

Michigan Child Care Matters

Department of
Human Services

ISSUE 87, SPRING 2010
YOUR CHILD CARE BUSINESS

FROM THE DIVISION DIRECTOR James S. Sinnamon

Licensing consultants make a number of home and center inspections. Newly registered family child care homes receive an inspection within 90 days of registration. Ten percent of family homes are selected for renewal inspections annually. Group child care homes and child care centers are inspected prior to the issuance of the original license, at license renewal time, and midway through a two-year regular license. Any facility may be visited as part of a complaint investigation.

During an inspection, your licensing consultant will be focusing on:

- Inspecting your home or center.
- Reviewing records for children and staff.
- Observing the program and talking with staff and children.
- Sharing the findings with you.

Regardless of the reason for an inspection, with a little ongoing planning and organization, you can always be ready for a visit from licensing. Be prepared for an inspection by:

- Periodically reviewing the child care li-

censing rules and making sure all of your staff know them as well.

- Organizing your paperwork for children and staff and keeping it up to date.
- Updating policies and procedures as needed.
- Constantly ensuring the environment is clean, safe and free of hazards.
- Stepping back and looking at your program with a critical eye.

One of the best ways to be sure you are

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MICHIGAN DEPARTMENT OF HUMAN SERVICES
Bureau of Children and Adult Licensing
Child Care Licensing Division
www.michigan.gov/michildcare



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This publication provides relevant information regarding young children who are cared for in licensed child care settings. We encourage child care providers to make this publication available to parents of children in care or to provide them with the Web address so they may receive their own copy. Most issues are available online at:

www.michigan.gov/michildcare

REDUCING LIABILITY RISK

Marcia Demski, Licensing Consultant
Midland County

Child care centers and home providers are responsible for the health, safety and well-being of the children in care. A child care provider is expected to provide responsible care and take precautions to prevent harm or injury from occurring. While it is impossible to protect against all types of harm or injury, there are many practical steps a provider can take to reduce the risk of an accident or injury, thereby lessening the likelihood of a liability suit.

The first practical step is to be knowledgeable about the laws that require child care providers to act in a specific way. The Child Care Organization Act (1973 PA 116) requires child care centers and homes to be registered/licensed. The Child Protection Law requires child care providers to report suspected child abuse and neglect. The Civil Rights Act prohibits discrimination. The Americans with Disabilities Act requires reasonable accommodation for children with disabilities. Transportation laws require: a valid driver's license; a valid vehicle registration; current proof of insurance; and the usage of seat belts, car seats and booster seats. Acting in accordance with all applicable laws can be your best defense.

Another step to limiting liability is to follow the Bureau of Children and Adult Licensing rules and regulations. It is important to read the licensing rule booklet and make sure you understand each requirement. Child care providers can also review the Center and Home Licensing Rules Technical Assistance and Consultation Manuals on the department's Web site at www.michigan.gov/michildcare. The Technical Assistance and Consultation Manual contains a detailed explanation of each rule and how to achieve and maintain compliance. This manual also includes consultation on how to excel above the rule requirements. The licensing rules and technical assistance guidelines are the standards used to determine what constitutes responsible care and a safe child care setting.

A final step is to conduct regular inspections of the child care facility and the premises. Check the toys and play equipment regularly to ensure that they are clean and in good repair. Use only age appropriate toys and equipment at all times. Make sure resting and sleeping infants, under the age of 12 months, are placed on their backs, with no blankets or other items in the crib. Look at the condition of your front walk, steps, playground, and other areas where parents enter or children play. The playground equipment must be installed properly and be safely maintained. If any equipment breaks, it must be fixed immediately or not used.

Some additional steps and precautions for child care providers to take include:

- Practicing and following written emergency plans and procedures.
- Maintaining current certification in CPR and first aid.
- Supervising the children's activities and use of toys and equipment.
- Adhering to written procedures regarding medication, transportation and field trips.
- Providing ongoing staff training.
- Communicating regularly with parents and staff.

When a child is injured, be sure to immediately provide first aid and notify the child's parents. It is important to help the child's parents obtain medical treatment for the child, if needed. If medical treatment is obtained, your licensing consultant must be verbally notified within 24 hours and in writing within 72 hours using the Incident, Accident, Illness, Death or Fire Report (BCAL-4603). As quickly as possible, conduct interviews with staff and document what occurred so the parents can be given complete and accurate information about the accident. Encourage the staff and the child's parents to discuss any concerns they have about the incident and implement any corrective actions that would improve your child care operation.

Appropriate supervision of children is important at all times. Increased supervision may be necessary when children are engaged in water activities, taken off the premises or playing on the playground. Serious accidents or incidents tend to occur when children are involved in these types of activities. These situations not only jeopardize your registration/license but also place you at an increased risk for a lawsuit.

Children are our biggest asset and their safety is our main priority. Complying with licensing rules and laws is the best way to reduce the risk of a lawsuit. ❖

First aid/CPR training must be received from a person certified as a Red Cross instructor or a trainer from another organization approved by the department. See the department's Web site (www.michigan.gov/michildcare) for the current list of approved



organizations. CPR and first aid may be completed online. If first aid or CPR training is completed online, an in-person skills test must also be completed for the training to be valid. The in-person skills test must be administered by one of the approved organizations.

KUDOS FOR STAFF

Toni Stagray, Licensing Consultant
Saginaw County



Keeping qualified staff is one of the ongoing challenges for a child care business. Research has shown that the quality of care is related to the education and training of the caregivers. What does

this have to do with *keeping staff*? Training is one way to provide knowledge about current early childhood practices. If staff are offered opportunities to obtain paid training by employers, they are more likely to have a vested interest in their work. Rather than simply viewing oneself as an “employee” or a “caregiver,” the individual will learn to apply practices that, in the end, make their job easier and more rewarding.

Centers that have low turnover in staff have:

- Clear expectations of job duties.
- Assign staff members to specific age groups.
- Give staff members a part in the decision-making process.
- Make staff members feel valued, competent and part of a team in the work environment.

Having regular staff meetings and providing a way for staff members to express concerns, ask questions and voice their opinions is important; it creates an atmosphere of trust among the employer and his/her employees. It also instills a sense of belonging in staff and gives staff ownership in the day-to-day operation of the facility.

The downward trend in the present economy has presented new challenges for employers, employees and parents and has had a direct

impact on child care providers all across the state. Keeping qualified caregivers and providing incentives to them is a challenge faced by employers. There is no question that wages are a part of this puzzle but are not the only piece. Other parts are to:

- Make the workplace a great place to be.
- Make staff feel appreciated and motivated.
- Encourage staff to show initiative and to have fun!

Here are some ways to motivate staff with non-monetary or low cost incentives:

- Name an employee of the month.
- Mark a special parking spot for the employee of the month.
- Recognize staff birthdays.
- Create a staff bulletin board to post information and certificates of achievements and to introduce new staff members.
- Have a staff appreciation day that involves children and parents.
- Offer parents a place to leave personal notes of appreciation for staff.
- Introduce staff to prospective parents when they visit.
- Make staff meetings special. Use a holiday or party theme.
- Recognize each person’s hire/anniversary date with a card, note or small gift.
- Give “glad notes” to thank staff for something special they have done.
- Pay training/conference fees for staff or provide quality in-service training at low or no cost to staff.
- Share staff accomplishments with parents in a newsletter.
- Give staff a place to unwind, take breaks and/or eat lunch.

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MARKETING A SUCCESSFUL CHILD CARE BUSINESS

Dawnita Diaz, Licensing Consultant
Ottawa County

One important aspect of licensed child care is learning how to market your business. Four important factors of marketing your business include advertising, the environment, documentation, and equipment.

Advertising

Advertising is one of the most important factors in marketing your child care services to the public. Traditional methods of advertising may be posting a flyer in a public place or placing an ad in the newspaper. Other alternative sources of advertising may be a neighborhood newsletter or networking with the local small business association. An inexpensive marketing tool is to create your own business cards. Local businesses often have an area for leaving business cards for customers to access. In the past, registered/licensed providers participated with the Michigan 4C Association referral system. This process has been changed - all registered/licensed providers are now part of the Great Start Connect System. This is an online referral system where registered/licensed providers are able to access and manage their own information specific to the services they provide. A key feature allows providers to add photographs of their business. Information on the Great Start Connect Program was sent to all registered/licensed providers. The Web site is: www.greatstartforkids.org and is a service for parents looking for regulated child care as well as for registered/licensed providers. (See the box on page 9 for more information.)

Environment

The environment of your business - the appearance of your home, yard and other use spaces - are all selling points for parents who are looking for quality child care. When a parent is in your home or facility, will they see

an accessible, safe and child friendly environment? What message do you send to parents when they are at your place of business? Take the time to look at what a stranger would see when arriving, entering and spending time in your child care setting. Seek feedback from parents or other supportive people for ways to improve the appearance or atmosphere of your business. Simple steps such as rearranging furniture, applying fresh paint or placing equipment so it is accessible to children may make a tremendous difference for your business. Show prospective parents you are invested and involved with children by providing a safe, child-centered environment.

Documentation

Documentation is a vital part of a successful child care business. Keeping organized records for enrolled children and daily attendance and payment records are necessary. By keeping accurate records, you will be well-prepared for licensing inspections, for billing questions and when filing your income taxes.

Documentation is also important to establish clear boundaries with parents about the services you provide for children. This also includes your expectations for parents and children while enrolled in child care. The use of a parent contract or having a handbook outlining areas such as attendance, behavioral expectations and payment will support strong working relationships with the parents of enrolled children.

Equipment

Some consider equipment to be the foundation of a solid child care business. Equipment includes age appropriate toys, furniture, books, games, puzzles, outdoor toys, and

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CHILD CARE RECORD ORGANIZATION

Jessica Coates, Licensing Consultant
Eaton County

Running a child care business requires a lot of paperwork. This includes documents regarding staff and the children in care and required policies and procedures. A licensing consultant will review all of these records during an on-site inspection. Having these documents well organized and easily obtainable will make the inspection a smoother process for both the provider and the licensing consultant.



All homes and centers are required to have specific records for each child in care. It is beneficial to store these documents in a folder or binder divided by child or family. Having a file for each child enrolled in care makes

it easier to determine if all required documents have been obtained and provides for easier access. It can be helpful to attach a checklist of the required child records or use the child records section of the Child Care Home Record Requirements (BCAL-5040) or the Child Care Center Record Requirements (BCAL-5041) checklists to each file or divider. The checklist allows you to note when all required documents have been received and are complete. Refer to the list on a regular basis to ensure that the required documents are on file and have been updated as required. **Note:** The BCAL-5040 and the BCAL-5041 can be found on the child care licensing Web site at www.michigan.gov/michildcare.

Additional required children's records may include medication and transportation permission forms, if these services are provided. Some providers choose to keep a separate folder for all medication forms. This folder can be stored near the medication allowing these forms to be

readily accessible when dispensing medications to children. Centers may choose to keep these forms in the child's classroom. Transportation permission forms can also be kept in a separate file so that forms for each field trip can be kept together instead of separately in a child's file.

Many documents are required for caregivers working in a home or center. Having a folder for each staff member or caregiver helps keep these records together. It may also be helpful to make a checklist of the required staff documents or use the BCAL-5040 or BCAL-5041 to attach to the file. All items can be checked off when received and complete. Review the checklists on a regular basis to assure the required documents are on file.

Certain volunteers are also required to have records on file. Having a folder for each of these individuals is helpful to ensure these documents are easily accessible.

If other documents, such as tax forms, performance reviews or reprimands, are stored in a staff member's file, it may be helpful to staple or clip the required licensing documents to one side of the folder so that the required documents can be easily located. It may be difficult to locate a document in a thick file belonging to a staff member that has been employed for many years unless certain records are kept separate or attached together.

Many of the documents required for caregivers do not need to be updated. This makes it even more important to have a good filing system to ensure that these documents do not get lost.

Required annual training must be docu-

mented on the Training Record for Family and Group Homes (BCAL-4590) for homes and may be documented on the Training Record (BCAL-4591) for centers. It is helpful to clearly identify training completed within each year of the registration/licensing cycle and to note the beginning and end dates of the registration/licensing cycle. This makes it simple to locate the required training for each year of the registration/licensing cycle and makes it easier to determine if all training has been obtained. Some providers prefer to use a separate training form for each year of the registration/licensing cycle. You are required to attach any certificates or training documentation to the training form for verification.

Some providers also find it helpful to keep ongoing training information separate from all other employee documents. First aid and CPR certification, as well as documentation of annual training hours, accumulate over time requiring that a staff member's file be accessed often to update paperwork. Keeping these documents separate from other required forms helps reduce the likelihood of losing a document due a file being handled frequently.

Daily attendance records for all children in care are also required. It is helpful to have these records in book format or three-hole-punched and stored in a binder. This ensures that all attendance records are kept together and allows for easy review during an inspection.

Other documents, such as emergency plans, tornado and fire drills, that are required to be on-site should also be together in a binder or folder. If staff or parent handbooks or enrollment packets contain required policies and procedures, they should be filed there as well. Ensure that these documents are replaced as they are updated.

It is recommended that providers make copies of all documents that are submitted to the department and store the copies in a file or binder to ensure easy access if one of these

documents needs to be resubmitted.

Once all required records are organized in files or binders, it is important to store them in a way that allows them to be easily found when needed. Labeling individual files and binders ensures that the correct documents are easily retrieved. Labeling makes filing new documents easier as well. Label makers and printable label stickers provide for neat, legible organizing.

Registrants/licensees or licensee designees are responsible for ensuring that all documents are complete and accessible. They should also ensure that the program director, or another responsible person when the registrant/licensee/program director is away from the home/center, is aware of and has access to these documents.

Well organized, labeled records help a child care business run more efficiently. They also help make the inspection process easier for everyone involved. ❖

Marketing for a Successful Child Care Business, from page 5

educational curriculums. The key is to have a variety of items for all ages accepted for care. There is an assortment of educational curriculums available online for use by registered/licensed providers. Some are free and others have a cost depending on the site. These are useful for child care programs as many of these provide a month long schedule of projects, reading suggestions and parent information. Using a structured curriculum that can be presented to parents is an effective way to demonstrate the time, effort and education you are giving to children in your care.

The business of child care includes multiple components that when used together in an organized and purposeful manner will result in safe, quality child care for all. ❖

BALANCING THE NEEDS OF YOUR FAMILIES WITH THE NEEDS OF YOUR BUSINESS

Katrice Sweet, Licensing Consultant
Eaton County

If you are like most people in the child care industry, you have attended trainings regarding emotional development, discipline, physical development, health and safety and many other child development topics. However, you probably have not had much, if any, training in business management. You have been trained on how to appropriately care for children, but how do you handle the situation when a parent is late picking up her children or arrives two hours early to drop her child off in order to run errands before work?

In these difficult economic times, many providers do not want to tell parents “You cannot leave your child here today,” or “I need all of your paperwork before your child can attend.” Providers feel like they have to accommodate parents to avoid losing business. Because child care is a caring, understanding and helping profession, many providers find it difficult to enforce policies and set limits with parents. However, this is your business and your livelihood; there are rules and regulations that you must follow in order to keep your registration/license in good standing.



There is a balancing act between the needs of your business and the needs of your families. What can you do to keep that balance? One of the first things you should do is create clear, enforceable policies. Let your families know your expectations and what will happen if they are not met. Licensing regulations for centers require policies be distributed to parents. It is recommended that child care homes have similar policies. These policies include:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days and holidays during which the center

will be open.

- Fee policy.
- Discipline policy.
- Nutrition and food service program.
- Program philosophy and typical daily schedule.

Once these policies are in place:

- Review them with every parent when they enroll their children.
- Ensure parents understand the policies and have the opportunity to ask questions.
- Have parents sign a statement acknowledging that they have read and understand all of the policies and agree to abide by them.

If the policies are not followed, then ensure that any penalties or fees that apply are enforced.

It is also important to know all of the licensing rules and regulations that apply to your business and ensure that they are followed by all staff. Everyone associated with the child care facility needs to know and understand the rules so that throughout the day they can make decisions that comply with these requirements. Consult the

Technical Assistance and Consultation Manual on the department's Web site or contact your licensing consultant for rule clarification.

The program director or registrant/licensee is not always present to oversee the children and staff or to make decisions related to the child care facility. Proper training of all staff ensures that the licensing rules and the child care facility's policies are followed. Provide your staff with troubleshooting tips they can use in a situation where a rule must be enforced. Once trained, make sure that staff feel

comfortable enforcing the rules and policies with the parents of children in care. Those staff members who don't should not be left in a position of authority. Registrants/licensees are responsible for rule compliance regardless of who made the decision not to follow the rule.

Liability should be considered when making decisions related to your child care business. Many decisions that providers make may impact how liable they may be if an accident occurs. Following the licensing rules not only helps keep your registration/license in good standing, it helps decrease your liability if there is an accident or injury.

Running a child care business is tough work. Providers need to be caring and understanding with children but also need to be firm with staff and parents. Registrants/licensees that can comfortably fill both of these roles will have a better chance at a successful child care business. ❖

Kudos for Staff, from page 4

- Make resources, child care publications and other information available to staff.

Next to the children, the most important component of a child care facility is the staff. When an opportunity arises to compliment caregivers, do it! When an opportunity arises to include caregivers in on decisions that affect them, do it! And don't forget to say "I appreciate you" and "thank you" often. ❖

Director's Corner, from page 1

ready for a licensing inspection is by staying in touch with your licensing consultant throughout the year. Licensing consultants share in your desire to have children in quality child care settings. They visit a wide variety of child care facilities and see many creative ways of handling situations that they are happy to share with you. In this time of decreasing resources, your licensing consultant's expertise and experience is a valuable asset to you. Don't hesitate to use it. ❖



GREAT START CONNECT

As part of the Great Start Child Care Quality Project, the Early Childhood Investment Corporation has launched a new system of online early learning resources called Great Start CONNECT.

Who is Great Start CONNECT for? It's for you - Michigan's 13,000-plus licensed and registered child care providers and early education programs and the families who want to find you!

How does Great Start CONNECT work? It's easy! Simply log-in and upload information about your child care and early education setting, skills, programs, and openings. You can even add photos! Families can access the database to conduct searches for child care, preschool and more.

Sounds good to me. What do I do? Simply log-in to Great Start CONNECT today at www.greatstartforkids.org. Click on "Great Start CONNECT," select "Log-in," then enter your valid email address and your password to update your information. For help locating your password, call 1 (877) 61GreatStart (1-877-614-7328). Once you've logged into your profile on the database, you can also select "Professional Development" for a listing of professional development opportunities in your region.

TRAINING ROCKS!

Catherine Edgar, Licensing Consultant
Genesee County

Each year, child care providers are required to obtain training hours as a part of the licensing requirements for both child care homes and centers. Currently, all child care center staff must obtain 12 clock hours of annual training. Group and family home providers must obtain 10 clock hours of training per year with their assistants needing five clock hours. It is important to note that annual training hours are assessed by the registration/licensing cycle, not by the calendar year. For example, the provider renewing a two-year license in July 2010, needs the required number of training hours for *each year* as follows:

- Between July 2008 - July 2009.
- Between July 2009 - July 2010.

The purpose of annual staff training is to improve the quality of child care. Research studies have linked caregiver training to greater social, cognitive and language stimulation in children. Well-trained caregivers are better equipped to handle a variety of difficult situations and behaviors. Provider training is strongly and positively linked to child care program quality.

In this economic downturn, well-trained child care providers stand out among the multitude of providers competing for business. Because training is a critical part of the child care profession, failure to obtain the required training hours could result in disciplinary action against your registration/license.

Training topics may include but are not limited to:

- Child development – language, social, emotional, physical, intellectual.
- Curriculum programming for various age groups.

- Managing child behavior/child discipline.
- Health and safety.
- Nutrition.
- Working with parents
- Caring for children with special needs.
- Workshops on games and toys.

In addition to traditional sources of training, such as classes and workshops through your local school district or community college, there are many other good sources of training for child care providers. There are a number of online training sources, including but not limited to:

- www.carecourses.com
- www.ectod.com
- www.midmichigancc.com
- <http://bkc.fcs.msue.msu.edu/>
- www.ccionline.com.

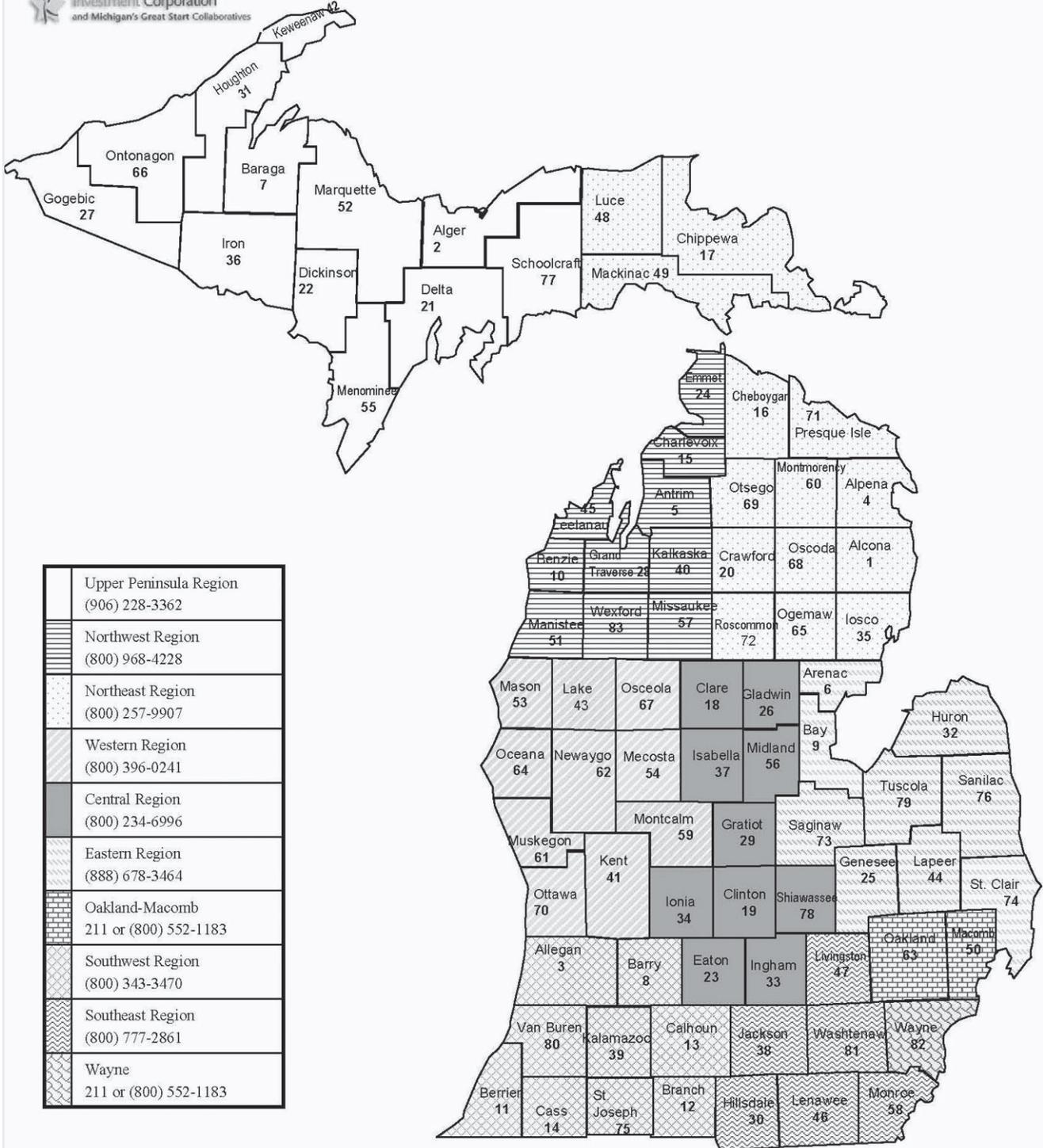
You may also want to go utilize the training opportunities offered by your Great Start Regional Child Care Resource Center:

- Go to www.greatstartforkids.org >Great Start Connect for professional development opportunities.
- Call (877) 61GREATSTART or (877) 614-7328.
- Locate the Great Start Child Care Resource Center in your area on the map.

It is important to remember that in order for video, distance learning, corespondence and online trainings to count towards the annual training requirement, it must be facilitated and validated by a trainer/facilitator and include a feedback component. If you have any questions regarding whether or not video, distance learning, correspondence, online, or in-house trainings count, please contact your licensing consultant. ❖



Regional Child Care Resource Centers



Child Care Licensing Web Site

www.michigan.gov/michildcare

The Child Care Licensing Web site has a variety of helpful information for providers and parents. Take some time to review the information on the site. On the main page, there is a section called "Information for Providers." The links in that section are highlighted below.

The screenshot shows the Michigan Department of Human Services website. The header includes the Michigan Department of Human Services logo and the text "Michigan Department of Human Services" and "The Official State of Michigan Website". Below the header is a navigation bar with links for "Michigan.gov Home", "DHS Home", "Site Map", "Contact DHS", "FAQ", "Hotlines", and "Online Services". A search bar is located on the right. The main content area features a "childcare in michigan" banner with a collage of children's faces. Below the banner is an "Alerts" section with links to "MDCH Swine-Origin Influenza A (H1N1) Web page", "CDC H1N1 Flu (Swine Flu) Web site", "Product Recalls & Recall Alerts", and "Food Recall Web page". There are also sections for "How do I?", "Links", and "Safety", each with a dropdown menu and a "GO" button. On the left side, there is a "Doing Business with DHS" menu with categories like "Child Welfare Training Institute", "Client Application Process", "Contractor Resources", "Electronic Benefits Transfer (EBT)", "Electronic Funds Transfer (EFT)", "Forms & Applications", "Licensing", and "Licensing - Child Care". On the right side, there is a "Quick Links" section with various links such as "Adoption", "Child Care", "Child Support", "Child Welfare Reform", "Domestic Violence", "Foster Care", "Hotlines", "Juvenile Justice", "Licensing", "Press Releases", "Protective Services", "Child Care Licensing", and "License Suspension".

information for providers

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[Rules and Statutes](#)

A link to the licensing rules and related laws.

[Technical Assistance](#)

A link to the Technical Assistance and Consultation Manuals for family and group child care homes and child care centers. For each rule in the Technical Assistance Manual, you will typically find a rationale section, a technical assistance section and a consultation section. Rationale describes the reason the rule was enacted, technical assistance outlines what providers must do to be in compliance with the rule and consultation contains recommendations and best practices for

how providers can go above and beyond what the rule requires and improve the quality of care provided.

Inspections for Child Care Centers

Learn more about the types of inspections needed for child care centers: environmental health, fire safety, lead assessments, and playground inspections.

Forms

A link to required and optional forms and checklists for child care homes and centers.

Resources

A link to a variety of resources for child care providers in the following areas: age-appropriate information, early childhood standards of quality, child behavior, child abuse and neglect, and child health and safety.

Training

A link to a variety of training resources including BCAL presentations, first aid and CPR providers, online training providers, and safe sleep and shaken baby information.

Newsletter

A link to current and previous editions of this newsletter.

ICHAT: Michigan Criminal History Check

A link to the Internet Criminal History Access Tool used by providers to check the criminal history of employees.

Background Check - L1 Identity Solutions Fingerprinting

Find the nearest L1 Identity Solutions facility and schedule an appointment to be fingerprinted. Fingerprinting is required for center licensees, licensee designees and program directors and child care home applicants.

Listed Offenses from the Sex Offenders Registration Act

Link to the listed offenses from the Sex Offenders Registration Act (1994 PA 295). Anyone convicted of a listed offense cannot be a registered/licensed child care provider, live or work in a child care home or be employed by a child care center. ❖

Did you know that at the Child Care Licensing Web site:

You can sign up to be part of a child care listserv to get child care licensing updates and news sent directly to you via email. Click on “Sign up for . . . Electronic Notification” under *Contact Us*.

You can complete an online questionnaire to let us know how your most recent licensing inspection went. Click on “Licensing Inspection Questionnaire” under *Contact Us*.

You have a direct link to the most recent food and children’s product recalls. Click on “Food Recall Web page” and “Product Recalls and Recall Alerts” under *Alerts*.

LICENSING ODDS AND ENDS

Zoning

Family Homes

The Michigan Zoning Enabling Act (2006 PA 110) identifies a family child care home as a residential use of property. No special or conditional zoning permits are required.

Group Homes

Under the Michigan Zoning Enabling Act, group child care homes are required to obtain approval from a local zoning authority as a condition of licensure. The same act limits counties and townships from imposing greater restrictions on group child care homes than required by the Child Care Organizations Act (1973 PA 116).

Prior to the department issuing an original group child care home license, the applicant must provide documentation of zoning approval via the Zoning Approval for Group Child Care Homes (BCAL-3748). Compliance with local zoning ordinances is the responsibility of the applicant.

Group child care applicants who are unable to obtain zoning approval may apply for a family child care home registration.

Note: In 2008, the Department of Energy, Labor and Economic Growth added Administrative Rule 408.30401a to the Michigan Building Code. The rule recognizes the Bureau of Children and Adult Licensing and the Bureau of Fire Services as the authority for fire safety standards in child care homes. This change allows local zoning authorities to approve special use permits without assessing compliance with building code fire safety standards.

Child Care Centers

Zoning approval is required for proposed child care centers in residential areas.

Training Equivalencies

- 60 minutes equals one clock hour of training.
- One semester hour of college credit is equivalent to 15 hours of training.
- One term hour is equivalent to 10 hours of training.
- One CEU is equivalent to 10 hours of training.

Education Equivalencies for Program Directors and Lead Caregivers

Term/quarter hours may be converted into semester hours by multiplying the number of term/quarter hours by 0.66.

The Preschool Curriculum Course credential (formerly known as the Lead Teacher Training Program credential) offered by High/Scope and the Michigan School Age Youth Development Credential are considered equivalent to the CDA credential.

CEUs from the International Association of Continuing Education and Training (IACET) are directly transferable as approved CEUs per a collaborative agreement between the state of Michigan and IACET. ❖

UPCOMING AND ONGOING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

WIC Annual Conference

April 27-28, 2010

Acme, MI

www.eandt.mphi.org

(517) 324-8330

Michigan Head Start Association Annual

Early Childhood Training Conference

April 28-30, 2010

Kalamazoo, MI

www.mhsa.ws/

(517) 374-6472

Michigan Healthy Mothers, Healthy Babies

Conference

June 3-4, 2010

Mt. Pleasant, MI

http://www.hmhbmi.org/?page_id=45

MiAEYC Infant-Toddler Conference

September 16, 2010

Detroit, MI

<http://www.MiAEYC.org>

(517) 336-9700

(888) 666-2392

2010 Early On Annual Conference

October 21-22, 2010

East Lansing, MI

<http://eotta.ccrea.org>

(866) 334-5437

A comprehensive list of conferences, including national conferences, that are scheduled for 2010-2011 can be found at: www.michigan.gov/documents/Early_Childhood_Conferences_2006_149277_7.pdf

ONGOING PROFESSIONAL DEVELOPMENT CLASSES

(Call organization for classes, dates, and times.)

Michigan 4C Association, www.mi4c.org, (866) 424-4532

Through a partnership with Eager-to-Learn, the Michigan 4C Association also brings you access to online training specifically designed for early childhood program administrators and directors - www.eagertolearn.org.

Michigan State University Extension, <http://bkc.fcs.msue.msu.edu/> (517) 432-7654

Child Care Enhancement Program (CCEP), Social and Emotional Training Series, (248) 739-1414 or email mackrain@aol.com

HighScope Training Opportunities, www.highscope.org, (734) 485-2000 ext. 234

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CONSUMER PRODUCT SAFETY COMMISSION (CPSC) INFANT/CHILD PRODUCT RECALLS (not including toys)

These recalls have been added since Issue 86 of MCCM (January 2010):

- Evenflo recalls Top-of-Stair Plus wood gates due to fall hazard.
- Children's educational kits recalled by Carolina Biology Supply due to risk of lead exposure.
- Infantino recalls to replace SlingRider baby slings; three infant deaths reported.
- Graco recalls Harmony high chairs due to fall hazard.
- Children's fork and spoon sets recalled by Peachtree Playthings due to choking hazard; sold at Dollar Tree and Deals.
- Allreds Design recalls pacifier clips due to risk of lead exposure.
- Britax recalls strollers due to risk of fingertip amputations and lacerations.
- Generation 2 Worldwide and "ChildESIGNS" drop side crib brands recalled; three infant deaths reported.
- Regal Lager announces recall to repair CYBEX strollers; risk of fingertip amputation and laceration hazards.
- Graco recalls strollers due to fingertip amputation and laceration hazards.
- Dorel Asia recalls to replace cribs; pose strangulation and suffocation hazards.
- Drop side cribs recalled by Caramia Furniture due to fall and entrapment hazards.
- Children's "Big Rex and Friends" cloth books recalled due to risk of lead exposure.
- Dorel Juvenile Group recalls play yards with bassinets due to suffocation hazard.
- IKEA recalls LEOPARD highchairs due to fall and choking hazards.
- Fall hazard prompts NHTSA, CPSC and Dorel Juvenile Group to announce recall of infant car seat/carriers.
- Children's plush books recalled by Simon & Schuster due to choking hazard.
- Infant suffocation deaths prompt recall of Amby baby motion beds/hammocks.

Details on these product recalls may be obtained on the CPSC's Web site at www.cpsc.gov.

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