CHILD CARE CENTER RECORD REQUIREMENTS
Michigan Department of Human Services
Bureau of Children and Adult Licensing

Date | License Number

REQUIRED STAFF RECORDS

☐ Program Director credentials; live scan fingerprinting – 5103(3)(4), 5302(3)(4), MCL 722.115c

☐ Lead Caregiver credentials – 5103a(5)
Infant/Toddler Leads at least 3 credits/4.5 CEUs infant/toddler training – 5103a(6)

☐ School-age Program Director credentials – 5302(3)(4)

☐ School-age Site Supervisor credentials – 5307

☐ Internet Criminal History Access Tool results all staff before hire – 5102(2)(b), MCL 722.115b

☐ DHS Central Registry check for all staff and volunteers before contact with children – 5104(3), 5104a(2), MCL 722.119

☐ Criminal history clearance results or self-certifying statement for unsupervised volunteers – 5104a(1), MCL 722.119

☐ Written statement signed by all staff confirming notification of center’s children’s protective services policy and requirements of the Child Protection Law – 5102(2)(e)

☐ CPR (annually) and first aid (every 3 years) training. Program directors – 5103(2)(c), 5302(2)(c); site supervisors – 5307(2)(e); lead caregivers – 5103a(4)(c); other staff as needed – 5102a(1) (always one on duty); MCL 722.112a

☐ Blood-borne pathogen training (within 1 year for current staff; 6 months for new hires) – 5102a(2), (3)

☐ Documentation of 12 clock hours of annual training – 5102a(4), 5102a(7), 5103(2)(d), 5302(2)(d), 5307(3)

☐ Documentation of Safe Sleep and Shaken Baby Syndrome training for infant/toddler caregivers – 5102a(6)

☐ Medical report and TB test on all staff before hire and volunteers with contact at least 4 hours per week for more than 2 consecutive weeks – 5104b(1), (2)

☐ Copy of staff driving record and copy of valid operator’s license with appropriate endorsement for all non-volunteer drivers – 5610(2)

REQUIRED CHILD RECORDS

☐ Completed Child Information Record, updated annually or when information changes – 5111(1), (2)

☐ Certificate of immunizations – 5111(3)(a) or waiver addressed to DCH – 5111(3)(b) at initial attendance, update after 4 months – 5111(4)

☐ Within 30 days of attendance, a physical done within last 3 months for infants/young toddlers – 5111(5)(a) or within last year for older toddlers/preschool – 5111(5)(b) or annual statement of good health if religious objector – 5111(7):
   Updated yearly for infants/young toddler – 5111(6)(a)
   Updated every two years for older toddlers and preschoolers – 5111(6)(b)

☐ Parent signed statement that school age child is in good health, is up to date on immunizations with record on file at school, updated annually – 5305(1)

☐ Written permission by parent for field trip participation at time of enrollment or before each field trip – 5111(9) or notification before each field trip – 5111(10)

☐ Prior written permission for medication – 5113b(2)

☐ Annual written parent permission for topical, nonprescription medications (sunscreens, insect repellents, diaper ointment) – 5113b(7)

☐ Signed parental permission for a child 33-36 months old to be enrolled in 3 year old classroom – 5201a(2)(c)
Written permission from infant’s physician when an alternate sleeping position is necessary – 5204a(4)

Daily record for Infants birth – 12 months that includes:
- Food intake info
- Sleeping patterns
- Elimination patterns
- Developmental milestones
- Changes in child’s usual behavior – 5206

Annual written parental permission for routine transportation, if applicable – 5615

Written parent permission to swim, if applicable – 5502(1)

Parental waiver for school age/school playground use – 5117(14)

Parent provide food agreement – 5205a(1)

REQUIRED CENTER RECORDS

Written staff/volunteer screening policy – 5102(2)(c)

Written policy regarding supervision of volunteers – 5104a(3), MCL 722.119

Written plan to assure compliance with the Child Protection Law – 5102(2)(d)

Written ongoing staff training plan – 5102(3)

Written discipline policy – 5107(4)

Updated equipment inventory at renewal – 5108(5)

Daily Attendance, with child’s first and last names, arrival and departure times – 5111(8)

Serious accident/injury report when a child receives emergency medical treatment – 5111a(2)

Written health care plan for all centers including:
- Health policies and procedures,
- Hand washing, bodily fluids handling,
- Cleaning and sanitizing,
- Controlling infection and universal precautions,
- Health related resources – 5111b

Fire drills practiced quarterly – 5113a(3); 2 Tornado drills practiced Apr-Oct – 5113a(4); Log of drills – 5113a(6)

Record of medication administration, including signature of caregiver administering the medication – 5113b(8)

Written information packet to parents including:
- Admission/withdrawal criteria
- Schedule of operation
- Fees
- Discipline
- Nutrition/food service policy
- Program philosophy; daily schedule
- Health care plan – 5114(1)

Floor plan of child use areas – 5116(4)

Alternative outdoor play area specified to department in writing – 5117(4)(c)

Documentation that outdoor play equipment complies with guidelines in 1997 Handbook for Public Playground Safety – 5117(7)

Documentation of primary care assignments – 5202a(5)

Documentation of weekly site visits by School-age Multi-site Program Director – 5306(2)
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☐ Annual motor vehicle inspection – 5603(5), 5630(6)(b); 11 passenger – 5603(6); school bus – 5604(2)

☐ Certification that vehicle is in compliance with Michigan vehicle safety code – 5603(7)

☐ Vehicle insurance and registration – 5610(1)(d)

☐ Self-certifying statement for volunteer drivers – 5610(b)

☐ Fire Inspection before original issuance and every 4 years thereafter at renewal – 5805(4)

☐ Inspection of fuel-fired furnace and water heater every 2 years at renewal – 5805(6)(7); Boiler inspection current – 5805(5)

☐ Documentation of inspection or service of fire extinguishers – 5845(3)

☐ Lead hazard risk assessment for newly licensed centers located in buildings built before 1978 – 5940(8)

☐ Integrated pest management program – 5940(9)

☐ Crisis management plan – 5113a(1)(d)

☐ Environmental health inspection for all centers at original issuance and for programs with food service and private well and/or septic at renewal – MCL 722.113, 722.120

☐ Licensing notebook, including all licensing inspection and special investigation reports and related corrective action plans – MCL 722.113(g)

REQUIRED POSTINGS

☐ License – 5102(4)(a)

☐ Copy of current rules – 5102(4)(b)

☐ Statement that criminal history checks are completed on employees – 5102(4)(c)

☐ Daily activity guide for each age group – 5106(5)

☐ Dated menus (with substitutions noted) – 5110(5)

☐ Emergency procedures and evacuation plans; Fire, tornado and serious accident, illness or injury – 5113a(1)(5)

☐ Crisis management plan (does not have to be in a public area) – 5113a(1)(5)

☐ Emergency numbers by telephone – 5115(3)

☐ Guidelines for diapering and hand washing posted in diapering area – 5209(7)

☐ Exit signs posted at all exterior exits – 5820(11)

☐ Guidelines for hand washing posted in food prep areas and in toilet rooms – 5902c(2)

☐ List of CPSC recalled products provided by the department (in MCCM) – 722.1065

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