



Office of Children & Adult Licensing Child Day Care Licensing

Child Care Center Administrative Rules

Effective 12-07-2006

Office of Children & Adult Licensing

Child Day Care Licensing



Tentative Agenda

8:30 – 10:15	General Provisions
10:15 – 10:30	Break
10:30 – 11:00	Fire Safety
11:00 – 11:45	Environmental Health
11:45 – 1:00	Lunch
1:00 – 2:15	Infants/Toddlers
2:15 – 2:30	Break
2:30 – 3:00	School-Age
3:00 – 3:30	Swimming, Transportation
3:30 – 4:00	Food Service



Before we begin...

- Information is accurate as of today, however...
- Some rule interpretations may evolve over time, resulting in changes in the way they are enforced
- Please refer to the Technical Assistance – on the web - for the most up-to-date information



Before we begin...

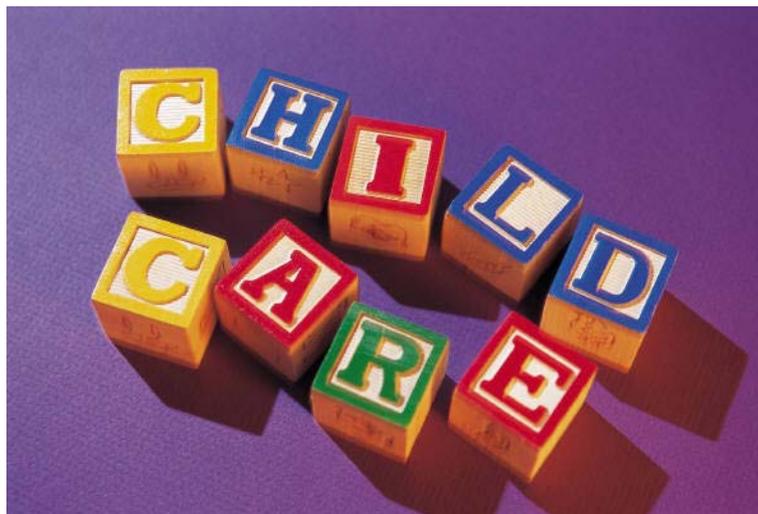
- When asking questions, please keep them general vs. specific situations
- Specific issues or problems are difficult to address. . . we don't have all of the information





Child Care Center Rules

Part 1. General





Licensee Responsibilities

- Post in a place visible to parents:
 - Current license
 - Copy of current regulations
 - Notice stating whether or not criminal history checks are required for employees and volunteers
- Notify dept. w/in 30 days of hiring a new program director



Licensee Responsibilities

- Written plan to assure compliance with the Child Protection Law
- Statement signed by each staff that:
 - Child abuse and neglect is against the law
 - Center's policies on CA/N shared with each staff member
 - ALL caregivers MUST immediately contact Children's Protective Services when child abuse/neglect is suspected



Licensee Responsibilities

- Assure the number of children in care does not exceed the licensed capacity
- Maintain name, address, & telephone number for each child and employee for 4 years





Licensee Responsibilities

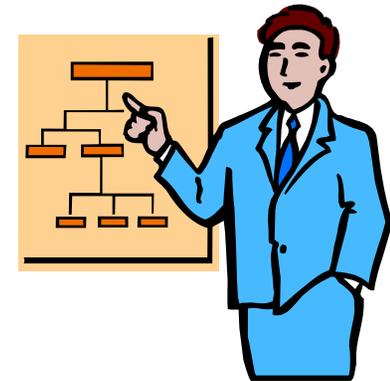
- Cooperate with the department in connection to inspections and investigations
 - Providing access to all records, documents and staff
 - Provide accurate and truthful information





Licensee Responsibilities

- Release children to either parent unless there is a court order on file
- Develop a written, on-going staff training plan which includes the minimum training requirements established by these rules





Staff Training Requirements

- Blood-borne pathogen training:
 - Within 6 months for new hires
 - Within 1 year for current staff
- At least 1 caregiver with current infant, child & adult CPR and current first aid
- 12 clock hours of annual training required for all caregiving staff



Staff Training Requirements

Training topics must include:

- Child Development
- Curriculum
- Child Discipline
- Health, Safety, Nutrition
- Working with Parents
- Licensing Rules
- Safe Sleep & Shaken Baby Syndrome (for infant/toddler caregivers)



Staff Training Requirements

Annual training hours may include:

- In-service trainings (staff meetings)
- Sessions offered by community groups, faith-based organizations, provider associations
- Workshops, courses offered by local or intermediate school districts and colleges
- Trainings, seminars, conferences offered by ECE organizations
- On-line trainings (must be facilitated and validated)



Program Director

Requirements for program director:

- 21 years of age
- Current CPR & first aid certification
- Blood-borne pathogen training
- 2 semester hours or 3.0 CEU's in child care administration
- Be present full time for programs operating less than 6 hours; 50% of the time for full day programs





Program Director

- Program director qualifications increased
- “Child related fields” expanded:
 - Elementary education
 - Child guidance/counseling
 - Child psychology
 - Family studies
 - Social work





Program Director

Education	Sem. Hours in ECE	Experience
Bachelor's degree or higher in ECE or child development		
BA/BS or higher in a child-related field →	18 semester hours →	480 hours
Associate's degree in ECE or child development →	18 semester hours →	480 hours
Montessori Credential →	18 semester hours →	960 hours
CDA Credential →	18 semester hours →	960 hours
60 Semester hours →	18 semester hours →	1920 hours

480 hrs. = 3 months full time experience



Program Director

- 2 semester hours or 3 CEU's in child care administration
- "Child care administration" means:
 - Child care administration
 - Education administration
 - Business administration



Program Director

- Currently employed program directors with **2 years experience as a PD** are exempt from increased educational requirements (child care administration course and 18 semester hours in ECE)
- Currently employed program directors with **less than 2 years experience** have 2 years to comply with the increased educational requirements



Program Director

- Program directors hired between 12/7/2006 and 12/7/2007 can be approved under the previous qualification requirements (blue rule book)
- 1 year to comply with the new program director educational requirements



Lead Caregiver

Lead caregiver responsible for:

- Oversee planning, implementation, & evaluation of classroom program
- Oversee caregiving staff for a specific group of children
- Overall care and supervision of children





Lead Caregiver

- At least 1 lead caregiver must be assigned to each group of children in self-contained or well-defined space
- Be present:
 - Full time for programs operating less than 6 continuous hours
 - At least 6 hours/day for programs operating 6 or more continuous hours



Lead Caregiver

- Program director must appoint a substitute for a lead caregiver who has an absence that exceeds 30 consecutive workdays until the return or replacement of the lead caregiver
- The substitute must meet the qualifications of the lead caregiver or be currently enrolled in relevant training



Lead Caregiver

- Lead caregiver must:
 - Be at least 19 years old
 - Have a high school diploma/GED
 - Have current Infant, Child and Adult CPR and 1st Aid
- Program director may be designated as a lead caregiver



Lead Caregiver

- Infant/toddler lead caregivers must have 3 semester hours or 4.5 CEU's in infant/toddler development and care practices
- Comply with lead caregiver education and experience qualification requirements by December 7, 2008





Lead Caregiver

Education	Sem. Hours/CEUs in a child-related field	Experience
BA/BS in ECE, child development or child-related field		
Associate's degree or higher in ECE or child development		
CDA/Montessori Credential →	→	480 hours
High School/GED →	12 semester hours →	960 hours
High School/GED →	180 clock hours (12 semester hours &/or 18 CEU →	1920 hours
High School/GED →	90 clock hours (6 semester hours &/or 9 CEUs) →	3840 hours



Lead Caregiver

- To convert semesters hours & CEU's:
 - 1 sem. hour = 15 clock hours of training
 - 1 CEU = 10 clock hours of training
- Approved hours of experience must be verifiable
 - Employment in licensed facility
 - Field placements; student teaching
 - Supervised volunteer work in an ECE setting



Staff Requirements

- Suitable and responsible to meet the needs of children
- Provide documentation before employment:
 - From DHS that the person has not been named as a perpetrator of child abuse/neglect
 - That the person has not been convicted of child abuse/neglect, or a felony involving harm or threatened harm within the past 10 years
(ICHAT satisfies this requirement)



Staff Requirements

- Staff TB test required only once – within 1 year before employment
- Staff physicals required only once – 6 months before, or 30 days after the start of employment





Volunteer Requirements

- Provide documentation before unsupervised contact with children:
 - From DHS that the person has not been named as a perpetrator of child abuse/neglect
 - That the person has not been convicted of child abuse/neglect, or a felony involving harm or threatened harm within the past 10 years
- Written policy regarding supervision of volunteers



Volunteer Requirements

Volunteers who have contact with children for:

- At least 4 hours per week, and
- For more than 2 consecutive weeks

must have documentation of

- Physical evaluation (less than 6 months old)
- Negative TB test (less than 1 year old)



Ratios

Minimum of 2 staff members, 1 of whom is a caregiver, present:

- When 7 or more preschool children are in care
- When 3 or more children birth – 3 years of age are in care



Preschool Ratios

- Preschool ratios unchanged:
 - 1:10 for three year old children
 - 1:12 for four year old children
- When mixing children of different ages in the same room or well-defined space, ratio drops to youngest-age ratio, unless each group is clearly separated and appropriate ratios are maintained



Program

Provide opportunities for children to:

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





Program

- At least 30 minutes of developmentally appropriate language and literacy experiences
- Early math and science experiences





Program

- 59% of children under two years of age watch TV daily
- 42% of children under two years of age watch videos/DVD's daily
- Infants as young as 6 months, watch 1-2 hours of television every day
- Toddlers and preschoolers watch more than 3 hours a day





Program

- TV, videos, computer programs suitable to the age of the child
 - Content, and
 - Length of use
- Violent/adult content programs and movies not permitted
- Other activities must be available during TV and movie viewing





Program

- Daily activity guide prepared and posted in a place visible to parents
- Daily outdoor play required for children in care for more than 5 continuous hours, unless
 - Inclement weather
 - Other weather conditions that could result in children becoming overheated or excessively chilled





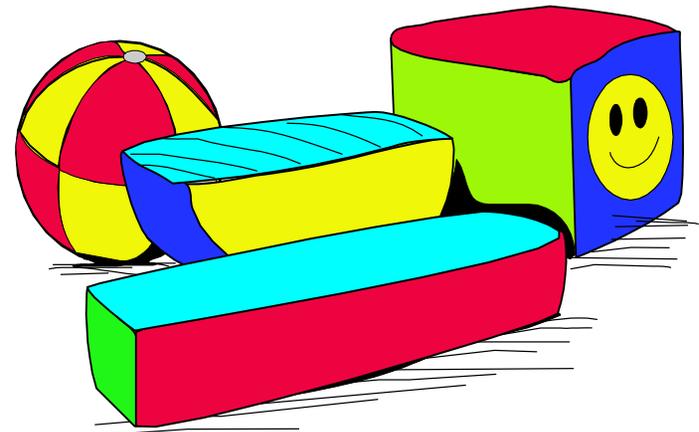
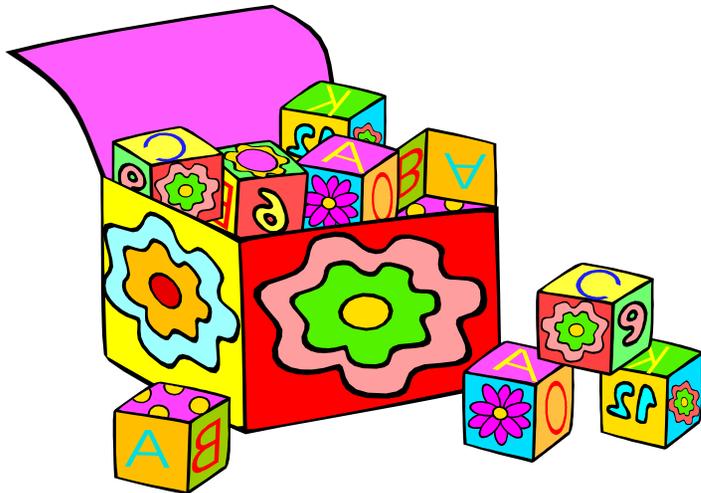
Program

- When caring for children with special needs, center must work with:
 - Parents
 - Medical personnel
 - Other professionals
- Parents may visit the program to observe their child during the hours of operation



Equipment

- 3 playspaces per child in licensed capacity
- 2 playspaces per child accessible at any one time





Equipment

- Playspace: “A piece or pieces of equipment that one child can use independently for 15 minutes”
 - Inventories updated at each renewal
 - Include equipment, toys, materials to be used by children; furniture used by children; cots/mats; rocking chairs for I/T programs





Sleeping Equipment

- Cots or mats required for each child enrolled for 5 or more continuous hours
- Each cot or mat must be cleaned and sanitized between uses by different children, or weekly





Sleeping Equipment

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





Food Services & Nutrition

- Snacks and meals must meet the minimum meal requirements of the Child and Adult Care Food Program
- Children may not be deprived of snacks or meals
- Adequate staffing to assure food service activities do not detract from direct care and supervision of children



Children's Records

- Child Information Cards updated when information changes, or annually
- Immunization records
- Daily attendance records, including arrival and departure times
- Medication permission
- Written permission for field trips at enrollment or prior to each field trip
- Parent notification before each field trip



Children's Records

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



Children's Records



Parent
contract
eliminated!



Parent Information

Written information packet provided to parents:

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



Health Care Plan

Written health care plan to include:

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

Accident, Injury, Illness Death Reporting



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

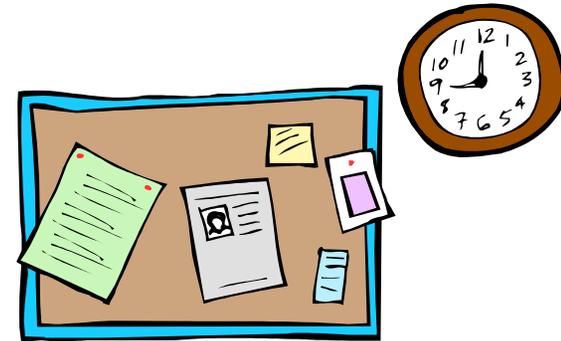
- Verbal report to OCAL within 24 hours
- Written report to OCAL within 72 hours





Emergency Plans

- Written procedures for:
 - Fire
 - Tornado
 - Serious accident, illness, injury
 - Crisis management (including intruders and bomb threats)





Emergency Plans

- Reviewed at least 2x/year with staff
- Fire drills quarterly; 2 tornado drills between April – October
- Maintain written log of all drills
- If cribs are used in evacuations, doors within means of egress must be wide enough to accommodate crib evacuation



Medication

- Must be administered by an adult caregiver
- Written permission required for all prescription and non-prescription medication
- Topical, nonprescription medications require annual parental authorization (Records of each application not required)





Medication

- Prescription medication must be in the original container with the pharmacy label (physician's name, child's name, instructions, and name and strength of the medication)
- Medication must be returned to parent or destroyed when it is no longer needed, or it has expired
- Label directions must be followed unless authorized in writing by physician



Child Illness

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

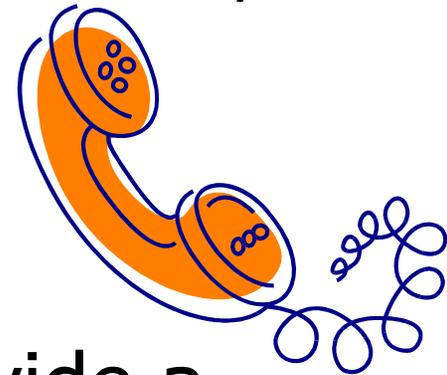
- The name of the communicable disease
- That their child may have been exposed to the disease
- Symptoms of the disease





Telephone

- A land-line telephone must be available, operable, and accessible in the building during the hours the center is in operation
- When open, the center must provide a telephone number “known to the public and available to parents” to provide immediate access to center



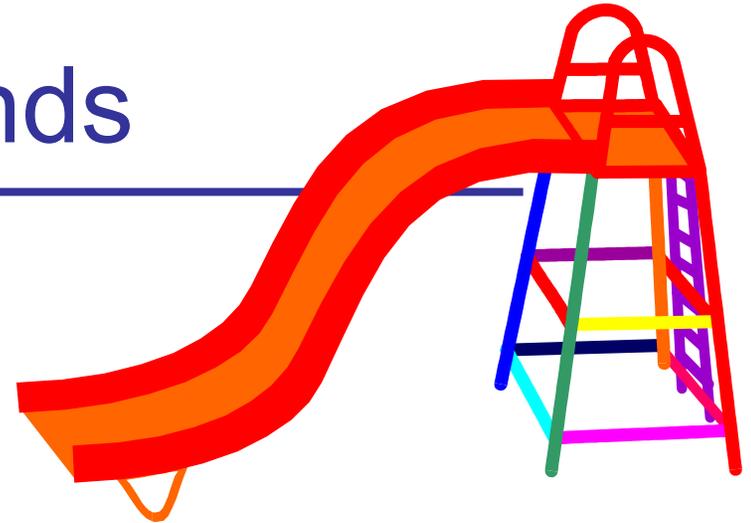


Indoor Space

- Indoor space square footage does not include:
 - Hallways
 - Bathrooms and kitchens
 - Storage areas and cloakrooms
 - Areas used exclusively for resting, sleeping, or eating – except for infants and young toddlers
- Floor plan of child use areas required
- Prior approval of child space required before it may be used



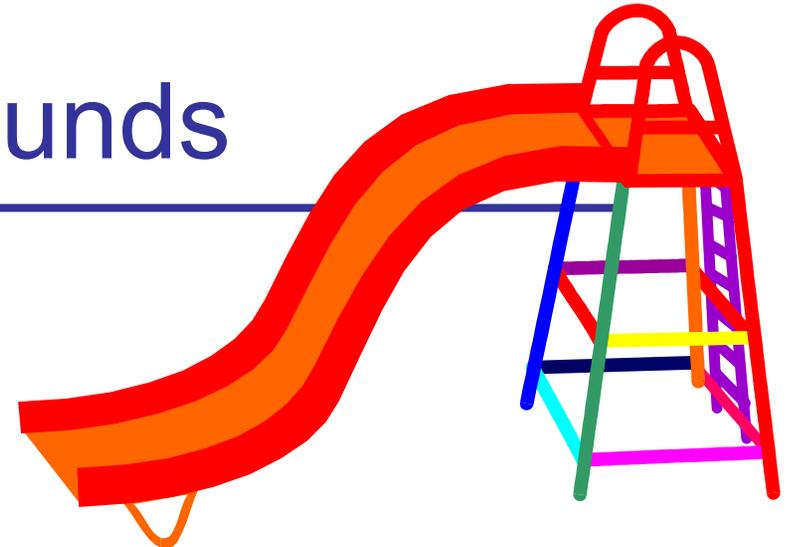
Playgrounds



- At 1,200 sq. feet, more than 1,200 may be required if the area is not large enough to accommodate the number of children in the center
- If outdoor play area is not available adjacent to the center, an alternate location may be used with department approval



Playgrounds



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





Playgrounds

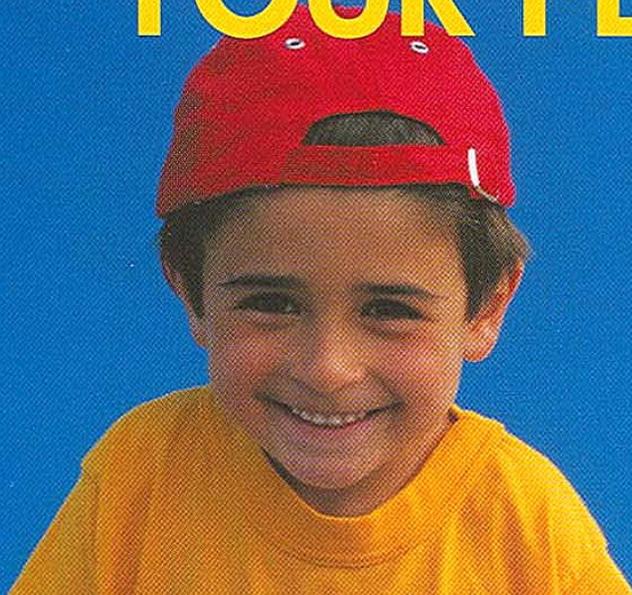
- Shaded areas must be available in summer
- If used, there must be suitable surfaces for wheeled vehicles and pull toys
- Equipment must be age-appropriate
- Trampolines may not be used





Playgrounds

IS A LAWSUIT LURKING ON YOUR PLAYGROUND?



Each year, more than 200,000 children are injured on playgrounds, injuries that required emergency room visits.

Children can't make playgrounds safer. It's up to you.



Playgrounds

- The equipment in the outdoor play area shall comply with the guidelines of the 1997 edition of the Handbook for Public Playground Safety
- Compliance with this rule can be verified by:
 - A written statement/certificate from the equipment manufacturer or installer
 - A report by a certified playground safety inspector
 - A written statement from the licensee that the equipment will not be used (if verification of compliance with the Playground Equipment Safety Act cannot be produced)



Playgrounds

- Centers licensed since 12-2000, and equipment installed since 12-2000, should already be in compliance
- Centers have until 12/7/08 to comply with this part of the rule





Playgrounds

- Surface materials and use zones must conform with CPSC recommendations:
 - Appropriate protective surfaces
 - 6" – 12" of approved surfacing material, based on height of equipment
- Centers licensed since 12-2000, and equipment installed since 12-2000, should already be in compliance
- Centers have until 12/7/07 to comply with this rule



Playgrounds

School-age centers that operate in school buildings may be exempt from the equipment and surfacing requirements if parents are notified, in writing, at the time of enrollment that:

- The center plans to use the school's outdoor play area, **and**
- The equipment does not comply with this rule



Rule Variances

- Request must provide clear and convincing evidence that the health, welfare, and safety of children will be protected with the proposed alternative to the rule
- Licensee must keep a copy of the approved variance on file
- Variances cannot be granted to PA 116 requirements
- All exemptions granted under previous rules have been rescinded



Child Care Center Rules

Part 8. Fire Safety





Fire Safety

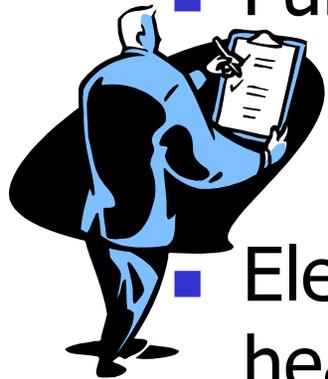
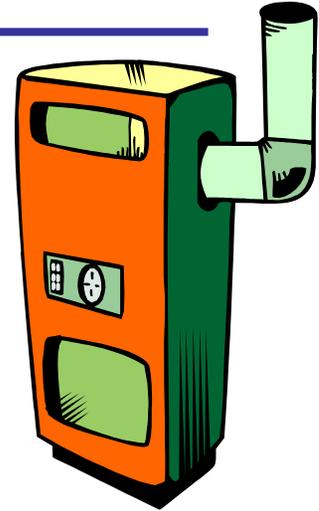
- Plan review by the Bureau of Fire Services is required for proposed centers, additions, alterations, and remodeling
- Projects with a total cost of \$15,000 or more require sealed architectural plans





Fire Safety

- Fire inspections by DLEG or a QFI required before issuance of original license and every 4 years thereafter, at renewal
- Furnace and fuel-fired water heater inspections required every 2 years at renewal
- Electric hot water heaters & electric baseboard heat does not require an inspection





Exiting

- For infants and young toddlers, the travel distance is 50 feet or less from the door of the room to the exit
- For older toddlers, the travel distance is 100 feet or less from the door of the room to the exit
- Areas approved before 12-7-06 are exempt from this new requirement





Exiting

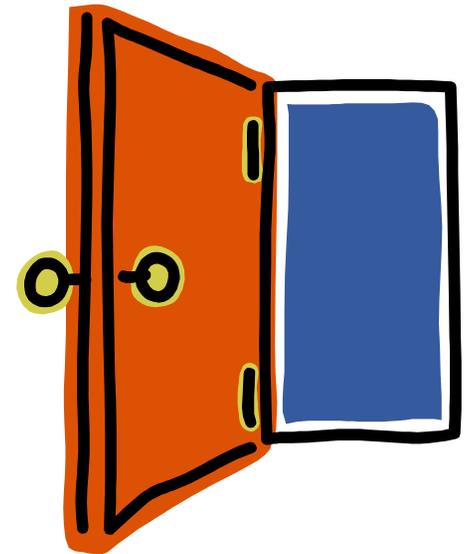
- Newly licensed centers must locate infant and young toddler rooms on a level with exiting directly to grade or properly ramped to grade





Exiting

- Rooms occupied by 21 or more children must have doors that swing in the direction of egress
- Exit doors and doors in the means of egress must be side-hinged and have non-locking-against-egress hardware





Exiting

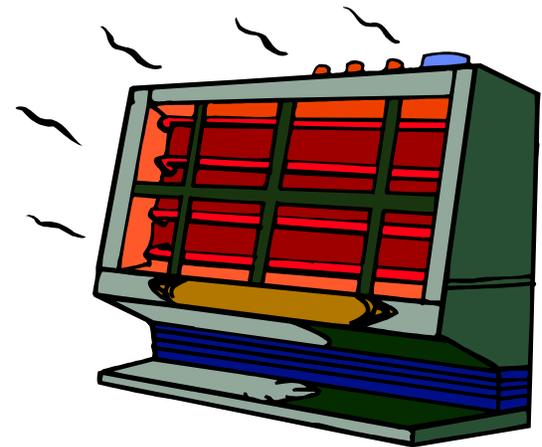
- Exterior exits must be identified with an exit sign
- Exit signs must be
 - Distinctive in color
 - Have the word "EXIT" in letters at least 6 inches high on a background of contrasting color





Hazard Areas

- The storage of combustible materials in a heating plant room is prohibited
 - Combustible materials are items that will readily ignite when subjected to flame
- Portable heaters may not be used without the approval of the department



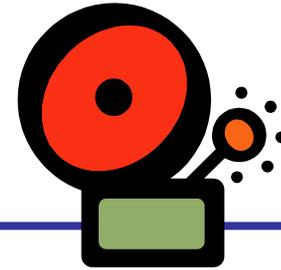


Fire Alarms

- A fire alarm is a device used to alert the building occupants of fire or smoke conditions. It must be audible in all parts of the center
- A fire alarm system is an approved electrical closed circuit, self-supervised local system for sounding an alarm



Fire Alarms



- An approved fire alarm, either electrical or manual, required when more than 1 room is occupied by children
- An approved fire alarm system required in centers with more than 4 child occupied rooms, or a capacity of more than 60
- In new or remodeled centers, trouble signal for fire alarm systems must be in an area normally occupied by staff



Fire Safety

- Carbon monoxide detectors required on all levels approved for child use
- For new construction or remodeling, all use areas and means of egress must have single station smoke detectors





Fire Extinguishers

- 2A – 10BC rated fire extinguishers required in or adjacent to the kitchen and heat plant room
- Must be properly mounted, inspected and maintained
- Must have a tag with the date of last inspection/service and initials of person performing the service





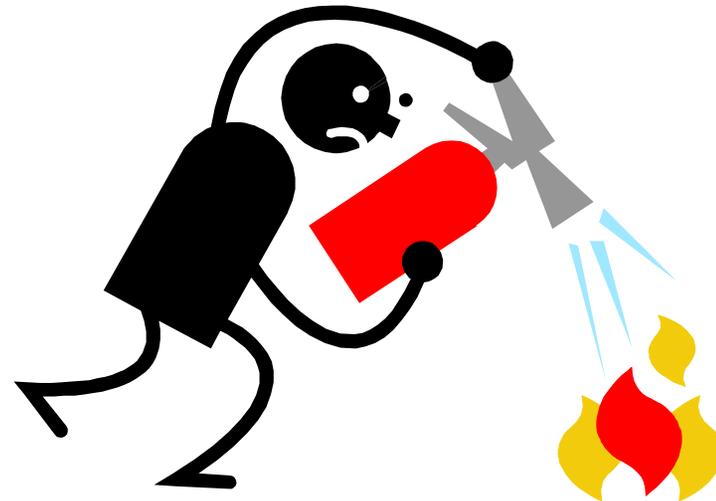
Fire Safety

- Electrical inspections may be required when warranted
- Electrical outlets must be inaccessible to children under school age
- Ground fault circuit interrupters required in outlets w/in 6 feet of sinks



Fire Safety

- Center must notify local fire authority and OCAL if a fire occurs that requires the use of fire suppression equipment
- Notification must occur immediately after the fire





Fire Safety

Fire safety rules do not apply to centers “operated by public or nonpublic schools, or those the school contracts with if the center is located in a school building that is approved by the state fire marshal or similar authority”



Fire Safety

- Centers located in schools must provide licensing with verification of state fire marshal approval
- OCAL-5043 - *Certification of School Building Compliance with Fire Safety Provisions*



Fire Safety

In order to waive a fire safety inspection by a qualified fire safety inspector, you must provide the Division of Child Day Care Licensing with a copy of a previous approval from the State Fire Marshal, Bureau of Construction Codes and Fire Safety, or Bureau of Fire Services.

1. I have attached a copy of the fire safety approval of this building.

2. The fire safety approval is not available; therefore, I certify that:
 - The building has been approved for school use based on the 1973 school fire safety codes; and
 - The building has been continuously used as a public or nonpublic school since the fire safety approval was issued; and
 - Any changes to the building since the school's original fire safety approval have been reviewed and approved by the State Fire Marshal, Bureau of Construction Codes and Fire Safety, or Bureau of Fire Services.

3. The fire safety approval is not available. I am not able to certify to the above statements; therefore, I will request a QFI inspection for this child care center.



Fire Safety

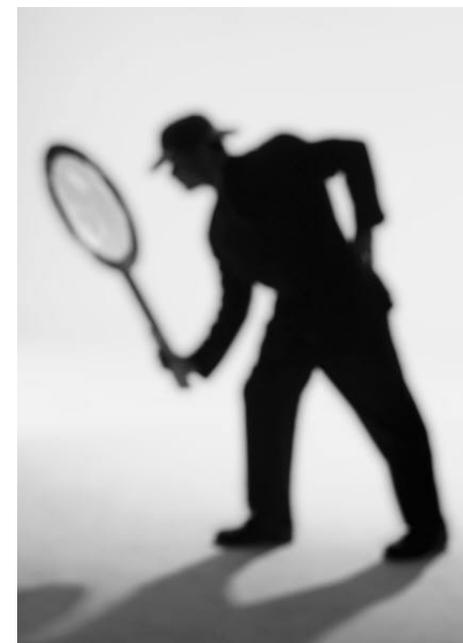
- When consultants observe fire safety violations in these programs:
 - Verbally inform the licensee of the issues
 - Document the fire safety concerns on the LSR
 - Notify DLEG – Office of Fire Services if corrections are not made



Child Care Center Rules

Part 9.

Environmental Health - General Rules

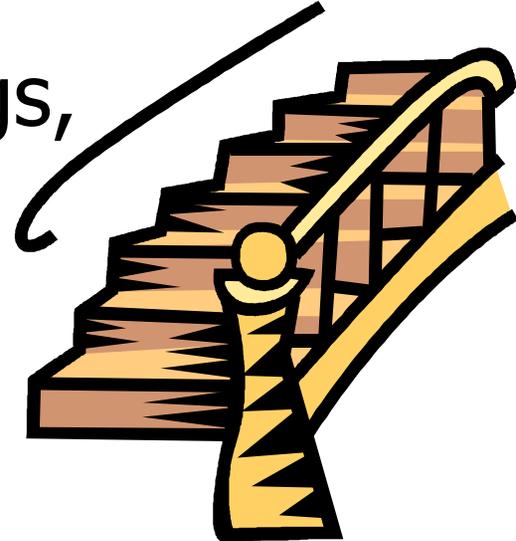




Premises

Stairs, walkways, ramps, landings, and porches:

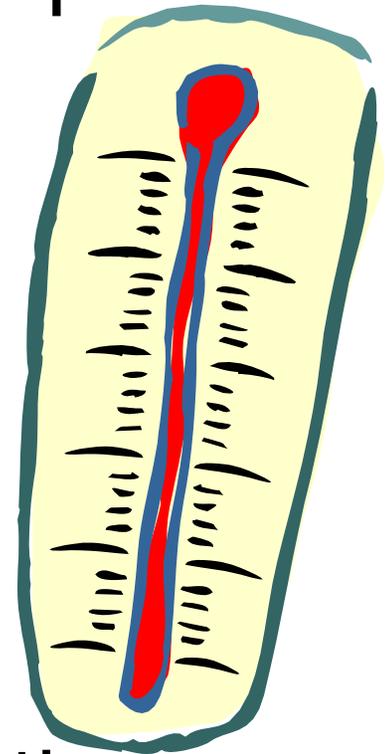
- Must have barriers/handrails if elevated
- Shall be maintained in a safe condition
- Stairway steps must be no more than 8" in height, with a minimum tread depth of 9"
- Ramps must have a minimum rise-to-run ratio of 1 to 12





Heating & Temperature

- Indoor temp must be at least 65° F in child use areas
- Measures must be taken to cool areas when temps exceed 82° F
 - Air conditioning
 - Fans inaccessible to children
 - Open screened windows
 - Draw blinds/drapes
 - Use dehumidifiers to lower the relative humidity





Light, Ventilation, Screens

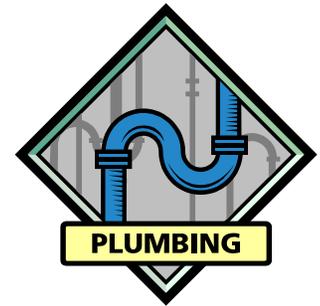
- Adequate lighting (artificial or natural)
- Screens – at least 16 mesh - on windows used for ventilation
 - Not required for programs operating in school buildings
- Propping doors open for ventilation is prohibited





Water Supply

- Water system must comply with local health authority requirements
- Plumbing must be designed, constructed, installed and maintained to prevent cross-contamination with the water supply
- Sinks, lavatories, drinking fountains and other water outlets must have safe water, in sufficient quantity and pressure to meet peak demand





Handwashing Sinks

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



Handwashing Sinks

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



Handwashing Sinks

- Warm, running water at sinks accessible to children
- Water must not exceed 120° F
- Soap and single service towels, or other approved hand drying devices, required





Handwashing Sinks

- 1 toilet and 1 handwashing sink for every 15 children for full day programs
- 1 toilet and 1 handwashing sink for every 20 children when children are in attendance for less than 5 continuous hours per day
- Toilet rooms for school-age children must provide for privacy





Sewage Disposal

- Municipal or private sewer systems required
- Private sewer/septic systems must be adequate in size and meet health department standards





Garbage and Refuse

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



Environmental Health Premises

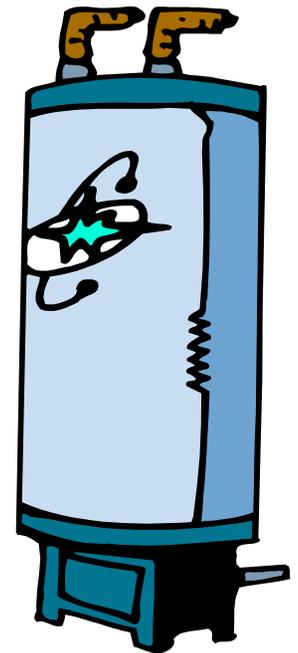


- Premises must be maintained in a clean and safe condition
- All of the following must be in sound condition and maintained in good repair:
 - Roofs, exterior walls, doors, skylights and windows
 - Floors, interior walls, and ceilings

Environmental Health Premises



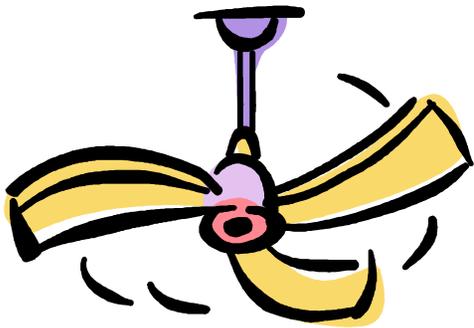
- Plumbing fixtures, water and waste pipes must be properly installed and maintained
- Water heaters must have a thermostatic temperature control and pressure relief valve



Environmental Health Premises



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





Maintenance of Premises

- Lead hazard risk assessment required for:
 - **Newly** licensed centers built prior to 1978
- Any identified lead hazards must be corrected
- Verification of lead hazard risk assessment must remain on file at the center
- Go to www.michigan.gov/leadsafe for list of certified lead risk assessors



Lead Hazard Remediation Program
&
Childhood Lead Poisoning Prevention



Environmental Health

- Integrated Pest Management program must be developed and implemented
 - Annual notification to parents
 - Advance notice prior to application of indoor pesticides
 - Indoor application only when rooms will be unoccupied for at least 4 hours





Child Care Center Rules

**Please sign in for the
afternoon session**



Child Care Center Rules

Part 2.

Infants

Young Toddlers

Older Toddlers





Infant/Toddler Ratios

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

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



Group Size

- NCCIC reports that as of 11/2005 only 12 states did not regulate group size for infants and toddlers
- **Group size:** “The specified number of children assigned to a caregiver or team of caregivers occupying an individual classroom or well-defined space for each group within a larger room...”



Group Size

- “Well-defined space” can be created by:
 - Placement of moveable room dividers
 - Equipment, shelves, floor coverings

- Each well-defined space must
 - Meet the square footage requirements for the maximum number of children in the group
 - Have adequate equipment for the children using that space



Infant/Toddler Group Size

Ages	Group Size
Birth to 11 months	12
12 months to 29 months	12
30 months to 35 months	16

- Group size does not affect the capacity of the center
- Centers have until 12/7/2007 to comply with this rule



Primary Care



Primary care means:

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



Primary Care

“Appropriate social-emotional interaction” includes:

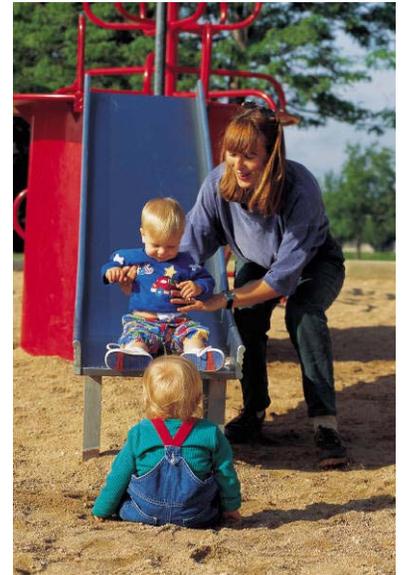
- Holding and rocking
- Talking to and making eye contact
- Cuddling and interacting
- Providing guidance to develop social skills and emotional well-being





Primary Care

- All infants, young toddlers, older toddlers must have a primary caregiver
- No more than 4 primary caregivers for a child in a week, excluding the first hour after the center opens and the hour before closing





Primary Care

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





Infant Sleeping Requirements

QUICK FACTS ABOUT INFANT DEATH IN MI.

- Despite improvements in 7 out of 10 measures of child well-being, Michigan's infant mortality rate has not improved since 1996.
- Michigan ranks 39th of 50 states - babies in 38 other states have a better chance of surviving their first year of life.
- Michigan's overall infant mortality rate of 8.2 per 1,000 live births is well above the national rate of 6.7 per 1,000 live births.
- Sleep position and sleep environment are major, modifiable risk factors contributing to infant death.





Infant Sleeping Requirements

- Infants must sleep alone in approved cribs or porta-cribs
- Cribs must have:
 - Firm, tight-fitting mattress
 - Slats no more than 2 3/8" apart
 - No corner posts over 1/16" high
 - No cutout designs in headboard or footboard
- Occupied cribs spaced at least 2 feet apart and in a manner to allow for free and direct means of egress





Infant Sleeping Requirements

- Blankets may not be draped over cribs
- Soft objects, including pillows, comforters, blankets, bumper pads, and stuffed toys are not permitted in cribs
- Swaddle sacks and sleep sacks are permissible





Infant Sleeping Requirements

- Car seats, infant swings, bassinets and playpens are not approved sleeping equipment



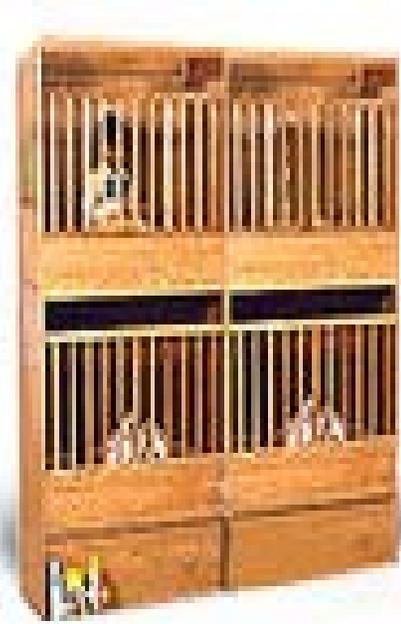
- Bedding must be washed when soiled or weekly





Infant Sleeping Requirements

- New stacking cribs prohibited
- Stacking cribs must be replaced with single cribs
- Centers now using stacking cribs can only use them with:
 - Infants under 7 months of age OR
 - Infants not yet standing





Infant Sleeping Requirements

- Infants must be placed on their backs for sleep or rest
- Infants unable to roll from their stomach to back and back to stomach must be placed on their backs when found face-down in their cribs
- Infants who can roll over must be initially placed on their back, but then allowed to adopt whatever position they prefer





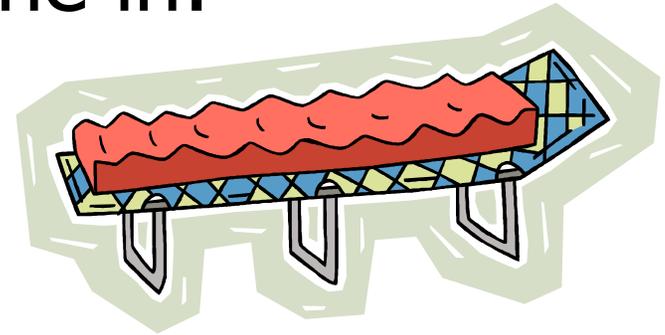
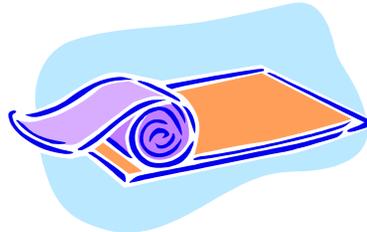
Infant Sleeping Requirements

- Infant's head must remain uncovered during sleep
- Caregivers must maintain supervision and frequently monitor sleeping infants
- Adequate soft lighting required to allow caregivers to assess children
- Video surveillance equipment and baby monitors can supplement, but not replace direct supervision



Toddler Sleeping Requirements

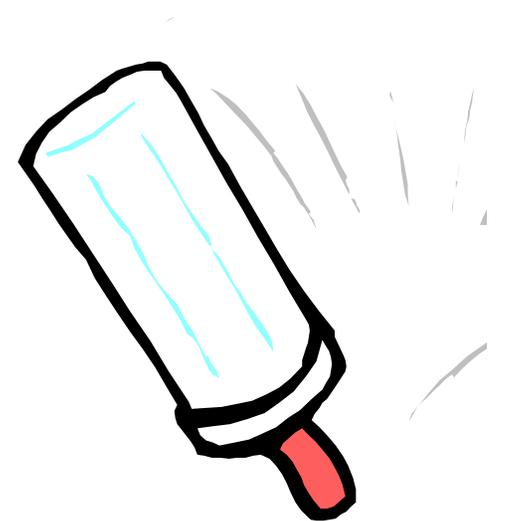
- Toddlers must sleep alone in:
 - Cribs or porta-cribs
 - Cots
 - Mats
- Sleeping equipment stored so that sleeping surfaces do not come into contact with other sleeping surfaces





Infant/Toddler Food Service

- Food must be appropriate to meet the needs of each child
- Bottles and food containers must be labeled and fed to a specific child
- Infants shall be held during bottle-feeding
- Infants and young toddlers must be fed on demand





Infant/Toddler Food Service

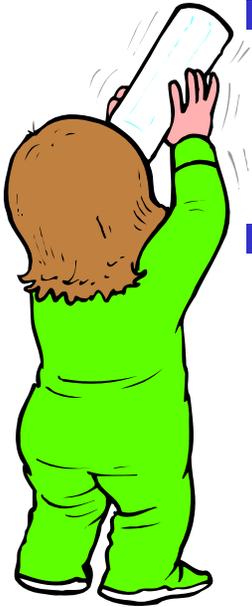
- Bottle propping prohibited
- Bottles may not be placed in cribs
- Cereal shall not be added to a bottle of formula, milk, juice, or water without written parental permission
- Medication may not be added to a bottle or food unless indicated on Rx label





Infant/Toddler Food Service

- Refrigerated bottles must be warmed in a “safe, appropriate” manner
- Bottles may not be warmed in a microwave oven
- Warmed bottles must be shaken or stirred to distribute the heat and temperature-tested before feeding

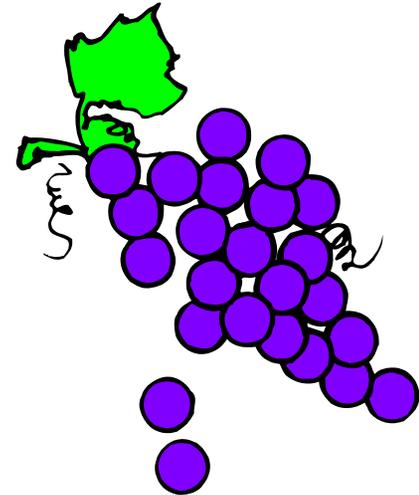




Infant/Toddler Food Service

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

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





Infant/Toddler Food Service

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

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





Infant/Toddler Food Service

Without written authorization from health care provider:

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



Infant/Toddler Food Service

Discard bottle contents that:

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





Infant/Toddler Food Service

- Bottle liners, if used, are for a single use by an individual child
- Bottle liners and formula in unused bottles containers must be discarded after 48 hours
- Bottle liners and milk in unused bottles must be discarded after 24 hours



When Parents Provide Food

- Written agreement required
- Center must provide adequate formula, milk, or food if parent does not
- Unopened ready-to-feed bottles or perishable food must be returned to the parent at the end of the day or discarded



When Parents Provide Food

- Centers shall support and accommodate breastfeeding
- Have a designated place set aside to accommodate breastfeeding mothers and their children





When Parents Provide Food

Expressed breast milk must:

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



When Parents Provide Food

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





When Centers Provide Food

- Formula and milk must be commercially prepared, ready-to-feed
- Bottles labeled as to contents and date of preparation
- Once opened, formula must be used within 48 hours or discarded
- Milk shall be served within 7 days of opening





Infant Records

Parents must receive a daily written record of:

- Food intake – time, type of food and amount eaten
- Sleeping patterns – when & how long a child slept
- Elimination patterns
- Developmental milestones
- Changes in a child's usual behavior





Diapering

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





Diapering

- Diapering not permitted on any sleep surface
 - Single-use, disposable wipes or other single-use cleaning cloths must be used
 - Toddlers in diapers or training pants may be changed in a bathroom





Diapering

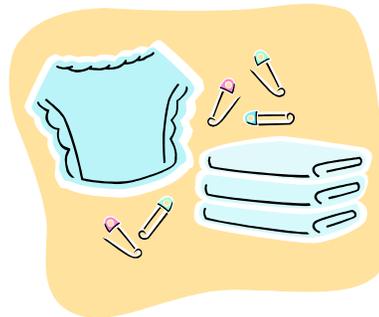
From the Technical Assistance Manual

Larger toddlers may be difficult to lift onto a changing table. Toddlers may be changed standing up. Toddlers may also be changed on a changing surface placed on the floor that is non-absorbent easily cleaned and sanitized. These procedures may also apply to older children who are not yet toilet trained or who have special needs.



Diapering

- Disposable gloves permitted but not required
- Diapering and hand washing guidelines posted in diapering area
- Rinsing cloth diapers/training pants not permitted





Diapering

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





Toilet Learning

- Adult-sized toilets with:
 - Safe, easily cleaned modified toilet seats
 - Step aids
- Child-sized toilets
- Potty chairs permitted, provided they are:
 - Easily cleaned and sanitized
 - Used only in a bathroom area
 - Used over surfaces impervious to moisture
 - Cleaned and sanitized after each use



Child Care Center Rules

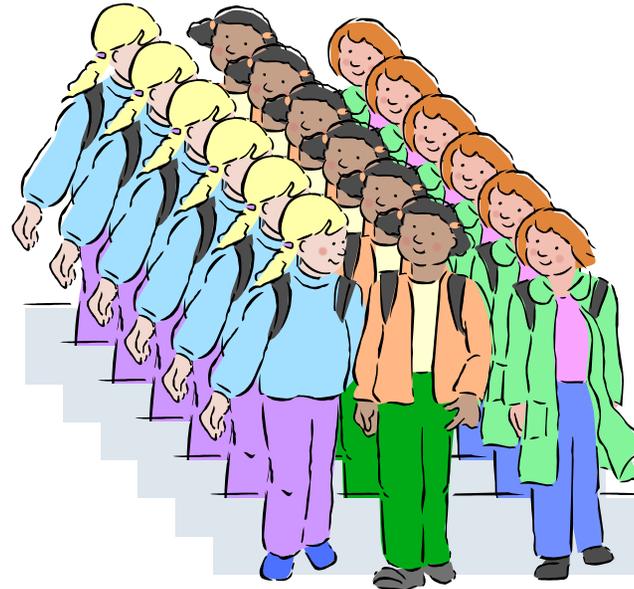
Part 3. School-Age





School-Age Program

- 1:18 ratio for children 5 – 12 years old
- 1:25 ratio for children 13 – 17 years old





School-Age Program

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





School-Age Program

Provide opportunities to:

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





School-Age Health Records

- Signed statement from parent at enrollment and annually thereafter:
- Child is in good health – restrictions noted
 - Immunizations are up-to-date
 - Immunization record or waiver is on file at the child's school





School-Age Program Director

- At least 21 years old
- Have high school diploma/GED
- Current certification in infant, child and adult CPR and first aid
- Develop, implement, evaluate policies and program
- Administer day-to-day operations
- Oversee staff



School-Age Programs

Education	Semester Hours in child-related field	Experience
Bachelor's degree or higher in child-related field		
Associate's degree in a child-related field →	→	480 hours
Montessori Credential →	12 semester hours →	480 hours
School-Age Credential →	12 semester hours →	480 hours
CDA Credential →	12 semester hours →	480 hours
60 semester hours →	12 semester hours →	720 hours
High School/GED →	6 semester hours →	2880 hours



School-Age Program Director

“Child related fields” expanded:

- Early childhood education
- Elementary & secondary education
- Physical education/recreation
- Child development
- Child guidance/counseling
- Child psychology
- Family studies
- Social work/human services
- Youth development



School-Age Program Director

- 2 semester hours/3.0 CEUs in child care administration
- Program directors approved before 12/07/2006 have 2 years to meet the child care administration requirement
- Program directors exempt from this requirement if they have **either**:
 - Associate's degree or higher in a child-related field,
OR
 - 5 years experience as program director

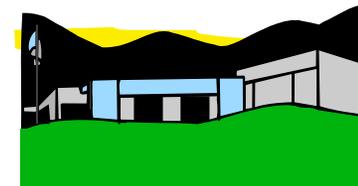


School-Age Programs



Multi-site program director:

- For school-age programs, program director with BA/BS in a child-related field may oversee up to 3 sites
- Each program must operate less than 6 hours/day
- PD available during all hours of operation



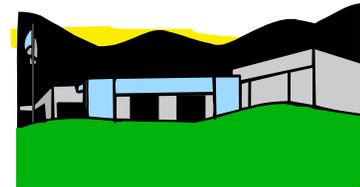


School-Age Programs



Multi-site program director:

- At each site for at least 1 session/week
- Supervises the planning and evaluation of the programs and staff
- Must have completed:
 - 12 clock hours of training annually
 - CPR and First Aid training
 - Blood borne pathogen training





School-Age Programs

Site Supervisor Qualifications:

- 19 years old
- High school diploma/GED
- 480 hours (3 months full time) experience as a caregiver in a school-age program
- 16 clock hours of school-age training
- CPR and First Aid training





School-Age Programs

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



Child Care Center Rules

Part 5. Swimming





Swimming

Lifeguard must:

- Have appropriate and current life guard certification
- Dress suitably to act in an emergency
- Provide constant supervision





Swimming

- Written parental permission required
- Lifeguards not included in caregiver-to-child ratio
- In-the-water ratios:
 - 1:1 for children under 3 years of age
 - For nonswimmers 3 years and older:
 - 1:4 for water chest height or lower
 - 1:1 for water higher than chest height



Swimming

- In-the-water ratios for swimmers:
 - 3 years of age is 1:10
 - 4 years of age is 1:12
 - School-age is 1:18





Swimming

To count in ratio, caregiving staff must be:

- Actively engaged in providing direct care and supervision
- Physically able to quickly assist children





Instructional Swim

Must be conducted:

- Under the supervision of a qualified water safety instructor
- In an organization such as the YMCA or YWCA
- Where instructional swim is part of the organized program
- The instructor is not included in the ratio





Swimming

- Swimming areas must be maintained in a safe, clean condition
- Pools must be inspected by the environmental health authority
- Water at public or private beaches must not have been deemed unsafe by environmental health authority





Swimming

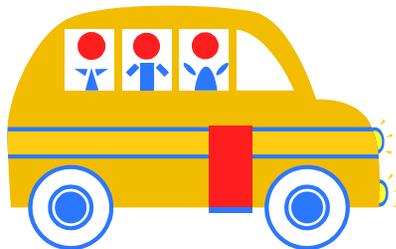
- Working telephone must be on-site
- Safety equipment readily available:
 - First aid kit
 - Rescue pole or throwing rope and ring buoy
 - Signaling device
- Private wading pools, spas may not be used





Child Care Center Rules

Part 6. Transportation





Transportation

- When public or public school transportation is used only 5611, 5613, 5615 apply
 - Ratios
 - Time limits on child transit
 - Parent permission for routine transportation





Transportation

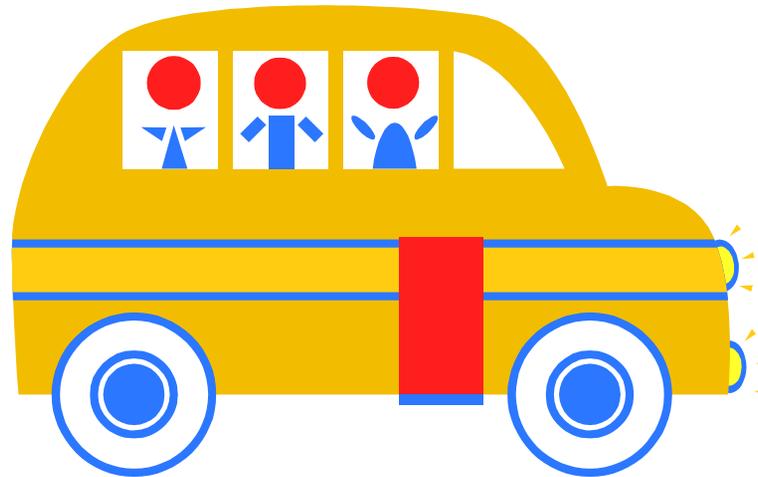
- When parents make private arrangements for transportation of his/her child, these rules do not apply





Transportation

- All of the transportation rules apply when centers provide, contract or sponsor transportation





Transportation

Volunteer vehicles are those not owned by, leased by, or registered to:

- Child care center
- Principal of the child care center
- Employee of the child care center





Motor Vehicles

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





Motor Vehicles

- Vans with a seating capacity of 11 or more are prohibited
- Centers have until December 2010 to comply with this rule
- Annual inspections required until these vans are no longer used





Transportation

- Multi-function school activity buses acceptable for transporting children
- Annual inspections of these vehicles by licensed mechanic or state police is required





Safety Equipment

Vehicles with a seating capacity of 10 or less must have:

- 3 bi-directional reflective triangles properly cased and stored in the vehicle
 - Volunteer vehicles are exempt from this requirements
- A first aid kit stored in an accessible location in the driver compartment



Safety Equipment

Vehicles with a seating capacity of more than 10 must have:

- 3 bi-directional reflective triangles properly cased and stored in the vehicle
- 3 15-minute fusees or an approved battery operated substitute cased and stored in the drivers compartment
- Fire extinguisher (at least 2A-10BC) mounted in the drivers compartment
- A first aid kit stored in an accessible location in the driver compartment



Restraint Devices

- Each child being transported must remain seated and properly restrained by a passenger restraint device
- Michigan law requires that children up to age 4 must be properly buckled in a child safety seat while riding in a motor vehicle
- Check with the Secretary of State office to verify the appropriate Child Safety Restraint System



Motor Vehicle Operator

- Drivers must:
 - Be at least 18 years old
 - Possess a valid operator or chauffeur's license with the appropriate endorsement
 - Have less than 6 active points on driving record
 - Copy of driver's record obtained annually
 - Have proof of valid insurance and registration
- Documents must be on file at center



Ratios and Supervision

Caregiver-to-child ratios:

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



Ratios and Supervision

- To count in ratio, additional staff or volunteers must be:
 - At least 16 years old
 - Seated with the children
 - Responsible for the supervision of children



Ratios and Supervision

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





Time Limits on Transit

- Children under school age may not be in a motor vehicle for more than 1 continuous hour





Parent Permission

- Written permission must be obtained annually for routine transportation, including transportation between a child's home, center and school

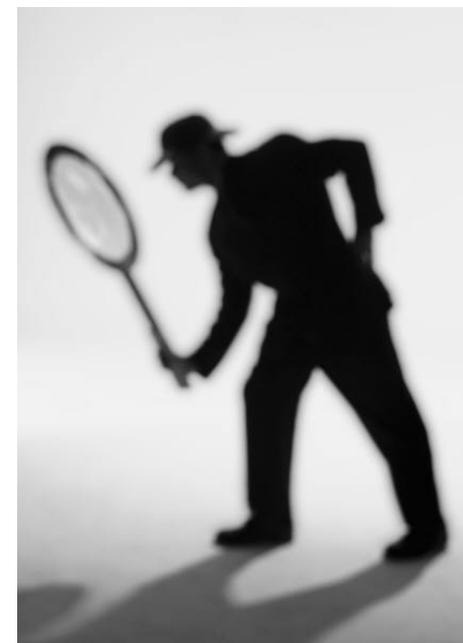




Child Care Center Rules

Part 9.

Environmental Health – Food Service





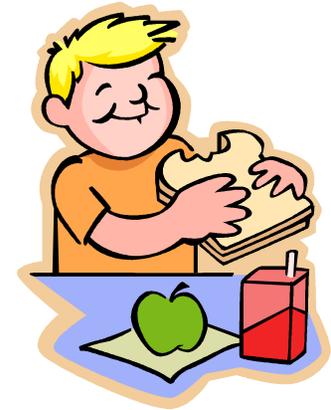
Plan Review

- You must contact your local health department and comply with all local health department requirements regarding:
 - Plans
 - Specifications



Environmental Health

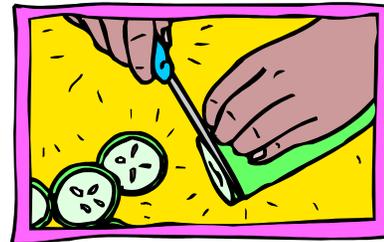
- Food service requirements specified in rule:
 - Food and equipment storage
 - Food supplies
 - Food preparation (including serving and refrigerating and reheating)





Food Prep Areas

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





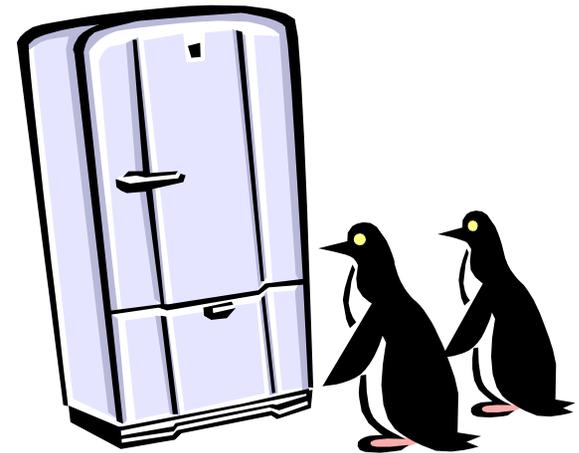
Food Prep Area

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



Food & Equipment Storage

- Lighting fixtures near food areas must be properly shielded
- Refrigerators must be maintained at 41^o F or below
- Accurate thermometer required in refrigerator





Food & Equipment Storage

- Unpackaged bulk foods must be stored in clean, covered containers
 - Dated
 - Labeled as to contents
- Food not requiring further washing or cooking before serving must be stored so that it is protected from foods requiring washing or cooking
- Packaged food may not be stored in contact with water or undrained ice



Food & Equipment Storage

- Food, food service equipment and utensils may not be:
 - Located under exposed or unprotected sewer lines, open stairwells, or other sources of contamination
 - Stored in toilet rooms
- Food and utensils must be stored at least 6 inches above the floor



Food & Equipment Storage

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





Food Supplies

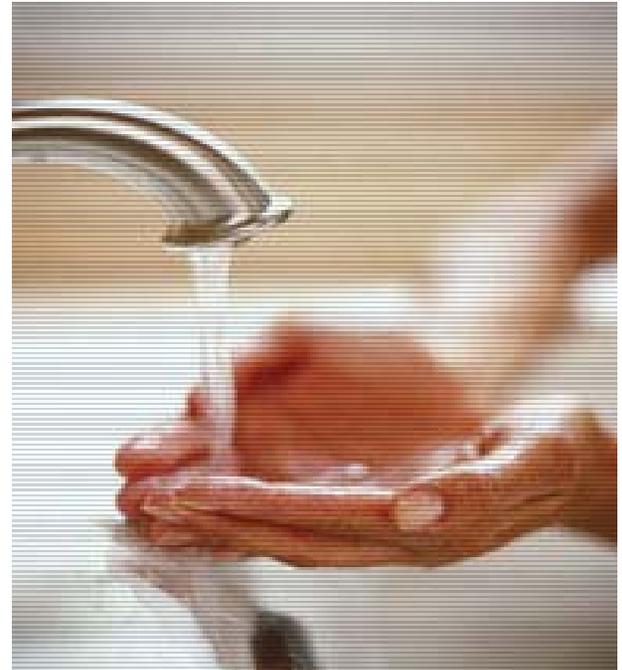
- Food must be free from spoilage, filth or other contamination and be safe for human consumption
- Home canned products prohibited
- Fluid milk and fluid milk products must be pasteurized and meet grade "A" quality standards





Food Preparation

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





Food Preparation

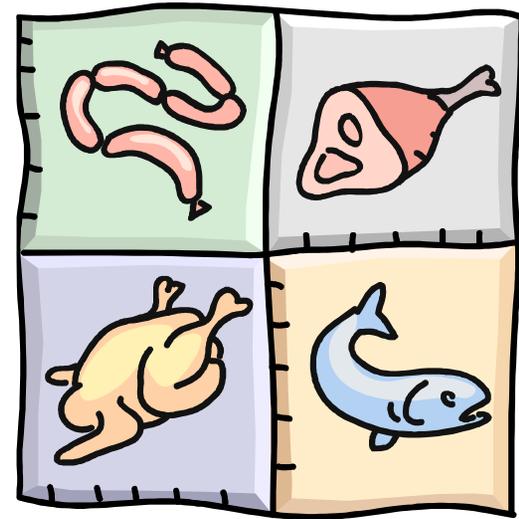
- Food must be prepared with the least possible manual contact, using suitable utensils, and surfaces that have been washed, rinsed, and sanitized
- Raw fruits and vegetables must be thoroughly washed before cooked or served.





Food Preparation

- Foods must be cooked to heat all parts to safe temperatures based on Michigan Food Code, i.e.:
 - Ground beef = 155° F
 - Poultry = 165° F





Food Preparation

Methods to thaw potentially hazardous foods:

- In the refrigerator at a temperature not to exceed 41° F
- Under cold running water
- In the microwave:
 - Immediately transfer food to conventional cooking facilities as part of the continuous cooking process
 - For the entire cooking process
- As part of the conventional cooking process



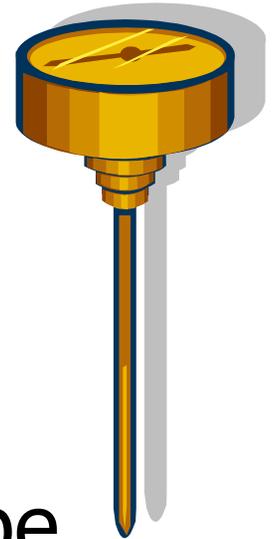
Food Preparation

- Except during preparation, potentially hazardous foods shall be:
 - 41° F or below
 - 140° F or above
- Potentially hazardous foods that have been cooked and then refrigerated must be reheated rapidly to 165° F or higher throughout before serving or placing in a hot food storage facility



Food Preparation

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





Food Preparation

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





Food Preparation

- Milk must be served within 7 days of opening (date of opening + 6)
- Partially filled containers may not be combined
- Contents of milk in single-service containers must be discarded after snacks or meals



Food Preparation

On field trips:

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



Sanitization

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



Sanitization

Options for dishwashing:

- Commercial dishwasher
- Domestic dishwasher with sanitizing capability
- 3-compartment sink with drain boards
- 2-compartment sink with third container for complete submersion (sanitizing), and drain boards





Sanitization

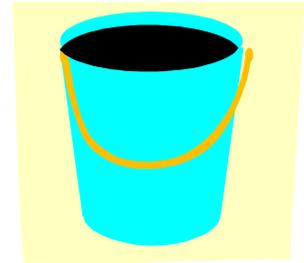
Sanitizing options:

- Immersion in clean, hot water (at least 170° F) for at least 30 seconds
- Immersion in chlorine solution (50-100 ppm) of at least 75° F for at least 1 minute - *preferred method* -
- Air dry



Sanitization

- Moist cloths used for wiping counter and tabletops must be:
 - Clean
 - Rinsed frequently in an approved sanitizing solution
 - Stored in the sanitizing solution between use
 - Used only for this purpose
- Sponges may not be used in a food service operation





1973 PA 116

- Fingerprinting required for licensee and program director
- ICHAT clearance for employees
- “Listed offenses”
- “Reportable offenses”



1973 PA 116

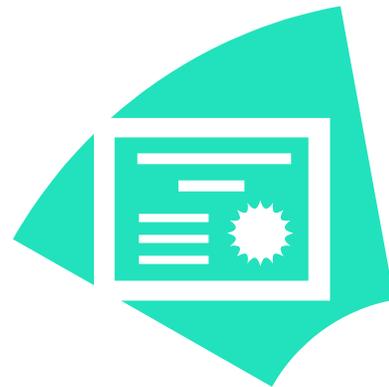
- A fingerprint scan is required on “the person or each partner, officer, or manager of the child care center” applying for an original or a renewal of a child care center license
- “Manager” = Program director





1973 PA 116

- If a criminal history check or criminal records check reveals a conviction of a listed offense, the department shall not issue or renew that license





1973 PA 116

- Before making an offer of employment, the center must perform an ICHAT criminal history check on the person - (www.michigan.gov/msp)
- If ICHAT reveals the person has been convicted of a listed offense, the center may not make an offer of employment to that person



1973 PA 116

- Child care centers must perform an ICHAT check on all current employees by 1/1/07
- Cost of the ICHAT clearance may be passed on the employee





1973 PA 116

- Licensee must report to the department within 3 business days after being arraigned on a “reportable” offense
- An employee of a center must report to the center within 3 business days after being arraigned on a “reportable” offense



1973 PA 116

Issues recently resolved by legislation:

- Centers staffed by school employees will be required to comply with the requirements of the school code. Multiple fingerprint scans will not be required.
- New fingerprint scans will not be required at renewal.
- Criminal history results may be shared between school districts and licensing.



Child Care Licensing Updates

- www.michigan.gov/dhslicensing
- Click on "Child Care"
- Child care center rules
- Technical assistance manual
- Forms and pubs





Child Care Licensing

For more info contact:

- Your licensing consultant
- Your consultant's area manager
- Lansing (517-373-8300)



Department of Human Services



Child Care Licensing

Thank you!



Department of Human Services