Michigan Department of Education  
Licensing Indicator System for Child Care Facilities (March 8, 2017)  
Pilot Phase

I. Legal Authority

Legal authority for licensure and inspection of child care programs is the Child Care Organizations Act (1973 PA 116). Pursuant to PA 116, centers and group child care homes are inspected at least once per year. In addition, PA 116 requires licensing to conduct on-site renewal inspections on at least 10% of the registered family child care homes in each county. However, due to requirements of the federal Child Care and Development Act of 2014 (P.L. 113-186) that go into effect in 2017, beginning January 2017, licensing plans to conduct an on-site renewal inspection on 100% of family homes prior to renewing the registration. Proposed changes to PA 116 would require family child care homes to have an annual inspection as well.

II. Policy

Child care facilities that meet criteria for eligibility will receive a renewal inspection using a licensing indicator system survey instrument that measures compliance based on a statistically significant subset of regulations.

III. Purpose

The purpose of the licensing indicator system is to increase the efficiency and effectiveness of the licensing program by refocusing the emphasis of the licensing process. The licensing indicator system complements, but does not replace, the current licensing program.

Through the use of the licensing indicator system, less time is spent conducting renewal inspections in child care facilities with a history of high regulatory compliance and more time is spent:

(a) Conducting more in-depth inspections in child care facilities with a history of low regulatory compliance; and
(b) Providing technical assistance to child care facilities with a history of low regulatory compliance.

IV. Background

The licensing indicator system is a shortened version of a comprehensive licensing inspection process. The licensing indicator system uses a tool designed to measure compliance with a small number of regulations that predicts compliance with all the regulations. The indicator regulations are selected based upon a statistical methodology, designed for this specific purpose. If a child
care facility is in complete compliance with all the regulations selected and measured in the licensing indicator tool, high compliance with all the regulations is statistically predicted.

The regulations selected by the statistical methodology may not be the most common violations; rather, they likely are those regulatory violations found most often in facilities with low compliance but are not violations found in facilities with high compliance levels. In other words, the regulations that are found most often out of compliance in low compliance child care facilities and in compliance in high compliance child care facilities are typically the indicator or predictor regulations.

The basis for the design and development of the Licensing Indicator System is a methodology published by the National Association for Regulatory Administration (NARA) and developed in conjunction with the U.S. Department of Health and Human Services and Pennsylvania State University.

V. Development and Implementation

A. Licensing data for January 2014 – January 2016 was taken from the Michigan Department of Licensing and Regulatory Affairs monitoring visits from all facilities that received a full renewal inspection to determine the key indicator regulations.

B. Based on the regulatory violations found in the sample, and using a well-tested statistical methodology, a list of key indicator regulations were identified for child care centers and key indicators were identified for the family and group child care homes. These indicator regulations are the regulations that are found most often out of compliance in low compliance child care homes/centers and in compliance in high compliance child care homes/centers.

C. In order to assure that full compliance with all regulations is maintained, additional regulations will be selected at random, and measured during each key indicator inspection.

VI. Criteria for Use of the Indicator System

A. Licensing consultants must check the Bureau Information Technology System (BITS) prior to all renewal inspections to determine if the facility is eligible for a Key Indicator inspection. The criteria for a Key Indicator inspection are:
   ● Must have had an on-site monitoring inspection (renewal or interim) within the past two years.
   ● No rule violations in the last two years (during any type of inspection);
   ● Regular license for two years (no provisional, including original provisional);
   ● Centers – no change in program director for the last 2 years; and

Note: During the pilot, Michigan will be assessing whether these eligibility criteria should remain the same. For example, should no change in program director continue to be one of the criteria? A new program director doesn’t necessarily
mean the facility will be out of compliance with licensing rules. Head Start programs frequently change program directors but the overall administration stays the same.

Also, should a program be allowed to have a key indicator inspection if they added a program component (infants, transportation, food service, etc.) since the last renewal? If they are allowed to have a key indicator inspection, should the rules specific to the added program component be checked as well?

B. If the provider meets the criteria as indicated in VI.A, then the provider is eligible for a key indicator inspection.
C. A full renewal inspection must be conducted every other renewal period (4 years).
D. Use of the indicator system will not be announced to the provider in advance of the renewal inspection. If the indicator system is used, the provider will be notified during the exit conference.
E. Indicators will be re-calculated every three years.

VII. Inspection Procedure

A. Selection of Eligible Providers and Scheduling

Prior to conducting the on-site renewal inspection, the licensing consultant will apply the eligibility criteria outlined in VI. A to determine if the registrant/licensee is eligible for a key indicator inspection.

If the registrant/licensee meets each of criteria outlined in VI. A, then the registrant/licensee is eligible for a key indicator survey.

B. Licensing Consultant Preparation for the Licensing Indicator Inspection

The licensing consultant will prepare the monitoring form and document the key indicator and other standards to be observed, based on the facility type, and the facility demographic information required by the form.

C. Conducting the Licensing Indicator Inspection

1. Upon arriving at the facility, a complete walk-through of the approved use space, both inside and outside, is to be conducted to get a general sense of the compliance level. Based on the walk through, a determination is made on whether or not to conduct a key indicator inspection or a full inspection.

2. If the licensing consultant observes any rule violations during the walk-through, the licensing consultant will document them on the monitoring tool. During the pilot, Michigan will be assessing what the threshold should be to determine when a full inspection is conducted instead of a key indicator inspection.
The thresholds to evaluate include:

- No rule violations.
- Three or more rule violations.
- No health and safety violations (such as obvious safety or fire hazards, inappropriate care of children, etc.). We will also be evaluating where this should include any health or safety violations or just serious health and safety violations.

3. For the pilot, a key indicator inspection should be conducted if there are no more than two rule violations found during the initial walk-through. If the facility has no more than two rule violations, but the licensing consultant has a concern about conducting a key indicator inspection, and document why a full inspection was done.

4. The licensing consultant must focus on reviewing and assessing compliance with the licensing indicator regulations. It is critical to stay within the scope of the indicator tool and assess compliance with the licensing indicator regulations and not drift into completing a full inspection.

5. The licensing consultant must observe child care practices and ask questions in order to determine compliance. As necessary, the licensing consultant will refer to current guidelines to assist with measuring compliance with each regulation on the indicator survey tool.

6. During and after the inspection, the licensing consultant will provide technical assistance and consultation as needed on regulations and whatever issues are relevant to the provider.

7. During the indicator survey, as soon as two or more regulatory violations with an indicator regulation or any other regulation on the monitoring tool are determined, then the key indicator inspection is ended and a full renewal inspection is conducted.

8. If during the assessment of the indicator regulations, additional noncompliance is observed on the indicator monitoring tool it should be cited.

For example, the licensing consultant may need to look at the registration/license to assess compliance with number of children observed in the center or home. If the licensing consultant observes that the registration/license is not posted as required, this should be cited; however, the licensing consultant should not then
begin to assess compliance with all paperwork posting regulations as that would be outside the scope of the licensing indicator inspection.

9. In order to protect the integrity of the process, random rules will be selected prior to the inspection being conducted. The child care consultant will be responsible for selecting these random rules. The rules will be changed on a regular basis (monthly) thereby maintaining veracity and reliability of the key indicator process.

10. If the licensing consultant conducted a key indicator inspection, he or she must give the provider the Key Indicator information letter and explain to the provider that the indicator tool was used during the exit conference. The licensing consultant should be prepared to explain what a licensing indicator inspection is and answer any of the provider’s questions.


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**LICENSING INDICATOR SYSTEM**

**INDICATORS OF REGULATORY COMPLIANCE**

**Group and Family Child Care Homes**

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>R 400.1907(1)(a)</strong></td>
<td>Prior to initial attendance, the caregiver shall obtain the following documents: (a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.</td>
</tr>
<tr>
<td><strong>R 400.1906(1)(b)(i)-(ii)</strong></td>
<td>The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following: (b) A statement signed by a licensed physician or his or her designee and which attests to the individual’s mental and physical health. (i) For the caregiver, within 1 year before issuance of the certificate of registration or initial license and at the time of subsequent renewals. (ii) For the assistant caregivers, within 1 year prior to caring for children and at the time of subsequent renewals.</td>
</tr>
<tr>
<td>Regulation</td>
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</table>
| R 400.1906(1)(f)       | The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following:  
\( (f) \) Documentation from the department of human services that the assistant caregiver has not been involved in substantiated child abuse or neglect.                                                                                                 |
| R 400.1905(1)             | The caregiver shall complete not less than 10 clock hours of training each year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and blood-borne pathogen training.                                                                                          |
| R 400.1907(2)             | Records in subrule (1) of this rule shall be reviewed and updated annually or when information changes.                                                                                                                                                                                                                             |
| R 400.1905(7)(a)          | Infant, child, and adult CPR and first aid training shall be maintained in the following manner:  
\( (a) \) Each year for CPR.                                                                                                                                                                                                                                                  |
| R 400.1907(1)(b)(i)-(vii)* | Prior to initial attendance, the caregiver shall obtain the following documents:  
\( (b) \) A child in care statement/receipt using a form provided by the department and signed by the parent certifying the following:  
\( (i) \) Receipt of a written discipline policy.  
\( (ii) \) Condition of the child’s health.  
\( (iii) \) Receipt of a copy of the family and group child care home rules.  
\( (iv) \) Agreement as to who will provide food for the child.  
\( (v) \) Acknowledgment that the assistant caregiver is 14 to 17 years of age, if applicable.  
\( (vi) \) Acknowledgment that firearms are on the premises, if applicable.  
\( (vii) \) If the child care home was built prior to 1978, then the caregiver shall inform the parents of each child in care and all assistant caregivers of the potential presence of lead-based paint or lead dust hazards, unless the caregiver maintains documentation from a lead testing professional that the home is lead safe. |
<p>| R 400.1905(2)             | Each assistant caregiver shall complete not less than 5 clock hours of training each year related to child development and caring for children, not including CPR, first aid, and blood-borne pathogen training.                                                                                          |
| R 400.1945(3)             | Fire drills shall be practiced at least once a month and a written record that includes the date and time it takes to evacuate shall be maintained.                                                                                                                                                                                                  |
| R 400.1907(3)             | Dated daily attendance records of children in care shall be maintained and shall include the child’s first and last name and the time of arrival and departure.                                                                                                                                         |</p>
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<tr>
<td>R 400.1906(1)(c)(i)-(ii)*</td>
<td>The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following: (c) Written evidence of freedom from communicable tuberculosis (TB): (i) For the caregiver, before issuance of the certificate of registration or initial license. (ii) For the assistant caregivers, prior to caring for children.</td>
</tr>
<tr>
<td>R 400.1904(1)(c)</td>
<td>An assistant caregiver shall meet all of the following requirements: (c) Have proof of valid infant/child/adult CPR, first aid, and blood-borne pathogen training within 90 days of hire.</td>
</tr>
<tr>
<td>R 400.1945(4)</td>
<td>Tornado drills shall be practiced once a month, April to October, and a written record that includes the date shall be maintained.</td>
</tr>
<tr>
<td>R 400.1932(2)</td>
<td>All dangerous and hazardous materials or items shall be stored securely and out of the reach of children.</td>
</tr>
<tr>
<td>R 400.1906(1)(g)(i)-(iii)*</td>
<td>The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following: (g) A written statement signed and dated by the assistant caregiver at the time of hiring indicating all of the following information: (i) The individual is aware that abuse and neglect of children is unlawful. (ii) The individual knows that he or she is mandated by law to report child abuse and neglect. (iii) The individual has received a copy of the discipline policy.</td>
</tr>
<tr>
<td>R 400.1944(1)</td>
<td>Operable smoke detectors approved by a nationally recognized testing laboratory shall be installed and maintained on each floor of the home, including the basement, and in all sleeping areas and bed rooms used by children in care.</td>
</tr>
<tr>
<td>R 400.1945(3)</td>
<td>Fire drills shall be practiced at least once a month and a written record that includes the date and time it takes to evacuate shall be maintained.</td>
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<td>Prior to initial attendance, the caregiver shall obtain the following documents:</td>
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<tr>
<td>Code</td>
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<tr>
<td>R 400.1907(3)</td>
<td>A completed child information card on a form provided by the department or a comparable substitute approved by the department</td>
</tr>
<tr>
<td>R 400.1944(1)</td>
<td>Operable smoke detectors approved by a nationally recognized testing laboratory shall be installed and maintained on each floor of the home, including the basement, and in all sleeping areas and bed-rooms used by children in care.</td>
</tr>
<tr>
<td>R 400.1903(1)(f)</td>
<td>A caregiver shall be responsible for all of the following provisions: (f) Have a written and signed agreement with a responsible person who is 18 years of age or older to provide care and supervision for children during an emergency situation.</td>
</tr>
</tbody>
</table>
| R 400.1907(1)(b)(i)-(vii)* | 1) Prior to initial attendance, the caregiver shall obtain the following documents:  
(b) A child in care statement/receipt using a form provided by the department and signed by the parent certifying the following:  
(i) Receipt of a written discipline policy.  
(ii) Condition of the child’s health.  
(v) Acknowledgment that the assistant caregiver is 14 to 17 years of age, if applicable.  
(vi) Acknowledgment that firearms are on the premises, if applicable.  
(vii) If the child care home was built prior to 1978, then the caregiver shall inform the parents of each child in care and all assistant caregivers of the potential presence of lead-based paint or lead dust hazards, unless the caregiver maintains documentation from a lead testing professional that the home is lead safe. |
| R 400.1907(2) | Records in subrule (1) of this rule shall be reviewed and updated annually or when information changes |
| R 400.1941(2) | Combustible materials and equipment shall not be stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters. |
| R 400.1905(1) | The caregiver shall complete not less than 10 clock hours of training each year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and blood-borne pathogen training. |
| R 400.1944(3) | A home shall have at least 1 functioning multipurpose fire extinguisher, with a rating of 2A-10BC or larger, properly mounted not higher than 5 feet from the floor to the top of the fire extinguisher, on each floor level approved for child use. |
| R 400.1933(4) | Hot water temperature shall not exceed 120 degrees Fahrenheit at water faucets accessible to children. |
| R 400.1915(4) | The caregiver shall not use any equipment, materials, and furnishings recalled or identified by the U.S. Consumer Product Safety Commission |
As required by 2000 PA 219, MCL 722.1065, the caregiver shall conspicuously post in the child care home an updated copy of the list of unsafe children’s products that is provided by the department.

**R 400.1905(7)(a)**  
Infant, child, and adult CPR and first aid training shall be maintained in the following manner:  
(a) Each year for CPR.

**R 400.1920(5)(a)**  
When swings, climbers, slides, and other similar play equipment with a designated play surface above 30 inches are used, they shall:  
(a) Not be placed over concrete, asphalt, or a similar surface, such as hard-packed dirt or grass.

**R 400.1945(1)(a)-(d)**  
A written plan for the care of children shall be established and posted for each of the following emergencies:  
(a) Fire evacuation.  
(b) Tornado watches and warnings.  
(c) Serious accident or injury.  
(d) Water emergencies, if applicable

**R 400.1903(8)(b)**  
The caregiver shall do both of the following:  
(b) Conspicuously post on the premises a notice stating that smoking is prohibited on the premises during child care hours

**R 400.1942(2)**  
All electrical outlets, including outlets on multiple outlet devices, accessible to children shall have safety covers

**R 400.1923(2)(d)**  
The designated changing area shall comply with all of the following:  
(d) Have a non-absorbent, easily sanitized surface with a changing pad between the child and the surface.

**R 400.1905(7)(b)**  
Infant, child, and adult CPR and first aid training shall be maintained in the following manner:  
(b) Every 36 months for first aid

**MCL 722.113g(1)-(3)**  
(1) The operator of a child care center, group child care home, or family child care home shall maintain a licensing notebook on its premises. The licensing notebook shall be made available for review to parents or guardians of children under the care of, and parents or guardians considering placing their children in the care of, the child care center, group child care home, or family child care home.  
(2) The licensing notebook described in subsection (1) shall include the reports from all licensing or registration inspections, renewal inspections, special investigations, and corrective action plans. The licensing notebook shall also include a summary sheet outlining the reports described in this subsection. The information in the licensing notebook shall be updated as provided by the department and must be made available to parents, guardians, and prospective parents or guardians at all times during the child care center's, group child care home's, or family child care home's normal hours of operation.  
(3) The department shall include on its "Child in Care/Receipt" form or any successor form used instead of that form a check box allowing the parent or guardian to acknowledge that he or she is aware of the information available in the licensing notebook available for his or her
review on the premises of the child care center, group child care home, or family child care home and that the information is available on the department's website.

The "Child in Care/Receipt" form or successor form shall contain in bold print the department's website address where the information may be located.

R 400.1934(3)  A carbon monoxide detector, bearing a safety certification mark of a recognized testing laboratory such as UL (Underwriters Laboratories) or ETL (Electro technical Laboratory), shall be placed on all levels approved for child care.

R 400.1906(1)(b)(i)-(ii)*  The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following:

(b) A statement signed by a licensed physician or his or her designee and which attests to the individual’s mental and physical health.

(i) For the caregiver, within 1 year before issuance of the certificate of registration or initial license and at the time of subsequent renewals.

(ii) For the assistant caregivers, within 1 year prior to caring for children and at the time of subsequent renewals.

R 400.1932(1)  The structure, premises, and furnishings of a child care home shall be in good repair and maintained in a clean, safe, and comfortable condition.

R 400.1906(2)  Child care home family members 14 years of age or older shall have written evidence of freedom from communicable TB

**Additional Indicators**

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<tr>
<td>R400.1908(1)</td>
<td>(1) The family child care registrant shall assure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the home is registered, not to exceed a total of 6 children.</td>
</tr>
<tr>
<td>R400.1908(2)</td>
<td>(2) The group child care licensee shall assure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the home is licensed, not to exceed a total of 12.</td>
</tr>
<tr>
<td>R400.1910(1)</td>
<td>(1) The ratio of caregiving staff to children present in the home at any 1 time shall be not less than 1 caregiving staff person to 6 children. The ratio shall include all unrelated children in care and any of the following children who are less than 7 years of age: (a) Children of the caregiver. (b) Children of the assistant caregiver. (c) Children related to any member of the child care home family by blood, marriage, or adoption.</td>
</tr>
<tr>
<td>R400.1910(2)</td>
<td>(2) For each caregiving staff person, 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.</td>
</tr>
<tr>
<td>R400.1911(1)</td>
<td>(1) The caregiver shall assure appropriate care and supervision of children at all times.</td>
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<td>Regulation</td>
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<tr>
<td>R400.1912(1)</td>
<td>1) Infants, birth to 12 months of age, shall be placed on their backs for resting and sleeping</td>
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<tr>
<td>R400.1912(2)</td>
<td>2) Infants unable to roll from their stomachs to their backs, and from their backs to their stomachs, when found face down, shall be placed on their backs</td>
</tr>
<tr>
<td>R400.1912(3)</td>
<td>3) If infants can easily turn over from their backs to their stomachs, then they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleeping.</td>
</tr>
<tr>
<td>R400.1912(4)</td>
<td>4) For an infant who cannot rest or sleep on her/his back due to disability or illness, the caregiver shall have written instructions, signed by a physician, detailing an alternative safe sleep position and/or other special sleeping arrangements for the infant. The caregiver/assistant caregiver shall rest/sleep children in accordance with a physician’s written instructions.</td>
</tr>
<tr>
<td>R400.1912(5)</td>
<td>5) Caregiving staff shall maintain supervision and monitor infants’ breathing, sleep position, bedding, and possible signs of distress except as provided in R 400.1922.</td>
</tr>
<tr>
<td>R400.1916(1)</td>
<td>1) All bedding and equipment shall be in accordance with U.S. Consumer Product Safety Commission (<a href="http://www.cpsc.gov/">http://www.cpsc.gov/</a>) standards as approved for the age of the child using the equipment and shall be clean, comfortable, safe, and in good repair</td>
</tr>
<tr>
<td>R400.1916(4)</td>
<td>4) All cribs or porta-cribs shall be equipped with a firm, tight-fitting mattress with a waterproof, washable covering, as recommended and approved by the U.S. Consumer Product Safety Commission</td>
</tr>
<tr>
<td>R400.1916(5)</td>
<td>5) Infants, birth to 12 months of age, shall rest or sleep alone in an approved crib or porta-crib. A crib shall have all of the following:</td>
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<tr>
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<td>(a) A firm, tight-fitting mattress.</td>
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<td>(b) No loose, missing, or broken hardware or slats.</td>
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<td></td>
<td>(c) Not more than 2 3/8” between the slats.</td>
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<td>(d) No corner posts over 1/16” high.</td>
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<td>(e) No cutout designs in the headboard or footboard.</td>
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<td></td>
<td>(f) A tightly fitted bottom sheet shall cover a firm mattress with no additional padding placed between the sheet and mattress</td>
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<tr>
<td>R400.1916(6)</td>
<td>6) An infant’s head shall remain uncovered during sleep.</td>
</tr>
<tr>
<td>R400.1916(7)</td>
<td>7) Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters, pillows, and other objects that could smother an infant shall not be placed with or under a resting or sleeping infant</td>
</tr>
<tr>
<td>R400.1916(8)</td>
<td>8) Blankets shall not be draped over cribs or porta-cribs.</td>
</tr>
<tr>
<td>R400.1916(10)</td>
<td>(10) Infant car seats, infant seats, infant swings, bassinets, highchairs, waterbeds, adult beds, soft mattresses, sofas, beanbags, or other soft surfaces are not approved sleeping equipment for children 24 months of age or younger</td>
</tr>
<tr>
<td>R400.1916(11)</td>
<td>(11) Children 24 months or younger who fall sleep in a space that is not approved for sleeping shall be moved to approved sleeping equipment appropriate for their size and age.</td>
</tr>
<tr>
<td>R400.1935(1)</td>
<td>(1) All firearms shall be unloaded and properly stored in a secure, safe, locked environment inaccessible to children. A secure locked environment shall include a commercially available locked firearms cabinet, gun safe, trigger lock that prevents discharge, or other locking firearm device.</td>
</tr>
<tr>
<td>R400.1935(2)</td>
<td>(2) Ammunition shall be stored in a separate locked location inaccessible to children.</td>
</tr>
<tr>
<td>R400.1941(2)</td>
<td>(2) Combustible materials and equipment shall not be stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters.</td>
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## Child Care Centers

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>R 400.8143(1)</td>
<td>At the time of the child’s initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by the parent, and the center shall keep it on file and accessible in the center.</td>
</tr>
<tr>
<td>R 400.8125(10)</td>
<td>The documentation required by subrule (4), (6), (7) and (8) of this rule shall be updated every 2 years at renewal and upon request by the department and shall be kept on file at the center.</td>
</tr>
<tr>
<td>R 400.8128</td>
<td>Evidence that all staff members and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, shall be kept on file at the center.</td>
</tr>
<tr>
<td>R 400.8125(7)</td>
<td>A staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.</td>
</tr>
<tr>
<td>R 400.8161(1)(c)</td>
<td>(1) Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented: (c) Other natural or man-made disasters.</td>
</tr>
<tr>
<td>R 400.8155(5)</td>
<td>A policy detailing when children, staff, and volunteers will be excluded from child care due to illness shall be developed and implemented.</td>
</tr>
<tr>
<td>R 400.8131(7)</td>
<td>All program directors, lead caregivers, and at least 1 caregiver on duty in the center at all times in programs serving preschool age children and younger shall have current first aid and infant, child, and adult CPR training.</td>
</tr>
<tr>
<td>R 400.8125(4)</td>
<td>A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person’s state of official residence, shall be completed before making an offer of employment to that person. A copy of the ICHAT shall be kept on file at the center.</td>
</tr>
<tr>
<td>R 400.8125(12)(a)-(c)*</td>
<td>A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information: (a) The individual is aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center’s policies on child abuse and neglect. (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.</td>
</tr>
<tr>
<td>R 400.8131(4)</td>
<td>All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.</td>
</tr>
<tr>
<td>R 400.8131(3)</td>
<td>Before unsupervised contact with children, each caregiver, site supervisor, and program director shall complete blood-borne pathogen training.</td>
</tr>
<tr>
<td>Regulation</td>
<td>Description</td>
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<tr>
<td>R 400.8161(5)</td>
<td>A fire drill program consisting of at least 1 fire drill quarterly shall be established and implemented.</td>
</tr>
<tr>
<td>R 400.8161(2)(a)-(c)*</td>
<td>The written procedures shall include all of the following:</td>
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<tr>
<td></td>
<td>(a) A plan for evacuating and safely moving children to a relocation site.</td>
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<td></td>
<td>(b) A method for contacting parents and reuniting families.</td>
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<tr>
<td></td>
<td>(c) A plan for how each child with special needs will be accommodated during each type of emergency.</td>
</tr>
<tr>
<td>R 400.8131(5)</td>
<td>An on-going professional development plan shall be developed and implemented to include all the training and professional development required by the child care center administrative rules.</td>
</tr>
<tr>
<td>R 400.8143(6)(c)</td>
<td>Within 30 days of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center:</td>
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<tr>
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<td>(c) For preschoolers: A physical evaluation performed within the preceding year signed by a licensed health care provider. Any restrictions shall be noted.</td>
</tr>
<tr>
<td>R 400.8143(3)(a)</td>
<td>At the time of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center for children under school-age:</td>
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<td>(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.</td>
</tr>
<tr>
<td>R 400.8143(10)</td>
<td>The center shall maintain an accurate record of daily attendance at the center that includes each child’s first and last name and each child’s arrival and departure time.</td>
</tr>
<tr>
<td>R 400.8146(2)</td>
<td>Written documentation that the parent received the written information packet as required by subrule (1) of this rule shall be kept on file at the center.</td>
</tr>
<tr>
<td>R 400.8110(4)</td>
<td>There shall be a licensing notebook on the premises which includes all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010 and a summary sheet outlining the documents contained in the notebook. The notebook shall be made available to parents and prospective parents at all times during the center’s normal hours of operation.</td>
</tr>
<tr>
<td>R 400.8164(3)</td>
<td>Emergency telephone numbers, including 911, fire, police, and the poison control center, and the facility’s physical address and 2 main cross streets, shall be conspicuously posted immediately adjacent to all center telephones.</td>
</tr>
<tr>
<td>R 400.8161(6)</td>
<td>A tornado drill program consisting of at least 2 tornado drills between the months of April through October shall be established and implemented.</td>
</tr>
<tr>
<td>R 400.8155(1)</td>
<td>A plan for when and how parents will be notified when the center 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 shall be developed and implemented.</td>
</tr>
<tr>
<td>R 400.8325(1)</td>
<td>All tableware, utensils, food contact surfaces, and food service equipment shall be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables shall be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.</td>
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<tr>
<td>R 400.8125(3)(a)</td>
<td>(3) Both of the following shall be developed and implemented:</td>
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<td></td>
<td>(a) A written screening policy for all staff and volunteers, including parents. The written screening policy shall include when a staff member cannot be present at the center as indicated in subrule (5) and (7) of this rule.</td>
</tr>
</tbody>
</table>
Breast milk, formula, milk, other beverages, and food furnished in a same-day supply shall be covered and labeled with the child’s first and last name and the date.

The current list of unsafe children’s products that is provided by the department shall be conspicuously posted in the center, as required by section 15 of the children’s product safety act, 2000 PA 219, MCL 722.1065.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:
(a) Criteria for admission and withdrawal.
(b) Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided.
(c) Fee policy.
(d) Discipline policy.
(e) Food service policy.
(f) Program philosophy.
(g) Typical daily routine.
(h) Parent notification plan for accidents, injuries, incidents, illnesses.
(i) Exclusion policy for child illnesses.
(j) Notice of the availability of the center’s licensing notebook. The notice shall include all of the following:
   (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
   (ii) The licensing notebook is available to parents during regular business hours.
   (iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

### Additional Indicators

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>R 400.8110(5)</td>
<td>(5) The actual number and ages of children in care at any time shall never exceed the number and ages of children for which the center is licensed.</td>
</tr>
<tr>
<td>R 400.8125(1)</td>
<td>(1) All staff and volunteers shall provide appropriate care and supervision of children at all times.</td>
</tr>
<tr>
<td>R 400.8176(1)</td>
<td>(1) All bedding and sleeping equipment shall be appropriate for the child; be clean, comfortable, and safe; and be in good repair</td>
</tr>
<tr>
<td>R 400.8176(2)</td>
<td>(2) A crib or porta-crib shall be provided for all infants in care</td>
</tr>
<tr>
<td>R 400.8176(5)</td>
<td>(5) Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment</td>
</tr>
<tr>
<td>R 400.8176(7)</td>
<td>(7) Cribs and porta-cribs shall comply with the federal product safety standards issued by the consumer product safety commission</td>
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<tr>
<td>R 400.8176(8)</td>
<td>(8) A crib or porta-crib shall have a firm, tight-fitting waterproof mattress</td>
</tr>
<tr>
<td>R 400.8176(9)</td>
<td>(9) A tightly fitted bottom sheet shall cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress</td>
</tr>
<tr>
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<tr>
<td>R 400.8176(10)</td>
<td>(10) Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child shall not be placed in a crib or porta-crib with a resting or sleeping infant.</td>
</tr>
<tr>
<td>R 400.8176(11)</td>
<td>(11) Blankets shall not be draped over cribs or porta-cribs when in use.</td>
</tr>
<tr>
<td>R 400.8182(3)</td>
<td>(3) In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, shall be the following: (a) For infants and toddlers, there shall be 1 caregiver for 4 children and a maximum group size of 12. (b) For preschoolers 30 months of age until 3 years of age, there shall be 1 caregiver for 8 children and a maximum group size of 16. (c) For preschoolers 3 years of age, there shall be 1 caregiver for 10 children. (d) For preschoolers 4 years of age until school-age, there shall be 1 caregiver for 12 children. (e) For school-agers, there shall be 1 caregiver for 18 children.</td>
</tr>
<tr>
<td>R 400.8188(3)</td>
<td>(3) Infants shall rest or sleep alone in cribs or porta-cribs.</td>
</tr>
<tr>
<td>R 400.8188(4)</td>
<td>(4) Infants shall be placed on their backs for resting and sleeping.</td>
</tr>
<tr>
<td>R 400.8188(5)</td>
<td>(5) Infants unable to roll from their stomachs to their backs and from their backs to their stomachs shall be placed on their backs when found face down.</td>
</tr>
<tr>
<td>R 400.8188(6)</td>
<td>(6) When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever position they prefer for sleep.</td>
</tr>
<tr>
<td>R 400.8188(7)</td>
<td>(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 for the infant shall be followed and on file at the center.</td>
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<tr>
<td>R 400.8188(8)</td>
<td>(8) A sleeping infant’s breathing, sleep position, and bedding shall be monitored frequently for possible signs of distress.</td>
</tr>
<tr>
<td>R 400.8188(9)</td>
<td>(9) An infant’s head shall remain uncovered during sleep.</td>
</tr>
<tr>
<td>R 400.8188(10)</td>
<td>(10) Toddlers shall rest or sleep alone in cribs, porta-cribs, or on mats or cots.</td>
</tr>
<tr>
<td>R 400.8380(1)</td>
<td>(1) The premises shall be maintained in a clean and safe condition and shall not pose a threat to health or safety.</td>
</tr>
<tr>
<td>R 400.8530(16)</td>
<td>(16) Centers shall be kept free of all conditions that constitute fire safety hazards.</td>
</tr>
<tr>
<td>R 400.8540(1)</td>
<td>(1) After July 1, 2000, newly constructed centers, additions, and conversions shall at a minimum be equipped with approved single station smoke detectors covering all use areas and their means of egress. These smoke detectors shall be located and spaced according to NFPA-72.</td>
</tr>
<tr>
<td>R 400.8540(2)</td>
<td>(2) Centers with any fuel-fired heating systems shall have a carbon monoxide detector, listed by a nationally recognized testing laboratory, on all levels approved for child care and in each use area covered by a different furnace zone.</td>
</tr>
</tbody>
</table>