Resource Guide to Child Care Center Licensure in Michigan

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Your step-by-step guide!

MiLEAP
Michigan Department of Lifelong Education, Advancement, and Potential

Child Care Licensing

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A child care center license gives a person or organization permission to run a child care program in a commercial building. This guide provides general information and requirements that must be completed in order to become a licensed child care center.

Child Care Center

A child care center is a place (*not someone's home*) where children under the age of 13 are cared for while their parents or guardians are not present.

A license can be issued to an individual, company, for-profit or nonprofit organization, school, Intermediate School District, or government agency.

It can include places like day care centers, pre-K and preschool programs, nursery schools, co-ops, before- and after-school programs, or out-of-school time programs.

Child Care Licensing Rules and Public Act 116

Reading the child care laws and licensing rules will help you understand what is required to open and operate your facility. Public Act 116 and the Licensing Rules for Child Care Centers are available at www.michigan.gov/michildcare.

Before You Apply...

It is suggested that the applicant review the current certificate of occupancy, then complete the fire safety inspection, lead-based paint inspection, lead hazard risk assessment, and environmental health inspection prior to purchasing or renting a space. Depending on the results of the inspections, the location may need extensive and costly renovations before a license can be issued.

STEP 1: Find a Location

The first step in the process of opening a child care center, after establishing a business plan, is finding a location.

When looking at locations, it is important to keep the following in mind:

- Are the building and premises in good condition?
- Does the building meet local and state fire safety codes?
- What is the cost associated with ensuring the building is safe.
- Does the location have enough square footage for the desired capacity?
- Are there enough toilets and sinks for the desired capacity?
- Is there a safe outdoor play area or alternative play space?

STEP 2: Local Requirements

Applicants should check with their local city or township offices, building inspectors, and fire marshal before opening a child care center. Some local communities have additional rules beyond state requirements. These may include getting local permits, local inspections or special zoning approval.

STEP 3: Corporation & Tax ID

Employer Identification Number (EIN) documentation and any corporation or organization formation documents must be submitted to the department at original application. For schools, W9 is an acceptable substitute.

STEP 4: Apply Online

The application must be completed online, including submission of the application fee. The fee for child care center licenses is based on the capacity of the center. The fee is non-refundable. The capacity with the corresponding application fee are as following:

- Capacity of **1-20:** $150
- Capacity of **21-50:** $200
- Capacity of **51-100:** $250
- Capacity of **101+:** $300

The application and additional paperwork can be submitted in the **Child Care Hub Information Records Portal (CCHIRP)**. Instructional documents and videos are available on the CCHIRP website to help current and new providers navigate CCHIRP. Paper applications can be mailed to the department, please visit **Apply for a Child Care Center**.

STEP 5: Licensee Designee

A licensee designee is the person chosen by the organization applying for a child care center license to be responsible for making sure the center follows licensing rules. A **Child Care License Designee form (CCL-5003)** must be signed and submitted to the department.

STEP 6: Fire Safety Inspection & Certificate of Occupancy

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure. A **plan review** and inspection conducted by Bureau of Fire Services must be completed for all newly licensed centers.

A Certificate of Occupancy is a document issued by a local, county or state building department confirming that a building complies with applicable building codes, zoning and safety requirements and is approved for its intended use.

Certificate of occupancy is required before any child care centers can legally operate in a building, new construction, renovation, or change of use.

> **NOTE:** You must submit professional plans for the entire building when submitting for plan review. If you hire an architect, ensure the plans incorporate both applicable building codes, life safety and child care licensing requirements.

For centers operating in a school where **K-12** instruction occurs, a copy of a previous approval from the Bureau of Fire Services, the State Fire Marshal or a statement from the school district superintendent using the **Certification of School Building Compliance with Fire Safety Provisions (CCL-5043)** form is acceptable in lieu of a fire safety inspection.

STEP 7: Environmental Health Inspection

Environmental health inspections are required for original licenses. To schedule an inspection, contact your local health department. You will need to submit the **Environmental Health Inspection Request** form along with payment to your local health department.

STEP 8: Lead-Based Paint Inspection & Lead Hazard Risk Assessment

A center located in a building constructed prior to 1978 must submit a lead-based paint inspection and a lead hazard risk assessment report indicating the proposed child use space, including outdoor play areas, is safe. The **Lead Hazard Risk Assessment Summary (CCL-4344)** form must be included with the lead hazard risk assessment to document compliance with this rule. A list of **certified lead risk assessors** is available on the department's website.

STEP 9: Furnace or Fuel-Fired Water Heater

Proof of inspection and approval of your heating system and fuel-fired water before issuance of an original license and every 2 years at renewal is required. Furnaces and other flame- or heat-producing equipment used to heat the center when children are in care and fuel-fired water heaters must be inspected by the following entities:

- A licensed heating contractor for a fuel-fired furnace.
- A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
- A boiler must be inspected and a certificate provided by the Boiler Section of the Department of Licensing and Regulatory Affairs (LARA).

NOTE: Electric heat and electric hot water heaters do not require an inspection.

STEP 10: Playground Inspection

Centers with elevated playground equipment must comply with the 2010 Edition of the **Consumer Product Safety Commissions' Public Playground Safety Handbook**. A playground inspection by a Certified Playground Inspector is required. The inspector will document compliance using the **Playground Inspection Certification Summary (CCL-5047)**. A list of **Certified Playground Inspectors** can be located on the department's website.

STEP 11: Fingerprinting

The following individuals need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees.
- Child care staff members and assistants.
- Unsupervised volunteers.

You will receive more information on how to complete comprehensive background checks after your application and fee are submitted. More information can be found at www.michigan.gov/ccbc.

STEP 12: Program Administrator

Each child care center is required to have at least one program administrator approved by the department. Program administrator requirements are outlined in the Licensing Rules for Child Care Centers. The following information will need to be submitted to your consultant in order to approve a program administrator:

- A copy of official transcripts.
- Montessori credentials or valid child development associate credential (CDA), if applicable.
- Documentation of hours of experience.
- Verification of MiRegistry approved training.

STEP 13: Policies and Procedures

You will be expected to produce your own policies and procedures in context of your child care center. To guide the process of writing required policies, please refer to the technical assistance for each policy in the Technical Assistance and Consultation Manual for Centers. The technical assistance outlines the minimum requirements for your policy.

STEP 14: Staff Requirements

Program staff and unsupervised volunteers are required to complete specific trainings including an orientation, Pediatric CPR, Pediatric first aid, and health and safety trainings. In addition, each classroom/well-defined space needs a lead teacher with lead teacher qualifications. The requirements are outlined in the Licensing Rules for Child Care Centers.

STEP 15: On-Site Inspection

Once all required paperwork is submitted, your consultant will schedule an on-site inspection. During the inspection, your consultant will:

- Inspect your center and the premises for compliance with the rules and laws.
- Measure the child use spaces.
- Answer any questions you may have.

NOTE: If there are items that need to be corrected, your consultant will create a corrective action plan with you. To verify that the corrections were made, another inspection or documentation may be required before the license is issued.

STEP 16: Original License

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application packet and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

Child Care Licensing

Website: www.michigan.gov/michildcare
Phone: 517-284-9730
Fax: 517-763-0217
Email: MiLEAP-CCLB-Help@michigan.gov
Mailing Address: P.O. Box 30837
Lansing, MI 48909

Child Care Background Check

Website: www.michigan.gov/ccbc
Phone: 844-765-2247 ext. 4

MiRegistry

Website: www.miregistry.org
Phone: 517-284-9730
Email: support@miregistry.org

Great Start to Quality

Website: www.greatstarttoquality.org
Phone: 877-614-7328

Child Development and Care

Website: www.michigan.gov/cdc

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