driving record and copy of valid operator's license with appropriate endorsement for all non-volunteer drivers.	<i>8750(2)</i>	Retain the most recent driving record (less than a year old) and copy of the valid operator's license until the person has left employment with the center.
A self-certifying statement confirming compliance with 400.8750(1) for volunteer drivers.	<i>8750(2)(b)</i>	Retain the most recent statement until the person is no longer volunteering at the center.

REQUIRED CHILD RECORDS

Completed Child Information Record (BCAL-3731), updated annually or when the center becomes aware of changes.*	<i>8143(1), (2)</i>	An updated (less than a year old) copy must be on file until the child no longer attends the center.
Certificate of immunizations for children under school-age or waiver addressed to Department of Community Health at initial attendance.	<i>8143(3)</i>	* The name, address, and telephone number of enrolled children must be retained for two years after the child has left the center.
Updated immunizations when children under school-age have been in care for 4 months if their immunizations were not up to date at enrollment.	<i>8143(4)</i>	

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REQUIRED CHILD RECORDS (cont.)

	Record	Rule	Minimum Retention
	Within 30 days of attendance, a physical done within last 3 months for infants, within last 6 months for toddlers, and within last year for preschoolers or statement of good health if religious objector:	8143(6), (9)	An updated (less than a year old) copy must be on file until the child no longer attends the center.
	Updated yearly for infants/toddlers.	8143(7)	
	Updated every two years for preschoolers.		
	Annually for religious objector statement.	8143(9)	
	Parent signed statement that school-age child is in good health and immunizations are up-to-date and that the immunization record or waiver on file at school, updated annually.	8143(8)	
	Written parental permission for field trip participation at time of enrollment or before each field trip.	8143(11)	If obtained at enrollment, it must be retained until the child no longer attends the center. If obtained before each field trip, it must be retained for two years or until the child no longer attends the center.
	Annual written permission for routine transportation.	8149(1)	An updated (less than a year old) copy must be on file until the child no longer attends the center.
	Written parental permission for all transportation not considered routine before each trip.	8149(2)	
	Prior written permission for prescription medication and non-topical, non-prescription medication and the record as to the time and the amount of medication given or applied including the signature of the caregiver administering the medication.	8152(2), (9)	Retain for two years or until the child no longer attends the center.
	Annual written parent permission for topical, non-prescription medications (sunscreens, insect repellents, diaper ointment).	8152(8)	An updated (less than a year old) copy must be on file until the child no longer attends the center.

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REQUIRED CHILD RECORDS (cont.)

	Record	Rule	Minimum Retention
	Signed parental permission for a child 33-36 months old to be enrolled in 3 year old classroom when developmentally appropriate.	8182(5)	Retain for two years or until the child no longer attends the center.
	Signed parental permission for a child 45-48 months old to be enrolled in 4 year old classroom when developmentally appropriate.	8182(6)	
	Signed parental permission for a child 57 months old until a school-ager to be enrolled in school-age classroom when developmentally appropriate.	8182(7)	
	Written permission from infant's physician when an alternate sleeping position is necessary.	8188(7)	
	Written documentation that the parent received the written information packet.	8146(2)	Retain the most recent documentation until the child no longer attends the center.
	Daily record for infants, toddlers, and child with special needs when requested that includes:	8146(3), (4)	Retain for the day the child is in care.
	Food intake info.		
	Sleeping patterns.		
	Elimination patterns.		
	Developmental milestones.		
	Changes in child's usual behavior.		
	Written parental permission to swim, if applicable.	8810(1)	Retain the most recent documentation until the child no longer attends the center.
	Parental waiver for use of school playground not inspected as required by 400.8170(11) for school-age children.	8170(19)	
	Written parental agreement if parent has agreed to provide food, milk or formula.	8330(2)	

REQUIRED CENTER RECORDS

	Written staff/volunteer screening policy.	8125(3)(a)	Retain the most up-to-date version.
	Written policy regarding supervision of volunteers.	8125(3)(b)	
	Written plan to assure compliance with the Child Protection Law.	8125(11)	
	Written ongoing professional development plan.	8131(5)	
	Written discipline policy.	8140(4)	

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REQUIRED CENTER RECORDS (cont.)

	Record	Rule	Minimum Retention
	Updated equipment inventory at renewal.	<i>8173(7)</i>	Retain the most up-to-date version.
	A written plan for when and how parents will be notified when changes in child's health, a child experiences accidents, injuries or incidents, or when the child is too ill to remain in the group.	<i>8155(1)</i>	
	A written policy detailing when child, staff and volunteers will be excluded due to illness.	<i>8155(5)</i>	
	Written information packet to parents including:	<i>8146(1)</i>	
	Admission/withdrawal criteria.		
	Schedule of operation.		
	Fees.		
	Discipline policy.		
	Food service policy.		
	Program philosophy.		
	Typical daily routine.		
	Parent notification plan for accidents, injuries, incidents, illnesses.		
	Exclusion policy for child illnesses.		
	Notice regarding the licensing notebook.		
	Floor plan of child use areas.	<i>8167(3)</i>	Retain for two years.
	Accurate daily attendance record with child's first and last names, arrival and departure times.	<i>8143(10)</i>	
	Written incident report within 72 hours of the occurrences outlined in 400.8158(1)-(2).	<i>8158(3), (4)</i>	
	Written log of fire drills practiced quarterly and two tornado drills practiced Apr-Oct.	<i>8161(5), (6), (7)</i>	
	Alternative outdoor play area specified to department in writing, if applicable.	<i>8170(5)(c)</i>	
	Documentation that outdoor play equipment, use zones and surfacing have been inspected by a certified playground safety inspector.	<i>8170(11)</i>	Retain the most up-to-date inspection.
	Documentation of primary caregiving assignments.	<i>8185(5)</i>	Retain for two years.
	Documentation of weekly site visits by School-age Multi-site Program Director.	<i>8116(2)</i>	

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REQUIRED CENTER RECORDS (cont.)

	Record	Rule	Minimum Retention
Annual motor vehicle inspection.		<i>8720(2), (3)</i>	An updated copy (less than a year old) must be on file.
Certification that vehicle is in compliance with Michigan vehicle code safety requirements.		<i>8720(4)</i>	
Vehicle insurance and registration.		<i>8750(1)(d)</i>	Retain the most up-to-date copy.
Fire Inspection before original issuance and every 4 years thereafter at renewal.		<i>8510(4)</i>	Not required to be on file at the center. Licensing maintains a copy.
Inspection of fuel-fired furnace and/or fuel-fired water heater every 2 years at renewal and/or current boiler inspection.		<i>8510(5)-(7)</i>	Retain the most up-to-date copy.
Documentation of inspection or service of fire extinguishers.		<i>8545(3)</i>	
Lead hazard risk assessment for newly licensed centers located in buildings built before 1978 and centers licensed prior to 12/7/06 by 1/2/17.		<i>8380(8)</i>	Retain until the license is closed.
Integrated pest management program and notices to parent, if applicable.		<i>8380(9)</i>	Retain the most up-to-date version, if applicable. Retain written notices to parents for two years.
Crisis management plan in a place known and easily accessible to staff.		<i>8161(1)(e), (4)</i>	Retain the most up-to-date version.
Environmental health inspection for all centers at original issuance, for programs with food service and private well and/or septic at renewal, prior to adding a food service program or an infant/toddler program, and when requested by the Department.		<i>8305(2)</i>	Retain inspections done for renewals, modifications, or when requested by the department for two years.
Licensing notebook, including all licensing inspection and special investigation reports and related corrective action plans.		<i>8110(4)</i>	Retain until the license is closed.

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REQUIRED POSTINGS

	Record	Rule	Minimum Retention
	Current license and if applicable, the letter extending the license beyond the expiration date.	<i>8110(3)(a)</i>	Post the most recent license and extension letter, if applicable.
	Copy of current rules and a copy of any variances granted.	<i>8110(3)(b)</i>	Post the Center Licensing Rules with the 1/2/14 effective date and any variances that are in effect.
	Statement that criminal history checks are completed on employees and whether the center requires a criminal history check on volunteers.	<i>8110(3)(c)</i>	Post the most up-to-date version.
	A typical daily routine.	<i>8179(6)</i>	
	Dated menus with substitutions noted the day they occur.	<i>8330(10)</i>	Retain for two years.
	Emergency procedures and evacuation plans for fire, tornado, other natural or man-made disasters, serious accident/illness/injury.	<i>8161(1)</i>	Post the most up-to-date version.
	Emergency numbers, the center address and two main cross streets by each telephone.	<i>8164(3)</i>	
	Guidelines for diapering posted in diapering area.	<i>8137(7)</i>	
	Guidelines for hand washing posted in food preparation areas, in toilet rooms, and by all hand washing sinks.	<i>8134(4)</i>	
	Exit signs posted at all exterior exits.	<i>8525(13)</i>	N/A
	List of CPSC recalled products provided by the department.	<i>8173(2)</i>	Post the most recent list from the most recent issue of Michigan Child Care Matters .

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