

**CHILD CARE CENTER COMPLIANCE RECORD**  
**PART 1. GENERAL PROVISIONS**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems

License Number
Date of Review

Facility Name
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**C = Compliance V = Violation NR = Not Reviewed**

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			<b>R 400.8104 Rule variances.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) The decision of the department is kept on file at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) The granted variance is in effect for as long as the conditions of the variance are met or until the time limit expires.
			<b>R 400.8110 Licensee.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) The licensee:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Act in a manner that is conducive to the welfare of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Comply with sections 5n and 5q of the act, MCL 722.115n and 722.115q, which requires a comprehensive background check.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Be responsible for compliance with the act and these rules.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Report to the department within 3 business days after any arraignment or conviction of 1 or more of the crimes listed in section 5r of the act, MCL 722.115r, and any subsequent conviction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Has the administrative capability to operate the center in order to provide the services and facilities that are conducive to the welfare of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) In a place accessible and visible to parents:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) The current license and if applicable, the letter extending the license beyond the expiration date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of the current child care center rules and any variances granted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Licensing notebook on the premises in a place accessible to parents that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Center maintains licensed capacity and age ranges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Children are released only to authorized persons.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) A child is released to either parent unless a court order prohibits release to a particular parent; court order is on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Within 5 business days, notifies the department of the separation of a licensee designee, program director or a central administrator and a plan for replacement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Written approval from the department is obtained before making any changes in the terms of the license or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) The records required by PA 116 and the rules are retained and made available for 2 years and made available to the department.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) The following must be retained and available to the department:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after he or she has left the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Staff and volunteer health records as required by R 400.8128 and documentation of qualifications shall be retained until that person has left the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) The licensing notebook is maintained and retained until the license is closed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) Smoking and vaping does not occur:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) In the child care center or on real property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) On field trips and in vehicles when children are present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14) Post a notice in a place accessible and visible to parents, staff, and visitors stating that smoking and vaping are prohibited in the center and on the center's property.
			<b>R 400.8112 Comprehensive background Check; fingerprinting.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) The department shall determine eligibility to be any of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) A licensee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) A licensee designee.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) A child care staff member.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) A child care aide.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) An unsupervised volunteer.
			(2) Applicant or licensee shall do the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Ensure that each individual who requires an eligibility determination completes, signs and dates the consent and disclosure form prior to the individual's appointment to be fingerprinted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Maintain a copy of the completed and signed consent and disclosure forms for each individual entered into the child care background check system under the license.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the child care background check system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) An individual may serve as a child care staff member pending an eligibility determination by the department under sections 5n(8) and 5q of the act, MCL 722.115n and 722.115q, and shall be supervised at all times by the licensee or a child care staff member who has been determined eligible.
			(4) For an individual who is determined ineligible by the department, a licensee shall immediately do all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Prohibit the individual from being on the premises of the child care center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Prohibit the individual from having any contact with children in care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Disconnect the individual from the child care background check system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) An individual who requires a comprehensive background check under sections 5n and 5q of the act, MCL 722.115n and 722.115q, shall submit to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check, including all of the following: (a) – (s)
			<b>R400.8112b Eligibility determination; individual who resided out of the United States; self-certifying statement.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An individual who requires an eligibility determination under section 5n of the act, MCL 722.115n, and resided out of the United States within the preceding 5 years, shall also, under section 5n(2) of the act, MCL 722.115n(2), complete, sign and submit, on a form prescribed by the department, a self-certifying statement that the individual does not have any of the disqualifying conditions set forth in sections 5n, 5q, 5r, and 11 of the act, MCL 722.115n, 722.115q, 722.115r, and 722.121.
			<b>R 400.8113 Program director qualifications; responsibilities.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Before hiring a new program director, the center submits the credentials of the proposed program director to the department for review and approval and a completed BCHS-CC 001 form.
			(2) A program director is present in the center:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Full time for programs operating less than 6 continuous hours.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.
			(3) All program directors are responsible for the general management of the center, including:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Developing, implementing, and evaluating center policies and program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Administering day-to-day operations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Monitoring staff, including an annual evaluation of each staff member.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) If absent from the center, the program director shall designate a child care staff member to be in charge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) A substitute program director is appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department is notified of a substitute program director.
			(6) All program directors:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Are at least 21 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Have earned a high school diploma or GED.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Early childhood program directors comply with 1 of (a) through (f).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) School-age program directors comply with 1 of (a) through (g).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) All program directors have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the department. The program director may also use 30 hours of administrative training from MiRegistry to meet these requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Any potential program director previously employed as an approved and qualified program director is exempt from meeting subrule (9) of this rule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) An early childhood program director or school age program director employed as a program director for more than 10 years without a break in service is exempt from the requirements in subrules (7) and (9) of this rule.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) A program director is exempt from the requirements of subrule (9) of this rule with verification that all duties required by subrule (3)(a) and (c) of this rule are handled by a central administrator, and the central administrator meets the requirements of subrule (9) of this rule. Verification of the duties and education of the central administrator must be made available to the department upon request.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) Verification of the education, credentials, and experience of the program director must be kept on file at the center or made available online at MiRegistry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14) A program that has only a before school program or an afterschool program, but not both, serving school-aged children may have a program director that meets the qualifications of a site supervisor, as specified in R 400.8119.
			<b>R 400.8116 Multi-site school-age program director.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) A school-age program director with a bachelor's degree or higher in a child-related field may oversee up to 3 sites: (a) Each program routinely operates 6 hours or fewer per day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) The multi-site school-age program director is available to the site supervisor during all hours of program operation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) The multi-site school-age program director is at each site a minimum of 1 session per week and maintains written documentation of site visits.
			<b>R 400.8119 Site supervisor qualifications; responsibilities.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) For multi-site school-age programs, with a school-age program director responsible for more than 1 center, a site supervisor is present during all hours of operation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Site supervisors meet all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Is least 19 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Has earned a high school diploma, GED, or equivalent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Has 480 hours of experience working as a caregiver in a program serving school-age children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Has completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Site supervisors are responsible for the daily operation and implementation of the site program, supervision of the site staff, and overall care and supervision of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Site supervisors assist the multi-site school-age program director in:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Developing, implementing, and evaluating program and center policies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Administering day-to-day operations, including being available to address parent, child, and staff issues.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Monitoring and overseeing staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Verification of the requirements of subrule (2)(c) and (d) are kept on file at the center.
			<b>R 400.8122 Lead caregiver qualifications; responsibilities.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Lead caregivers are required for groups of children preschool age and younger.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) One lead caregiver assigned to each group of children:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Full time for programs operating less than 6 continuous hours.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) At least 6 hours per day for programs operating 6 or more continuous hours.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Lead caregivers:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Oversee the planning, implementation, and evaluation of the classroom program and child assessment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Oversee caregiving staff for a specific group of children and overall care and supervision of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Lead caregivers:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Are at least 19 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Has a high school diploma or GED.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Lead caregivers comply with 1 of (a) through (g).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Lead caregivers qualified under subrule (5), Table 3, row (g) of this rule, have 2 years from date of hire in this position to obtain an additional 6 semester hours, 9 CEUs, or a combination to equal 90 clock hours, or 90 hours from MiRegistry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Infant/toddler lead caregivers have 3 semester hours, 4.5 CEUs or 45 hours of MiRegistry approved in infant/toddler development and care practices within 6 months of hire.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) A substitute for a lead caregiver is appointed for a lead caregiver who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute lead caregiver has 90 days to meet the qualifications of a lead caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Verification of the education, credentials, and experience of each lead caregiver is kept on file at the center or at MiRegistry.
			<b>R 400.8125 Staff and Volunteers.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) All staff and volunteers provide appropriate care and supervision of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) All staff and volunteers shall act in a manner that is conducive to the welfare of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>(4) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.</p> <p>(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) The individual is aware that abuse and neglect of children is against the law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) The individual has been informed of the center's policies on child abuse and neglect.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.
			<b>R 400.8128 Health of staff and volunteers.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence that all staff members and certain volunteers are free from communicable tuberculosis.
			<b>R 400.8131 Professional development requirements.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Center provides an orientation of the center's policies and practices and the child care administrative rules to all staff hired after the effective date of these rules and before unsupervised contact with children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Child care staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Administration of medication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Prevention of and response to emergencies due to food and allergic reactions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Building and physical premises safety.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Emergency preparedness and response planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Precautions in transporting children, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Child development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the subjects listed in (a) – (h)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) A center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken. Staff may use hours from MiRegistry to meet the professional development requirements in subrule (6) of this rule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) On-line trainings and correspondence courses must have an assessment of learning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.
			<b>R 400.8134 Hand washing.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Staff and volunteers wash their hands:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Prior to starting the workday at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Prior to care of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Before preparing and serving food and feeding children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Before giving medication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) After each diapering.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) After using the toilet or helping a child use the toilet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) After handling bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(h) After handling animals and pets and cleaning cages.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(i) After handling garbage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(j) When soiled.
			(3) Staff and volunteers assure that children wash their hands:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Before meals, snacks, or food preparation experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) After toileting or diapering.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) After handling animals and pets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) When soiled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks.
			(5) Staff may wash children's hands with non-toxic disposable wipes in the following situations:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) When the child is too heavy to hold for hand washing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) When the child cannot stand safely at the sink.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) When the child is not developmentally ready to hold his or her head.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) When the child has a special need, so the child is not able to wash his or her own hands.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Hand sanitizers and/or single-use wipes may be used as a temporary measure on outings.
			<b>R 400.8137 Diapering; toileting.</b>
			(1) Diapering occurs in a designated diapering area that:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Is physically separated from food preparation and food service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Is within close proximity to a sink that is used exclusively for hand washing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Has non-absorbent, smooth, easily cleanable surfaces in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Is of sturdy construction with railings or barriers to prevent falls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Is an elevated diapering table or similar structure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Is washed, rinsed, and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Diapering supplies are within easy reach.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) A plastic-lined, tightly covered container is used exclusively for disposable diapers and diapering supplies and is emptied and sanitized at the end of each day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during the diapering or toileting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Diapers and training pants are checked frequently and changed when wet or soiled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Guidelines for diapering are posted in diapering areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Disposable gloves, if used, are used once for a specific child and be removed and disposed of immediately after each diaper change.
			(9) When cloth diapers or training pants are used:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Each cloth diaper is covered with an outer waterproof covering. Outer coverings are removed as a singular unit with wet or soiled diapers/training pants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Diapers, training pants, and outer coverings are not reused until washed and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) No rinsing of the contents occur at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Soiled diapers are placed in a plastic-lined, covered container used only for that child's soiled diapers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Soiled diapers or training pants are stored and handled in a manner that will not contaminate any other child contact items and are not accessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Soiled diapers or training pants are removed from the center every day by the child's parent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) A child's supply of clean diapers or training pants are only used for that child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Toilet learning/training is planned cooperatively between the child's regular caregivers and the parent.
			(11) Equipment used for toilet learning/training is provided. All of the following equipment is acceptable for toilet learning or training:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Adult-sized toilets with safe and easily cleanable modified toilet seats and step aids.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Child-sized toilets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Non-flushing toilets (potty chairs) are used if they are:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(i) Made of a material that is easily cleanable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(ii) Used only in a bathroom area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(iii) Used over a surface that is impervious to moisture.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(iv) Washed, rinsed, and sanitized after each use.
			<b>R 400.8140 Discipline.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Positive methods of discipline are used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Staff refrain from using prohibited forms of punishment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Non-severe and developmentally appropriate discipline or restraint is used only when reasonably necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents.
			<b>R 400.8143 Children's records.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) At the time of the child's initial attendance, a child information card is completed and signed by the parent and is kept on file and accessible in the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Child information cards are reviewed and updated by parents at least annually and when the center becomes aware of changes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) At the time of initial attendance, 1 of the following is obtained and kept on file and accessible for children under school-age:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by MDHHS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of a waiver addressed to MDHHS signed by the parent stating immunizations are not being administered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) When a child under school-age whose immunizations were not up-to-date at the time of enrollment has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements is kept on file unless there is a signed statement by a licensed health care provider stating immunizations are in progress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Under Public Health Code, immunizations are reported to MDHHS for children enrolled using the method established MDHHS by October 1 of each year.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) For an infant, within the preceding 3 months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) For toddlers, within the preceding 6 months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) For preschoolers, within the preceding 12 months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Physical evaluations are updated:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Yearly for infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Every 2 years for preschoolers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) The child is in good health with activity restrictions noted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) The child's immunizations are up-to-date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) The immunization record or appropriate waiver is on file with the child's school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) A signed statement is completed annually that the child is in good health if a parent objects to a physical examination or medical treatment on religious grounds, and that the parent assumes responsibility for the child's state of health while at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) A center that enrolls a homeless child pursuant to the section 722 of the McKinney-Vento homeless education assistance improvements act of 2001, as amended by section 9102 of the every student succeeds act, 42 USC 11432, shall not be cited for noncompliance when a homeless child is unable to produce health and immunization records. The licensee shall file any documentation of referring a child to the local educational agency liaison for homeless children and youths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) The center maintains accurate daily attendance records including each child's first and last name and each child's arrival and departure time. Electronic records may be used as long as available to the department when needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) Parent's written permission for the child's participation in field trips is obtained at the time of enrollment or before each field trip and kept on file at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) Parents shall be notified before each field trip.
			<b>R 400.8146 Information provided to parents.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) A center provides a written information packet that includes:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Criteria for admission and withdrawal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Schedule of operation (hours, days, and holidays).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Fee policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Discipline policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Food service policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Program philosophy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Typical daily routine.



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(h) Parent notification plan for accidents, injuries, incidents, illnesses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(i) Transportation policy, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(j) Medication policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(k) Exclusion policy for child illnesses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(l) Notice of the availability of the center's licensing notebook, including (i) through (iii).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(m) The website where parents can access these rules is <a href="http://www.michigan.gov/michildcare">www.michigan.gov/michildcare</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Written documentation that the parent received the written information packet is on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) For infants and toddlers, parents receive a written daily record that includes:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Food intake; time, type of food, and amount eaten.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Sleeping patterns; when and how long child slept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Elimination patterns, including bowel movements, consistency, and frequency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Developmental milestones.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Changes in the child's usual behaviors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Parents of children with special needs receive a written daily record, if requested.
			<b>R 400.8149 Parent permission for transportation.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Parent's annual written permission is obtained for routine transportation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Parent's written permission for non-routine transportation is obtained before each trip.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Permission for all transportation is on file at the center.
			<b>R 400.8152 Medication; administrative procedures.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Medication is given by an child care staff member only.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Medication is given or applied only with prior written permission from a parent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) All medication is in its original container, stored according to instructions, and clearly labeled for a named child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and it is given according to those instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Medication is kept out of the reach of children and is returned to the child's parent or destroyed when it is no longer needed or it has expired.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) A child care staff member gives or applies any medication according to the directions on the original container unless authorized by a written order of the child's physician.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Topical nonprescription medication requires written parental authorization annually.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) The center maintains a record as to the time and the amount of medication given or applied, except for subrule (8). One form per medication is required. The staff member signature is required.
			<b>R 400.8155 Child accidents and incidents; child and staff illness.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) A plan for when and how parents will be notified when personnel observes changes in the child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group is developed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) A child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Items and facilities used by an ill child or adult are not used until washed, rinsed, and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Parents are notified of (a) – (c) if a staff member, volunteer, or child in care has contracted a communicable disease.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) A policy detailing when children, staff, and volunteers will be excluded is developed.
			<b>R 400.8158 Incident, accident, injury, illness, death, fire reporting.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) In the event of the death of a child in care, a licensee, designee or program director shall (a) immediately report to the parent, (b) report to the department within 24 hours via phone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) A licensee, designee or program director shall report to child's parent and the department within 24 hours of the occurrence of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) A child is lost or left unsupervised.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) An incident involving an allegation of inappropriate contact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) A fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) The center is evacuated for any reason.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) A licensee, designee or program director shall report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while in care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) A written report is submitted to the department within 72 hours of the verbal report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) A copy of the written report is on file.

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			<b>R 400.8161 Emergency procedures.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Written procedures for each of the following emergencies:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Fire.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Tornado.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Other natural or man-made disasters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Serious accident/illness/injury.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events. .
			(2) The written procedures include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) A plan for evacuating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) A plan for safely moving children to a relocation site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) A plan for shelter in place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) A plan for lockdown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) A method for contacting parents and reuniting families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) A plan for how each child with special needs will be accommodated during each type of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) A plan for how infants and toddlers will be accommodated during each type of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) The plans required by subrule (1)(a) to (d) are posted in a place visible to staff and parents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) The crisis management plan is maintained in a place known and easily accessible to staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) A fire drill program consisting of at least 1 fire drill quarterly is established and implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) A tornado drill program consisting of at least 2 tornado drills between the months of March through November is established and implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) A written log indicating the date and time of fire and tornado drills is kept on file at the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Each staff member is trained at least twice a year on his or her duties and responsibilities for all emergency procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) If cribs are used in emergency evacuations, then all doors within the means of egress are wide enough to readily accommodate the crib evacuation.
			<b>R 400.8164 Telephone service.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) An operable phone is available, operable, and accessible in the building during the hours of operation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) During the hours the center is in operation, the center provides a telephone number to parents and the public to provide immediate access to the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Emergency telephone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, are conspicuously posted in a place visible to staff.
			<b>R 400.8167 Indoor space.</b>
			(1) The required square footage of indoor space per child is:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Fifty square feet for infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Thirty-five square feet for preschoolers and school-agers.
			(2) The following indoor space is excluded:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Hallways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Bathrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Reception and office areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Kitchens.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Storage areas and cloakrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Areas used exclusively for resting, sleeping, or eating, except for infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) A center provides a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.
			<b>R 400.8170 Outdoor play area.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) A center with children in attendance for 3 or more continuous hours per day provides daily outdoor play.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) A center with children in attendance for 3 or more continuous hours a day has an outdoor play area that has at least 1,200 square feet.
			(5) If outdoor space is not available adjacent to the center, a park or other outdoor facility may be used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) The area is easily accessible by a safe walking route.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) The play area is inspected before each use to ensure that no hazards are present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) The location of the alternative outdoor play area is specified in writing to the department.



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) There is a shaded area to protect children from excessive sun exposure, when necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) The outdoor play area is in a safe location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier that is at least 48 inches in height.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Children only use age-appropriate equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) An outdoor play area and any equipment located on the center's premises is maintained in a safe condition and inspected daily before use to ensure that no hazards are present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) The playground equipment, use zones, and surfacing in the outdoor play area are inspected by a certified playground safety inspector. The inspection is kept on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) School-age centers operating in school buildings approved by MDE are exempt from subrule (11) of this rule, provided the licensee informs parents, in writing at the time of enrollment, if the center plans to use a public school's outdoor play area and equipment that does not comply with this rule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) All pieces of playground equipment that have an elevated playing or climbing surface, regardless of the height of the playing or climbing surface, must be surrounded by a shock absorbing surface and meet the guidelines defined by the Consumer Product Safety Commission (CPSC) Handbook for Public Playground Safety, which is available at no cost at <a href="http://www.cpsc.gov">www.cpsc.gov</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14) Shock-absorbing surfacing materials are not required for equipment that requires a child to be standing or sitting on the ground during play.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15) Loose-fill surfacing material is not installed over concrete or asphalt.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16) The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17) A suitable surface is provided for wheeled vehicles and pull toys.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18) Materials used on a natural playground are not in the use zones for other playground equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19) The elevated playing surface of materials used on a natural playground do not exceed 30 inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20) Materials used on a natural playground with elevated playing surfaces are not installed over concrete or asphalt.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21) Surfacing materials are not required on a natural playground.
			<b>R 400.8173 Equipment.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Center does not use equipment, materials, and furnishings recalled or identified being hazardous by the CPSC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) The current list of unsafe children's products is conspicuously posted in the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Materials that have a warning label indicating they are toxic for children, or to keep out of reach of children, must not be used by children.
			(4) Play equipment, materials, and furniture are:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Appropriate to the developmental needs and interests of children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Safe, clean, and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Child-sized or appropriately adapted for a child's use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Easily accessible to the children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Sufficient materials and equipment are available to provide a minimum of 3 play spaces per child in the licensed capacity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) A minimum of 2 play spaces are accessible per child in attendance on any given day during child-initiated activity time.
			(7) Children have access to equipment and materials in the following areas on a daily basis:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Large and small muscle activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Sensory exploration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Social interaction and dramatic play.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Discovery and exploration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Creative experiences through art, music, and literature.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) A current and accurate equipment inventory is provided before issuance of the original provisional license and at each renewal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) A first aid kit is readily accessible to staff and securely stored in the center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) A rocking chair or other comfortable, adult-sized seating is provided for 50% of the caregiving staff on duty who are providing infant and toddler care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) Trampolines and bounce houses are not used by children in care.
			<b>R 400.8176 Sleeping equipment.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) All bedding and sleeping equipment are appropriate for the child; are clean, comfortable, and safe; and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) A crib or porta-crib is provided for all infants in care.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) A crib, porta-crib, cot, or mat and a sheet or blanket of appropriate size is provided for all toddlers and preschoolers under 3 years of age in care.
			(5) A cot or a mat and a sheet or blanket of appropriate size is provided:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) For all preschoolers 3 years of age and older in care for 5 or more continuous hours.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) For any child in care who regularly naps.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Upon a parent's request for any child in care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Car seats, infant seats, swings, bassinets, and playyards are not approved sleeping equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Documentation from the child's health care provider is required if a child has a health issue or special need that requires the child to sleep in something other than a crib or porta-crib for infants or toddlers, or cot or mat for toddlers. The documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Swaddling with a sleep sack swaddle attachment or swaddle wrap is allowed only for infants up to 2 months of age. If a child has a health issue or special need that requires the child use a swaddle attachment or swaddle wrap after the child is 2 months of age, documentation from the health provider is required. The documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) A center shall not use stacking cribs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Cribs and porta-cribs comply with standards issued by the CPSC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) A crib or porta-crib has a firm, tight-fitting waterproof mattress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) A tightly fitted bottom sheet covers the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child are not placed in or within reach of a crib or porta-crib with a resting or sleeping infant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14) Blankets are not draped over cribs or porta-cribs when in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15) Cots and mats are constructed of a fabric or plastic which is easily cleanable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16) All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.
			(17) When sleeping equipment and bedding are stored:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Sleeping surfaces do not come in contact with other sleeping surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Bedding does not come in contact with other bedding.
			(18) All occupied cribs, porta-cribs, cots, and mats placed so that there is a free and direct means of egress and spaced, as follows:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Cribs and porta-cribs at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Cots and mats at least 18 inches apart.
			<b>R 400.8179 Program.</b>
			(2) A center implements a program plan that includes daily learning experiences designed to develop:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Physical development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Social development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Emotional development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Cognitive development.
			(3) The program provides a flexible balance of experiences:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Quiet and active.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Individual and groups.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Large and small muscle.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Child initiated and staff initiated.
			(4) Developmentally appropriate experiences are designed so that throughout the day each child has opportunities to:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Practice social interaction skills.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Use materials and takes part in activities which encourage creativity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Learn new ideas and skills.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Participate in imaginative play.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) Participate in developmentally appropriate language and literacy experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Participate in early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Be physically active.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) School-age programs supplement the areas of development not regularly provided for during the school day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) A typical daily routine is posted in a place visible to parents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) When awake, use of confining equipment for infants is minimized, not to exceed 30 minutes at a time.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Tummy time is required daily for all infants under 12 months of age, and must meet all of the following requirements:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Infants shall be directly supervised at all times while engaged in tummy time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Infants shall be healthy, awake, and alert during tummy time. If an infant falls asleep, the infant must be immediately moved to a safe sleeping space.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) During tummy time, infants shall not be placed on or near soft surfaces, including but not limited to cushions, pillows, or padded mats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) A parent may request in writing an exemption for their infant from tummy time. The request must be kept in the child's file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Use of media is prohibited for children under 2 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) When media are used with children 2 years of age and older:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Activities are developmentally appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Interactive media is used to support learning and to expand children's access to content and is suitable to the age of the child in terms of content and length of use per session.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Media with violent or adult content are prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Use of non-interactive media does not exceed 2 hours per week per child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) When media are available for children's use, other activities are available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) An exception to the requirements of subrule (9)(d) may be made:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) For school-age children using computers and any other electronic devices for academic and educational purposes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) For children using assistive and adaptive technology.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) For children with special needs, care is provided according to the child's needs as identified by parents, medical personnel, and/or other relevant professionals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) Parents may visit the center during hours of operation for the purpose of observing their children.
			<b>R 400.8182 Ratio and group size requirements.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) At least 2 adults, 1 of whom is a child care staff member, are present when at least 3 children between the ages of birth and 3 years of age are present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) At least 2 adults, 1 of whom is a child care staff member, are present at all times when 7 or more children over 3 years of age are present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) In each room or well-defined space, the maximum group size and ratio of child care staff members to children, including children related to a staff member or the licensee, are the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Birth until 30 months – 1:4, group size 12.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) 30 months until 3 years – 1:8, group size 16.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) 3 years until 4 years – 1:10, no maximum group size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) 4 years until school age – 1:12, no maximum group size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) School agers – 1:18, no maximum group size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Children who have reached 33 months of age may, when developmentally appropriate, be enrolled in a 3-year-old classroom with written parental permission.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Children who have reached 45 months of age may, when developmentally appropriate, be enrolled in a 4-year-old classroom with written parental permission.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Children who have reached 57 months of age but who are not considered a school-ager under R 400.8101(b)(iv) may, when developmentally appropriate, be enrolled in a school-age classroom with written parental permission.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) If there are children of mixed ages in the same room or well-defined space, then the ratio and group size shall be determined by the age of the youngest child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) An exception to the requirements of subrule (3) may be made when the center is transporting children.
			<b>R 400.8185 Primary care.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) The center has implemented a primary care system so that each infant and toddler has a primary caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Each infant and toddler does not have more than 4 primary caregivers in a week. For centers operating less than 24 hours a day, an exception may occur during the first hour after the center opens and the hour before closing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Information regarding a child's food, health, and temperament is shared daily between caregivers when more than 1 primary caregiver is assigned to any infant or toddler.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Primary caregiving assignments are documented and provided to parents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) An exception to primary caregiving may be made when the center is transporting children.
			<b>R 400.8188 Sleeping, resting, and supervision.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) The center permits children under 18 months of age to sleep on demand.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Infants rest or sleep alone in cribs or porta-cribs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Infants are placed on their backs for resting and sleeping.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Infants unable to roll from their stomachs to their backs and from their backs to their stomachs are placed on their backs when found face down.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they are initially placed on their backs, but are allowed to adopt whatever position they prefer for sleep.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position and/or other special sleeping arrangements are followed and on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) A sleeping infant's breathing, sleep position, and bedding are monitored frequently for possible signs of distress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) An infant's head remains uncovered during sleep.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Toddlers rest or sleep alone in cribs, porta-cribs, or on mats or cots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) Infants and toddlers who fall asleep in a space that is not approved for sleeping are moved to approved sleep equipment appropriate for their age and size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13) For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14) Resting or sleeping areas have adequate soft lighting to allow the caregiver to assess children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15) Video surveillance equipment and baby monitors are not used in place of subrule (8) and R 400.8125(1).
			<b>R 400.8191 Nighttime care.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) If a child is in care between the hours of 11 p.m. and 6 a.m., a separate area away from sleeping children where the child can engage in quiet activities is available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) If a child is in care for more than 1 hour between the hours of 11 p.m. and 6 a.m., a bed and mattress, with a waterproof covering, of a size appropriate to the age of each child are available.
			<b>Child Care Organizations Act (1973 PA 116) 722.115e</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) A child care center licensee, licensee designee, or program director shall report to the department within 3 business days after he or she has been arraigned for or convicted of a crime listed in <a href="#">722.115r</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) A child care staff member or unsupervised volunteer shall report to the center when they are arraigned or convicted of a crime listed in <a href="#">722.115r</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) A child care licensee, licensee designee, or program director shall report to the department within 3 business days of being notified of an arraignment or conviction of a staff member.

**NOTES:**

**Instructions for use:**

Use to make notes and observations during the inspection.

**Verbally discuss** cited rule violations with the licensee/designee at the exit conference.

Discard once this information has been included in the appropriate report.

LARA is an equal opportunity employer/program.