

Michigan Child Care Matters



CENTRAL OFFICE CORNER

When an Employer Identification Number (EIN) can be used instead of a Social Security Number (SSN) for your business.

The Child Care Organizations Act (1973 PA 116) defines family and group child care homes as “private homes.” A private home is the private residence where the licensee resides. Because individuals, not limited liability companies or other legal organizations, can reside in a home, family and group home licenses must be issued to individuals only.

Family and group home licenses cannot be issued to a partnership, limited liability company (LLC), sole member limited liability company (SMLLC) or corporation.

Family and group child care home licenses can be issued to a sole proprietorship because a sole proprietorship is in the name of an individual. The only way a family or group child care home can use an EIN instead of an SSN is if the EIN is issued to a sole proprietorship.

To apply for an Employer Identification Number (EIN) number, you must call 800-829-4933. This will allow you to use the EIN instead of your Social Security Number.

On your application, you need to use your name and list it as sole proprietorship. After that you can list your business name.

Example: Jane Doe, sole proprietorship
Jane’s Family Daycare
For family and Group homes you can **NOT** use Center, Preschool, Academy, LLC, Corporation, or Inc. in the name you want licensing to use.

To request that CCLB change your social security number to the EIN number, we must have a copy of the IRS letter assigning you the EIN number, and it has to appear like the example above.

Tech Corner

Electronic Attendance Records

Technology can make our lives so much easier. Computer or phone apps make tracking daily activities like attendance fast and convenient. However, it is important to ensure that attendance records are accurate, accessible, and maintained. If you are using electronic attendance records, be sure to train your staff on how to accurately use the software. Staff also need to understand the importance of accurately recording in and out times for children and staff in real time. If your program has multiple classrooms, it is recommended that you distinguish on your attendance records which children and staff are in each room. As children or staff move from room to room, staff can adjust the classroom attendance records. Tracking attendance by classroom helps ensure that ratios and group sizes are maintained at all times.



CHILD CARE LICENSING UPDATES

Updates to Public Act 116

CCLB continues to implement the public act changes to the Child Care Organization Act, PA 116, that were signed by the Governor into law on June 23, 2022.

Increased Capacity and Ratio:

Allows home-based child care providers that have a proven record of success to serve more children. A family home provider will be eligible to serve seven children, instead of six. A group home provider will be eligible to serve 14 children, instead of 12. To qualify, you must:

- (a) Hold a current license.
- (b) Have been licensed to operate for at least 29 consecutive months.
- (c) Have provided child care services for 1 or more unrelated minor children during the licensed period under subdivision (b).
- (d) Have received a renewed regular license after at least 29 months of licensed operation.

If you meet this requirement, you may request an increase in capacity and a variance to the personnel to child ratio by completing [the form titled Family and Group Home Increased Capacity and Ratio Request](#) and submitting it to your consultant. Once processed you will receive a letter approving your variance and a Family and Group Home Increased Capacity Addendum. You can find the [form HERE](#).

Licensing Notebook: With this change in law, if you have internet access at your child care facility, you no longer are required to keep a paper copy of the licensing notebook. You will need to provide parents with access through the department's electronic database of licensing records. The Child in Care Statement for home providers and the Parent Notification of the Licensing Notebook form for centers were both updated to incorporate the change. Both forms can be found here: [Child Care Licensing Forms \(michigan.gov\)](#).

Disclosure requirements for child care center applicants: This change requires the applicant of a child care center to disclose the ownership interests. The supplemental application was updated and forms were developed for this information to be disclosed and [will be placed on our website](#).

Operating in Multiple Occupancy Buildings: This helps child care providers locate where families live and work by giving child care providers a safe path to operate in multi-use buildings. Centers that are currently licensed and located in a multiple occupancy building have 90 days since the law passed to notify the bureau if there has been any change in occupancy or

use by occupants within the building since its license was issued. Centers who wish to be licensed in a multiple occupancy building will have to clearly state on the application that it will be located within a multiple occupancy building and describe the nature and character of each of the other occupants and the occupant use within that multiple occupancy building. The supplemental application was updated and a form to disclose the information of occupants was developed. Both forms [will be placed on our website](#).



HIGHLIGHTED RULE OF THE MONTH

Ratio and Group Size Requirements

Centers

R 400.8182(3)

Ratio and group size requirements.

(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, must be as shown in Table 4:

	Age	Child Care Staff Member to Child Ratio	Maximum Group Size
(a)	Infants and toddlers, birth until 30 months of age	1 to 4	12
(b)	Preschoolers, 30 months of age until 3 years of age	1 to 8	16
(c)	Preschoolers, 3 years of age until 4 years of age	1 to 10	30
(d)	Preschoolers, 4 years of age until school-age	1 to 12	36
(e)	School-agers	1 to 18	36

R 400.8182(4)

Ratio and group size requirements.

(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. The ratio listed in subrule (3)(c) of this rule applies.

R 400.8182(5)

Ratio and group size requirements.

(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. The ratio listed in subrule (3)(d) of this rule applies.

R 400.8182(6)

Ratio and group size requirements.

(6) Children who have reached 57 months of age but who are not considered a school-ager may, when developmentally appropriate, be enrolled in a school-age classroom with written parental permission. The ratio listed in subrule (3)(e) of this rule applies.

R 400.8182(7)

Ratio and group size requirements.

(7) If there are children of mixed ages in the same room or well-defined space, then the ratio and group size is determined by the age of the youngest child, unless each group of children is clearly separated and the appropriate child care staff member-to-child ratios and group sizes, if applicable, for each age group are maintained.

For the technical assistance manual to help comply with these rules, click [here](#).

Technical Assistance

"Well-defined space" means space designed and used exclusively for a specific group of children. Well-defined space:

- Can be created by the placement of a visible barrier such as, but not limited to moveable room dividers, equipment, shelves, floor coverings, cones, etc. Permanent walls and dividers are not required. Any equipment used to establish a well-defined space must meet all requirements for interior finishes unless placed against a wall.
- Must meet the square footage requirements for the number and age of children in the group. Group Size Group size does not affect the capacity for which a center is licensed.

Example: An infant/toddler room is licensed for 16. The center does not have to limit the classroom to 12 children to meet the group size requirement of 12. Two groups of 8 children, or other combinations, each in a well-defined space that do not exceed the group size, ratio or the licensed capacity will meet the intent of the rule and still allow the center to continue to care for 16 infants/toddlers.

Example: Some school age programs are located in a large room, such as a gymnasium where the square footage would allow for 75 children. The gym can be split into three well defined areas, each consisting of the minimum square footage per child, leaving three groups of 25 children. The well-defined space must have clear boundaries.

Note: When one room is divided into two or more groups of children, the well-defined space must be outlined in either the original licensing study report or an addendum to the original licensing study report.

Group size must be maintained at all times. Multiple classrooms or groups of children may use a playground or large room such as a gymnasium at the same time as long as the group sizes are maintained. Each group may use separate areas of the playground or large room.

Child care staff member-to-child-ratios

Child care staff members must know the whereabouts of all children at all times. Appropriate child care staff member-to-child ratios must be maintained in each room or child use area, outside on the playground and on field trips.

A child care staff member may need to be away from their assigned area of the center for a brief period of time for routine activities such as use of restroom,

toileting a child, attending to a sick child, escorting children from the bus, etc. In those situations, children must not be left unattended. If multiple child care staff members are in the room, a replacement child care staff member may not be necessary unless there is a significant disruption in the room, children's needs are not being met or absences are too lengthy or too frequent.

Note: Children aged 33 until 36 months enrolled in a 3-year-old classroom when developmentally appropriate and with written parental permission per rule 400.8182(4) are considered 3-year-olds. If a center is licensed to accept children age 3 and older, the center can enroll children as young as 33 months in a 3-year-old classroom when developmentally appropriate and with written parental permission. The same applies to subrules 400.8182(5) and (6) of this rule.

Note: When a child turns age 5, he/she may be considered a school-ager, even if he/she is not yet attending kindergarten.

Combining Age Groups

When combining age groups of children, the child care staff member-to-child ratio and maximum group size for the youngest child applies.

There may be situations, such as during lunch and special presentations, where groups of children of different ages may be combined. The center may designate the appropriate number of child care staff members to maintain ratio for each subgroup. It should be apparent that the child care staff members designated for each subgroup are responsible for the care and supervision of the children in the subgroup.

Example: A guest presenter, such as a firefighter, visits the center to discuss fire safety with all age groups. The groups may be combined for the presentation as long as the center designates the appropriate number of child care staff members to maintain ratio for each subgroup.

Ratios for Children Age 13 and Older

Programs serving children age 13 and older are not required to be licensed under the Child Care Organizations Act (1973 PA 116, as amended) because "center" is defined as a facility receiving 1 or more children under 13 years of age for care. However, some programs may choose to serve children age 13 and older.

If the program is serving only children age 13 and older, there isn't a required child care staff member-to-child

ratio. If the program is licensed for school-age children and serves children age 12 and younger and children age 13 and older: • There isn't a required child care staff member-to-child ratio for children age 13 and older if those children are in their own well-defined space.

The program must follow the child care staff member-to-child ratio for the youngest child present, if children aged 12 and younger and children age 13 and older are mixed in the same well-defined space.

Homes

R400.1910(1)

Ratio of personnel to children

(1) The ratio of personnel to children present in the home at any 1 time must be not less than 1 member of the personnel to 6 children. The ratio must include all children in care who are not related to any personnel and any of the following children who are less than 6 years of age:

- (a) Children of the licensee.
- (b) Children of a child care staff member or child care assistant.
- (c) Children related to any member of the household by blood, marriage, or adoption.

R400.1910(2)

Ratio of personnel to children

(2) For each member of the personnel, not more than 4 children shall be under the age of 30 months, with not more than 2 of the 4 children under the age of 18 months.

For the technical assistance manual to help comply with these rules, click [here](#)

Technical Assistance

Ratio is determined by the number of children per personnel.

The licensee's own children or other children residing in the home under 6 years of age are not counted in the ratio if a spouse or other person is home and supervising these children. Foster care children are treated as the licensee's own children. The licensee's own children who are 6 years of age and older are not counted in the ratio. Visiting children who are less than 6 years of age will be counted in the ratio unless accompanied by an adult. Visiting children who are 6 years of age and older (friends of the licensee's children, neighborhood children, etc.) are not counted

in the ratio as long as all the following requirements are met:

- They do not require direct care and supervision.
- The children's parents or other responsible person are at home and immediately available should the children need to be sent home.
- They are not interfering in any way with the care and supervision of the child care children or taking away from adequate space and equipment.

The licensee's own children or other children residing in the home under 6 years of age are not included in the ratio if a spouse or other person is home and supervising these children. Foster care children are treated as the licensee's own children.

RECALLED PRODUCTS

Monti Kids Recalls Toy Box with Bins due to Choking Hazard:

<https://www.cpsc.gov/Recalls/2022/Monti-Kids-Recalls-Toy-Box-with-Bins-Due-to-Choking-Hazard-Recall-Alert>

Silicone Baby Toy Bear Activity Toys Recalled Due to Laceration Hazard:

<https://www.cpsc.gov/Recalls/2022/Silicone-Baby-Toy-Bear-Activity-Toys-Recalled-Due-to-Laceration-Hazard-Manufactured-by-Konges-Slojd-Denmark-A-S>

Scholastic Recalls Shake Look Touch Books due to Choking Hazard:

<https://www.cpsc.gov/Recalls/2022/Scholastic-Recalls-Shake-Look-Touch-Books-Due-to-Choking-Hazard>

WATER ACTIVITIES AND SUPERVISION

Trying to keep the kids cool this summer? It's summertime, and children and child care staff members are spending a lot of time outside. Consider water activities such as hoses, sprinklers, water stations to wash toys, kiddie car wash, water tables, and water obstacle course. There are a limitless number of activities and ways to explore and enjoy the outdoor environment. Incorporating water activities to your outdoor play time is a great way to keep the children from overheating during the summer. Water activities are defined as a play activity where children are allowed to enter the water under adult supervision by playing in swimming pools and other swimming areas at lakes or public beaches. It also includes any other activities where children are in or on the water.

There are many safety concerns that child care staff members need to think about and address during water activities. During water activities the child care staff members are responsible and accountable for all the following:

- Providing direct supervision at all times to children engaged in water activities or in the water activity area.
- Ensuring appropriate supervision of children who are engaged in non-water activities away from the immediate water activity area.
- Ensuring all children engaged in water activities can be easily observed.
- Ensuring telephone usage and other distractions are limited to emergencies.
- Ensuring water activity is appropriate and checking the water activity area for general safety.
- Ensuring inflatable toys and rings are used for play purposes only and not as safety devices.
- Ensuring adult to child ratio is maintained for all children in care.
- Ensuring a CPR-certified adult is supervising children in the water activity area.

To maximize child safety, it is important that the child care staff members provide direct and active supervision of children during water-related activities. Ratios must be maintained at all times as well. Supervision is essential to protect the safety of the children. It is recommended that child care staff members should never be engaged in other distracting activities such as talking, texting on the telephone or socializing. Be creative with water activities as they can be great fun for children. Children enjoy playing with water just as much as being in the water. The best prevention for water emergencies is constant supervision. For more information regarding swimming safety, click on the link below.
[Swimming Safety | Swim Safe | American Red Cross](#)



PARTNERSHIPS: TACKLING TOUGH ISSUES TOGETHER

Licensing consultants and licensees partner to ensure programs meet requirements to provide care in a safe environment with an enriching programming. There are times when the licensing consultant and licensee need to work closely together on a tough issue to create a positive outcome. MCCM will highlight one of these partnerships in each issue by sharing an interview between licensing and a licensee.

Below is an interview between licensing consultant Amy Steger and Zeck Hoyt, licensee designee for the YMCA of Greater Michiana, which currently has four active center licenses in Berrien County, as well as a pending enrollment for another center.

Catherine Edgar (LARA)

Amy and Zech, tell me about how you work together to ensure quality child care is available to an increasing number of children in Berrien county.

Amy Steger (LARA)

Zach's organization had a child care license in a school building that ranges from infant though school-age. They are in the process of moving the infant/toddler program into a church building. They were given an "A" rated fire safety inspection but there were some things that were missed on the fire inspection that needed to be corrected that have led to a hold up in the issuance of the license for this location. They had moved all of their stuff in thinking that the building was compliant when it was not, due to items being missed on the fire inspection. We have the same common goal. We want kids in care and we want it to be quality and safe care.

Catherine Edgar (LARA)

How are you dealing with this issue?

Amy Steger (LARA)

What we are doing now is a variance (to a licensing rule) so this license can be opened. We're constantly working together, and this is just another example. We are going to have to work together to get this variance.

Zech and I talk multiple times a week usually.

Zech Hoyt (YMCA)

I think the biggest thing is our relationship; that it is the bottom line. I know when I call Amy, we are going to solve the problem. It's not a blame game where we each say, "Your organization didn't do this or that". That is not fruitful. And that's not what we do. And the reason we can solve any of these things we put out there is because we can call each other and figure it out. If you have the right relationship, we can solve the problems that we face.

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Zech Hoyt (YMCA)



Amy Steger (LARA)

Zech has really good program directors and his staff reach out to me if they have any questions, so we have a really good relationship with all of his team, and they do a great job and are really open to feedback.

Zech Hoyt (YMCA)

Amy's open to saying alright, this is my lens, I will help you fix it through. OK what do I do? Here are the issues, now let's solve them. We're going to solve problems and we're going to respect each other and we're going to figure it out.

Catherine Edgar (LARA)

Is there anything else that has strengthened the consultant/licensee relationship?

Amy Steger (LARA)

I'm constantly, saying, "Call me", I do plenty of on sites for them, which is really nice. They're not scared when I come on site, no one says, "Oh no! licensing". They get to ask questions while I'm there, I always say just blame licensing because I'd rather have the parents know that it's our (LARA's) policy and it's not just the (child care) organization or their staff members.

Zeck Hoyt (YMCA)

Amy has good relationships with all my directors. They all call her directly too. Two or three years ago, we had multiple consultants for our licenses. That wasn't the best for us. Having Amy as the consultant for all of our programs helps with consistency

Amy Steger (LARA)

And it's better for relationship building (having one consultant over all of an organization's child care center licenses. I've gotten to know everybody in their organization, and they are great about communicating. We have the same common goal. We want kids in care, and we want it to be quality, safe care.



Looking for updates on what is happening with child care in Michigan?

NAPTIME NUGGET

Please attend this monthly webinar with the Director of Child Care Licensing and the Director of Child Development and Care Program

These monthly webinars will provide brief updates on various topics and allow for dialogue between providers and the offices.

Future calls will be held on the third Monday of the month and notices will be sent through the bureau listserv bulletin prior to the call.

GET TO KNOW US – QUESTION OF THE MONTH

Ever wonder about child care licensing staff outside of work? Get to know the staff with a fun question each month.

July 2022: If someone was to visit your town/city/area, where is the first place you would send them?

Sharon VanOrd – NW Region

- Charlotte Michigan has a nice downtown with plenty of restaurants, bakeries, and quaint shops. Near downtown is a great place called AL!VE located on W. Lawrence Ave. It is a community well-being place that has indoor/outdoor walking, exercise room, extensive classes, childcare for parents on-site, cooking classes, physical therapy, women's care, and more. The community of Charlotte is warm and welcoming!

Stacy Tomczak – Gaylord Region

- I would send the person to Bay City's Uptown and Downtown- they could walk the river walk, shop, and get some great food!

Michelle Marenger – Upper Peninsula

- If someone came to visit Escanaba, I would send them to Ludington park. It is a huge park surrounded by water. It is a beautiful place with biking and walking paths throughout the park and extending to the sandy beach on Lake Michigan. There are ducks to view, grills for picnics, playgrounds, a yacht harbor, a gazebo, lighthouses, a museum, tennis courts, volleyball, a stage where musicians play weekly and a decorative water fountain/wishing well that is running all day and lit up at night.

Catherine Edgar- Flint/Macomb

- The Flint Cultural Center! We have the Flint Institute of Arts, which is the 2nd largest art museum in the state, Longway Planetarium, and of course the recently remodeled Flint Library and Sloan Museum, all right in one area.

Jeff Ball – Grand Rapids Region

- I would take them to the Berlin Raceway to see a car race at night.

Erica Hogan – Detroit Region

- I would send them to downtown Detroit. The reason I would send them downtown is because of all the beautiful advancements and attractions of downtown. There are new restaurants, museums, stores, the Riverwalk, opportunities to ride scooters and bikes, an outdoor roller skating rink and much, much more. There are even hotels that overlook the city as well as Canada

Davida McShan – Southwest Region

- If someone were visiting my area the first time, I would send them to the Kalamazoo Valley Museum. The KVM is located in downtown Kalamazoo and is one of my favorite places to visit in the area. Whether you are meeting someone for the first time, going on a date, or taking your whole family, there is something for everyone. The admission is free and there is enough to do to keep you busy for hours. There are changing and permanent exhibits.
- Rube Goldberg, The World of Hilarious Invention Exhibit, is one of the current changing exhibits. This exhibit is interactive and geared towards children. The Forgotten Fighters of Kalamazoo Boxing Academy is another changing exhibit. It would attract any history buff. The KVM houses a 2300 year old mummy as one of their permanent exhibits. My absolute favorite place in the museum to visit is the planetarium. There is a small entry fee (\$3 per person) but it is totally worth the cost. There are different shows for children and adults. There is a planetarium technician that will answer questions and discuss the current constellations post show. While there is a lot of great things to do in the Kalamazoo area, the Kalamazoo Valley Museum is one of my favorites!

Thomasa Bond – Pontiac Region

- The first place I would send someone that was visiting from out of town would be the Detroit Zoo to see the penguin and polar bear exhibits.

Kathryn Curreathers – Southcentral Region

- I would recommend visiting the Motown Museum, Belle Isle, Charles H Wright Museum of African American History, Mexican Town for great authentic Mexican food, Detroit Riverfront, The Henry Ford Museum in Dearborn, Detroit Historical Museum, Campus Martius Park, Cliff Bells for good food and live jazz. So many good restaurants downtown.

