

## CHILD CARE HOME RECORD REQUIREMENTS

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

Date	Registration/License Number
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### **REQUIRED REGISTRANT/LICENSEE RECORDS**

- Dates of registrant/licensee absences – *R 400.1903(1)(e)*
- Written and signed agreement from the person (who must be responsible and age 18 years and older) who will provide care and supervision for children during an emergency – *R 400.1903(1)(f)*
- First aid training (updated every 3 years) – *R 400.1902(1)(d), 400.1905(7)(b)*
- Adult, infant, and child CPR training (updated annually) – *R 400.1902(1)(d), R 400.1905(7)(a)*
- Blood-borne pathogen training – *R 400.1902(1)(d)*
- Training record/documentation of 10 hours completed annually – *R 400.1905(1)*
- Medical statement (dated within 1 year before issuance and at subsequent renewals) – *R 400.1906(1)(b)(i)*
- TB test results (only required one time before issuance of registration/license) – *R 400.1906(1)(c)(i)*
- Mental health statement, if applicable – *R 400.1903(1)(i)*

### **REQUIRED HOUSEHOLD MEMBER RECORDS**

- TB test results for anyone 14 or older (only required once either before issuance of registration/license or anytime a household member turns 14) – *R 400.1906(2)*
- Mental health statement, if applicable – *R 400.1903(1)(i)*

### **REQUIRED ASSISTANT CAREGIVER RECORDS**

- Documentation of full name, address and telephone number – *R 400.1906(1)(a)*
- First aid training within 90 days of hire and updated every 3 years – *R 400.1904(1)(c), 400.1905(7)(b)*
- Adult, infant, child CPR training within 90 days of hire and updated annually – *R 400.1904(1)(c), 400.1905(7)(a)*
- Blood-borne pathogen training within 90 days of hire – *R 400.1904(1)(c)*
- Training record/documentation of 5 hours completed annually – *R 400.1905(2)*
- Documentation of shaken baby syndrome and infant safe sleep training prior to caring for children – *R 400.1905(3)*
- Medical statement (dated within 1 year before caring for children and at subsequent renewals) – *R 400.1906(1)(b)(ii)*
- TB test (required once prior to caring for children) – *R 400.1906(1)(c)(ii)*
- Documentation from DHS that assistant caregivers age 18 and older have not been involved in substantiated child abuse/neglect (obtained by BCAL for assistant caregivers who are household members) – *R 400.1906(1)(f), MCL 722.119*
- Self-certifying statement from assistant caregivers under age 18 that they have not been convicted of a child abuse or neglect, a felony involving harm or threatened harm or a listed offense as defined by the Sex Offenders Registration Act (1994 PA 295) and have not been involved in substantiated child abuse/neglect – *R 400.1906(1)(e)-(f)*

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**REQUIRED ASSISTANT CAREGIVER RECORDS (cont'd)**

- Mental health statement, if necessary – *R 400.1903(1)(i)*
- Internet Criminal History Access Tool results on all staff before hire – MCL 722.115d
- Criminal history clearance results or self-certifying statement for unsupervised volunteers – MCL 722.119
- Signed/dated statement from each assistant caregiver that states that the individual:
  - Is aware child abuse and neglect is unlawful.
  - Knows that he/she is a mandated reporter of suspected child abuse/neglect.
  - Has received a copy of the home’s discipline policy.*R 400.1906(1)(g)*
- ◇ All assistant caregiver records must be retained for four years after employment ceases.

**REQUIRED CHILD RECORDS**

- Child Information Record (BCAL-3731 or comparable substitute), fully completed and updated annually and when information changes – *R 400.1907(1)(a), 400.1907(2)*
- Child in Care Statement/Receipt (BCAL-3900), fully completed and updated when information changes – *R 400.1907(1)(b), 400.1907(2)*
- Dated daily attendance records, includes child’s first and last name – *R 400.1907(3)*
- Medication Permission (BCAL-1243 or comparable substitute) form for each medication, if applicable – *R 400.1918(2)*
- Documentation of medication dispensed using Medication Permission (BCAL-1243 or comparable substitute) form, if applicable – *R 400.1918(7)*
- Parental permission for water activities, if applicable
  - Before each outdoor water activity at a swimming pool, lake, or other body of water off the child care premises.
  - Seasonally for water activities on the child care premises.*R 400.1921(10)*
- Parental permission for transportation, if applicable
  - For routine transportation, obtain permission annually.
  - For all other transportation, obtain permission before each time (daily) the child is transported.*R 400.1952(2)(3)*
- For field trips off the child care premises, not involving transportation, obtain parental permission at the time of initial enrollment – *R 400.1952(4)*
- ◇ Children’s records must be accessible to all caregivers – *R 400.1907(4)*
- ◇ Children’s records must be retained for a minimum of 4 years – *R 400.1907(5)*

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**REQUIRED HOME RECORDS**

- Written discipline policy – *R 400.1913(1)*
- Written policy regarding the supervision of volunteers, including volunteers who are parents of children in care, if applicable – *MCL 722.119*
- Written plan for the following emergencies:
  - Fire evacuation.
  - Tornado watches and warnings.
  - Serious accident or injury.
  - Water emergencies, if applicable.*R 400.1945(1)*
- Written records of monthly fire drills, including date and time it takes – *R 400.1945(3)*
- Written record, including date and time, of monthly tornado drills from April to October each year – *R 400.1945(4)*
- Radon test results – *R 400.1934(4)*
- Written reports provided to the department of a serious injury, accident, illness, or medical condition of a child which results in emergency medical treatment, hospitalization or death – *R 400.1962*
- Written reports provided to the department regarding a fire in the child care home that result in loss of property or personal injury – *R 400.1962*
- Licensing notebook, including all licensing inspections and special investigation reports and related corrective action plans – *MCL 722.113g*

**REQUIRED POSTINGS**

- Current license or certificate of registration – *R 400.1903(1)(g)*
- Notice that smoking is not permitted on the premises during child care hours – *R 400.1903(8)(b)*
- Written plan for the following emergencies:
  - Fire evacuation.
  - Tornado watches and warnings.
  - Serious accident or injury.
  - Water emergencies, if applicable.*R 400.1945(1)*
- An updated copy of the list of unsafe children’s products that is provided by the department (in MCCM) – *R 400.1915(4)*
- Window exits clearly identified – *R 400.1943(3)(b)*