

**CHILD CARE HOME RECORD REQUIREMENTS**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems

Date	License Number
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**REQUIRED LICENSEE RECORDS**

	Record	Rule	Minimum Retention
<input type="checkbox"/>	Completed and signed Michigan Child Care Background Check Consent and Disclosure form (BCHS-WBC-4001).	R 400.1925(2)(b) MCL 722.115n (3)	Keep until license is closed.
<input type="checkbox"/>	Child Care Licensing Information Request (BCHS CC-001)	R 400.1903(9)(a),10	Provide copy to licensing. Retention optional.
<input type="checkbox"/>	Dates of licensee absences	R 400.1903(1)(e)	Keep for four years.
<input type="checkbox"/>	Valid infant, child, and adult CPR certification	R 400.1902(1)(d)(i) R 400.1905(7)	Keep up-to-date certification on file or in MiRegistry.
<input type="checkbox"/>	Valid first aid certification	R 400.1902(1)(d)(ii) R 400.1905(7)	
<input type="checkbox"/>	Documentation of completed training in recognition and reporting of child abuse and neglect.	R 400.1902(1)(e)(i)	Keep until license is closed.
<input type="checkbox"/>	Documentation of completed training in prevention and control of infectious disease, including immunizations.	R 400.1902(1)(e)(ii)	
<input type="checkbox"/>	Training record/documentation of 10 hours completed annually	R 400.1905(1)	Maintain current year plus two previous years on file or in MiRegistry.
	Verification of completion of training on the following topics within 90 days after receiving a license:	R 400.1905(4)	Keep on file or in MiRegistry until license is closed.
<input type="checkbox"/>	Child Development.	R 400.1905(4)(a)	
<input type="checkbox"/>	Administration of Medication.	R 400.1905(4)(b)	
<input type="checkbox"/>	Prevention of and response to emergencies due to food and allergic reactions.	R 400.1905(4)(c)	
<input type="checkbox"/>	Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.	R 400.1905(4)(d)	
<input type="checkbox"/>	Precautions in transporting children.	R 400.1905(4)(e)	
<input type="checkbox"/>	Building and physical premises safety.	R 400.1905(4)(f)	
<input type="checkbox"/>	All hazards emergency preparedness and response planning.	R 400.1905(4)(g)	
<input type="checkbox"/>	Verification of completion of updated health and safety trainings within 6 months after notice given.	R 400.1905(9)	Maintain current year plus two previous years on file or in MiRegistry.
<input type="checkbox"/>	Physician's statement attesting to physical and mental health (dated within 1 year before issuance and at subsequent renewals)	R 400.1919(1) R 400.1906(1)(c)(i)	Keep until license is closed.
<input type="checkbox"/>	TB test results (one time requirement)	R 400.1919(3)	Keep until license is closed.

<input type="checkbox"/>	Statement regarding treatment for emotional, mental, or substance use disorder during last 2 years, if applicable.	R 400.1903(1)(j)	Provide copy to licensing. Retention optional.
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**REQUIRED HOUSEHOLD MEMBER RECORDS**

	<b>Record</b>	<b>Rule</b>	<b>Minimum Retention</b>
<input type="checkbox"/>	Completed and signed Michigan Child Care Background Check Consent and Disclosure form (BCHS-WBC-4001).	R 400.1925(2)(b) MCL 722.115n (3)	Keep on file until 4 years after the person is no longer a household member.
<input type="checkbox"/>	Child Care Licensing Information Request (BCHS CC-001) for household members age 18 and older	R 400.1903(9)(b), 10	Provide copy to licensing. Retention optional.
<input type="checkbox"/>	TB test results (one time requirement)	R 400.1919(3)	Keep for 4 years after the person no longer lives in the home.
<input type="checkbox"/>	Statement regarding treatment for emotional, mental, or substance use disorder during last 2 years, if applicable.	R 400.1903(1)(j)	Provide copy to licensing. Retention optional.

**REQUIRED CHILD CARE STAFF MEMBER AND ASSISTANT RECORDS**

	<b>Record</b>	<b>Rule</b>	<b>Minimum Retention</b>
<input type="checkbox"/>	Completed and signed consent and disclosure.	R 400.1906(1)(f) MCL 722.115n (3)	Keep on file until 4 years after the person has left employment.
	Valid certification in infant, child, and adult CPR:		
<input type="checkbox"/>	For a child care staff member, prior to caring for children.	R 400.1904a(2)(a)	Keep up-to-date certification on file.
<input type="checkbox"/>	For a child care assistant, within 90 days of hire.	R 400.1904a(3)(a)	
	Valid certification in first aid:		
<input type="checkbox"/>	For a child care staff member, prior to caring for children.	R 400.1904a(2)(b)	Keep up-to-date certification on file.
<input type="checkbox"/>	For a child care assistant, within 90 days of hire.	R 400.1904b(3)(b)	
	Proof of training in the prevention of infectious disease, including immunizations:		
<input type="checkbox"/>	For a child care staff member, prior to caring for children.	R 400.1904a(2)(c)	Keep until the person is no longer employed.
<input type="checkbox"/>	For a child care assistant, within 90 days of hire.	R 400.1904b(3)(c)	
<input type="checkbox"/>	Training record/documentation of 5 hours completed annually	R 400.1905(2) R 400.1906(1)(e)	Maintain current year plus two previous years while person is employed. After person leaves employment, keep for 4 years.
	Proof of training required prior to caring for children:		
<input type="checkbox"/>	Safe sleep practices to prevent sudden infant death syndrome.	R 400.1905(3)(a)	Keep on file or on MiRegistry while the individual is employed and for 4 years after the person has left employment.
<input type="checkbox"/>	Recognition of and the reporting of child abuse and neglect.	R 400.1905(3)(b)	
<input type="checkbox"/>	Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.	R 400.1905(3)(c)	

	Proof of training required within 90 days of hire:	R 400.1905(4)	Keep on file or on MiRegistry while the individual is employed and for 4 years after the person has left employment.
<input type="checkbox"/>	Child development.	R 400.1905(4)(a)	
<input type="checkbox"/>	Administration of medication.	R 400.1905(4)(b)	
<input type="checkbox"/>	Prevention of and response to emergencies due to food and allergic reactions.	R 400.1905(4)(c)	
<input type="checkbox"/>	Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.	R 400.1905(4)(d)	
<input type="checkbox"/>	Precautions in transporting children.	R 400.1905(4)(e)	
<input type="checkbox"/>	Building and physical premises safety.	R 400.1905(4)(f)	
<input type="checkbox"/>	All hazards emergency preparedness and response planning.	R 400.1905(4)(g)	
<input type="checkbox"/>	The first and last name, address, telephone number, and date of hire.	R 400.1906(1)(a)	Keep on file while the person is employed and for 4 years after they leave employment.
<input type="checkbox"/>	Daily records of arrival and departure times for the staff member/assistant.	R 400.1906(1)(b)	
<input type="checkbox"/>	Medical statement (dated within 1 year before caring for children and at subsequent renewals)	R 400.1906(1)(c)(ii) R 400.1919(2)	
<input type="checkbox"/>	TB test (required once prior to caring for children)	R 400.1919(2)	
<input type="checkbox"/>	Written, signed, dated statement indicating:	R 400.1906(1)(g)	
<input type="checkbox"/>	<input type="checkbox"/> The individual is aware that abuse and neglect of children is unlawful.	R 400.1906(1)(g)(i)	
<input type="checkbox"/>	<input type="checkbox"/> The individual is aware that they are mandated to report abuse and neglect.	R 400.1906(1)(g)(ii)	
<input type="checkbox"/>	<input type="checkbox"/> The individual has received a copy of the licensee's discipline policy.	R 400.1906(1)(g)(iii)	
<input type="checkbox"/>	Statement regarding treatment for emotional, mental, or substance use disorder during last 2 years, if applicable.	R 400.1903(1)(j)	Retain while person remains employed.

#### REQUIRED CHILD RECORDS

	Record	Rule	Minimum Retention
<input type="checkbox"/>	Child Information Record (BCAL-3731 or comparable substitute), fully completed and updated annually or after changes.	R 400.1907(1)(a) R 400.1907(2)	Keep up-to-date copy on file and for 4 years after child no longer attends.
<input type="checkbox"/>	Child in Care Statement/Receipt (BCAL-3900), fully completed, fully completed and updated annually or after changes.	R 400.1907(1)(b) R 400.1907(2)	Keep up-to-date copy on file and for 4 years after child no longer attends.
<input type="checkbox"/>	Dated daily attendance record including the child's first and last name and the time of arrival and departure.	R 400.1907(3)	Maintain for 4 years.
<input type="checkbox"/>	Written parental permission for medication Permission (BCAL-1243 or comparable substitute) form for each medication, if applicable.	R 400.1918(2)	
<input type="checkbox"/>	Record of date, time and amount of all medication given/applied using Medication Permission (BCAL-1243 or comparable substitute) form, if applicable.	R 400.1918(7)	

	Written parental permission for water activities, if applicable.	R 400.1921(10)	Maintain current permission on file.
<input type="checkbox"/>	Before each outdoor water activity at a swimming pool, lake or other body of water off the premises.	R 400.1921(10)(a)	
<input type="checkbox"/>	Seasonally for water activities on the child care premises.	R 400.1921(10)(b)	
<input type="checkbox"/>	Written parental permission for vehicle transportation, if applicable.	R 400.1952(1)	Maintain current permission on file.
<input type="checkbox"/>	Annual permission for routine transportation.	R 400.1952(1)(a)	
<input type="checkbox"/>	Before each trip for nonroutine transportation.	R 400.1952(1)(b)	
<input type="checkbox"/>	Written permission for field trips without a vehicle (such as walks in the neighborhood or to a park) at initial enrollment.	R 400.1952(2)	Keep on file until child no longer attends.
<input type="checkbox"/>	For infants and toddlers, written documentation from a health care provider if an alternate sleeping position or alternate sleeping equipment, if applicable.	R 400.1912(4)	Maintain current documentation on file.
<input type="checkbox"/>	If parents object to emergency medical treatment on religious grounds, a signed statement that he or she assumes responsibility for all emergency care for the child, if applicable.	R 400.1907(1)(d)	Keep up-to-date copy on file and for 4 years after child no longer attends.
<input type="checkbox"/>	The location of children's records must be known by all personnel.	R 400.1907(4)	

#### REQUIRED HOME RECORDS

	Record	Rule	Minimum Retention
<input type="checkbox"/>	A licensing notebook including a summary sheet and the reports from all licensing inspections, renewal inspections, special investigations, and corrective action plans.	MCL 722.113(g)	Maintain until the license is closed.
<input type="checkbox"/>	Record of licensee absences.	R 400.1903(1)(e)	Maintain for 4 years.
<input type="checkbox"/>	Written report ( <a href="#">BCAL-1485</a> ) to licensing within 3 days of changes in household composition or when any household member or personnel has:	R 400.1903(1)(g) R 400.1903(1)(h)	Provide form to licensing. Retention optional.
<input type="checkbox"/>	An arrest.	R 400.1903(1)(g)(i)	
<input type="checkbox"/>	A conviction.	R 400.1903(1)(g)(ii)	
<input type="checkbox"/>	An arraignment for an offense that if convicted would lead to that individual's ineligibility to be connected with a child care home.	R 400.1903(1)(g)(iii)	
<input type="checkbox"/>	Is being investigated by the state department of health and human services.	R 400.1903(1)(g)(iv)	
<input type="checkbox"/>	(v) Is under court supervised parole or probation.	R 400.1903(1)(g)(v)	
<input type="checkbox"/>	(vi) Has been admitted to, or released from, a correctional facility.	R 400.1903(1)(g)(vi)	
<input type="checkbox"/>	(vii) Has been admitted to or released from a health facility or agency that was providing mental health or substance use disorder treatment services to the individual.	R 400.1903(1)(g)(vii)	Provide form to licensing. Retention optional.
<input type="checkbox"/>	Written policy and procedure for screening and supervision of volunteers, including volunteers who are parents of children in care.	R 400.1903(1)(l)	Maintain current copy of policy on file.

<input type="checkbox"/>	Written policy on smoking and vaping that includes:	R 400.1903(7)	Maintain current policy on file.
<input type="checkbox"/>	Ensure no smoking or vaping in child-use space, on the premises while children are in care, and in a vehicle when used to transport children in care.	R 400.1903(7)(a)	
<input type="checkbox"/>	Notice posted that smoking and vaping are prohibited on the premises during child care hours.	R 400.1903(7)(b)	
<input type="checkbox"/>	Notify parents if smoking or vaping occurs in the home and on the premises when children are not in care.	R 400.1903(7)(c)	
<input type="checkbox"/>	Written discipline policy.	R 400.1913(1)	Maintain current policy on file.
<input type="checkbox"/>	A written emergency response plan for fire, tornado, serious accident/injury, water emergencies when applicable, and crisis management that includes:	R 400.1945(1)(a)-(e) R 400.1945(2)	Maintain current plan on file.
<input type="checkbox"/>	A plan for evacuation.		
<input type="checkbox"/>	A plan for safely moving children to a relocation site.		
<input type="checkbox"/>	A plan for shelter-in-place.		
<input type="checkbox"/>	A plan for lockdown.		
<input type="checkbox"/>	A plan for contacting parents and reuniting families.		
<input type="checkbox"/>	A plan for continuing operations during or after a disaster.		
<input type="checkbox"/>	A plan for how infants and toddlers will be accommodated in all types of emergencies.		
<input type="checkbox"/>	A plan for how children with special needs will be accommodated in all types of emergencies.		
<input type="checkbox"/>	A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.		
<input type="checkbox"/>	Documentation of fire drills, at least once quarterly, including date and the time it takes to evacuate.	R 400.1945(4)	Maintain for 4 years.
<input type="checkbox"/>	Documentation of two tornado drills yearly, between March and November, including the date.	R 400.1945(5)	Maintain for 4 years.
<input type="checkbox"/>	Written report within 72 hours of any of the following. (Verbal/email reports also required by rule.)	R 400.1962(4)	Maintain for 4 years.
<input type="checkbox"/>	A child is lost or left unsupervised.	R 400.1962(1)(a)	
<input type="checkbox"/>	An incident involving inappropriate contact or an allegation of inappropriate contact.	R 400.1962(1)(b)	
<input type="checkbox"/>	A serious injury of a child.	R 400.1962(1)(c)	Maintain for 4 years.
<input type="checkbox"/>	A fire on the premises of the home that requires the use of fire suppression or results in loss of life or property.	R 400.1962(1)(d)	
<input type="checkbox"/>	The death of a child.	R 400.1962(2)	
<input type="checkbox"/>	After parent notification that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.	R 400.1962(3)	

## **REQUIRED POSTINGS**

	<b>Record</b>	<b>Rule</b>
<input type="checkbox"/>	Current license in a conspicuous place during hours of operation.	R 400.1903(1)(f)
<input type="checkbox"/>	Notice stating that smoking and vaping are prohibited on the premises during child care hours.	R 400.11903(8)(b)
<input type="checkbox"/>	Recalled items list provided by the department through the <a href="#">Michigan Child Care Matters</a> online newsletter.	R 400.1915(5)
<input type="checkbox"/>	If a window is used as a second exit, it must be identified as an exit.	R 400.1943(3)(b)
<input type="checkbox"/>	Emergency plans for each of the following:	R 400.1945(1)
<input type="checkbox"/>	Fire evacuation.	R 400.1945(1)(a)
<input type="checkbox"/>	Tornado watches and warnings.	R 400.1945(1)(b)
<input type="checkbox"/>	Serious accident or injury.	R 400.1945(1)(c)
<input type="checkbox"/>	Water emergencies, if applicable.	R 400.1945(1)(d)
<input type="checkbox"/>	Crisis management, including:	R 400.1945(1)(e)
<input type="checkbox"/>	Intruders.	R 400.1945(1)(e)(i)
<input type="checkbox"/>	Active shooters.	R 400.1945(1)(e)(ii)
<input type="checkbox"/>	Bomb threats.	R 400.1945(1)(e)(iii)
<input type="checkbox"/>	Other man or woman caused events.	R 400.1945(1)(e)(iv)

Review the [Technical Assistance Manual](#) (PDF) for more details on specific records.

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