



UM-Flint Early Childhood Development Center

Best Practices for Child Care Centers

Note: This document sets forth the minimum standards for the care and protection of children attending a Michigan child care center. The Michigan Department of Human Services Division of Child Day Care Licensing published the following exert of administrative rules and is required to inspect the child care center and enforce the rules based on the terms provided in this document. Some of the rules have been embedded with Accreditation Criteria endorsed through NAEYC (National Association for the Education of Young Children).

As of _____, the Early Childhood Development Center agrees to provide child care services for the following named child (ren):

Printed Name of Child	Date of Birth
Printed Name of Child	Date of Birth
Printed Name of Child	Date of Birth

Licensing and Accreditation Provisions provided by child care facility:

The Early Childhood Development Center, as a licensed child care facility, will provide at least the minimum standards as governed by the Michigan Department of Human Services Division of Child Day Care Licensing:

R 400.5102 Licensee.

Rule 102. (2) The licensee shall have the following administrative responsibility regarding staff:

- (c) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

R 400.5106 Program.

Rule 106.

- (1) A developmentally appropriate program shall be implemented that includes all of the following areas:
 - (a) Physical development.
 - (b) Social development.
 - (c) Emotional development.
 - (d) Intellectual development.
- (2) The following types of activities shall be provided daily:
 - (a) Quiet and active.
 - (b) Individual, small groups, and large groups.
 - (c) Large and small muscle.
 - (d) Child initiated and staff initiated.
 - (e) Developmentally appropriate language and literacy experiences throughout the day accumulating for not less than 30 minutes.
 - (f) Early math and science experiences.
- (3) Daily activities shall be planned so that each child may do the following:
 - (a) Have opportunities to feel successful and feel good about himself or herself and develop independence.
 - (b) Use materials and take part in activities that encourage creativity.
 - (c) Learn new ideas and skills.
 - (d) Participate in imaginative play.
- (4) Television, video tapes, movies, electronic devices and computers shall be designed for children’s education and/or enjoyment, and shall be suitable to the age of the child in terms of content and length of use.
- (5) A daily activity guide relating to the curriculum and each age group shall be prepared and posted in a place visible to parents or otherwise made available to them.

- (6) The center shall provide daily outdoor play when children are in attendance for 5 or more continuous hours per day, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.
- (7) The center shall provide a naptime or quiet time when children under school-age are in attendance for 5 or more continuous hours per day.
- (8) The center shall provide opportunities to rest for children less than 3 years of age regardless of the number of hours in care.
- (9) The center shall permit infants to eat and sleep on demand.
- (10) The licensee shall, for children with special needs, work with the parents, medical personnel and/or other relevant professionals to provide care according to the child's identified needs.
- (11) The center shall permit parents to visit the program for the purpose of observing their children during hours of operation.

R 400.5107 Discipline.

Rule 107.

- (1) The staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation.
- (2) The following means of punishment shall be prohibited:
 - (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - (b) Restricting a child's movement by binding or tying him or her.
 - (c) Inflicting mental or emotional punishment, such as humiliating, shaming, coercion, derogatory remarks or threatening a child.
 - (d) Depriving a child of meals, snacks, rest, or necessary toilet use.
 - (e) Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.
- (4) The policy developed and implemented regarding the discipline of children at UM-Flint Early Childhood Development Center can be found in the Family Handbook.

R 400.5202a Primary Care.

Rule 202.

- (1) For the purpose of this rule, primary care means the following:
 - (a) Continuity of a relationship so that a child has as few primary caregivers, including substitute caregivers, as possible during any given day, within any given week, and over an extended period of time.
 - (b) Continuity of care allows children and their primary caregiver to develop nurturing relationships over time.
 - (c) Appropriate social-emotional interaction, including, but not limited to smiling, holding, talking to, rocking, cuddling, eye contact, interacting with child during routines and play activities, and providing guidance that helps the child develop social skills and emotional well-being.
- (2) The center shall implement a primary care system so that each infant, young toddler and older toddler has a primary caregiver.
- (5) Primary care giving assignments shall be documented and provided to parents.

R 400.5204 Bedding and sleep equipment for infants/toddlers.

Rule 204.

- (1) All bedding and equipment shall be appropriate for the child and be clean, comfortable, safe and in good repair. Bedding shall also be in compliance with 2000 PA 219, MCL 722.1051, and known as the Children's Product Safety Act.
- (3) All bedding and sleep equipment shall be cleaned and sanitized before being used by another person.
- (4) All bedding shall be washed when soiled or weekly at a minimum.
- (5) An infant shall rest or sleep alone in an approved crib. The following provisions shall apply:
 - (a) A tightly fitted bottom sheet shall cover a firm mattress with no additional padding between placed between the sheet and mattress.
 - (b) The infant/toddler's head shall remain uncovered during sleep.
 - (c) Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters, and other objects that could smother a child shall not be placed with or under a sleeping infant.
- (6) Toddlers shall rest or sleep alone in approved cribs, or on approved mats or cots.
- (7) Car seats, infant seats, swings, bassinets and playpens are not approved sleeping equipment for children.
- (8) Infants and toddlers who fall asleep in a space that is not approved for sleeping shall be moved to approved sleep equipment appropriate for their size and age.
- (11) All occupied cribs shall be spaced at least 2 feet apart and in such manner that there is a free and direct means of egress.
- (12) When sleeping equipment and bedding are stored, sleeping surfaces shall not come in contact with other sleeping surfaces.

R 400.5204a Infant sleeping and supervision.

Rule 204a.

- (1) Infants shall be placed on their backs for resting and sleeping.
- (2) Infants unable to roll from their stomachs to their backs and from their backs to their stomachs, when found facedown, shall be placed on their backs.
- (3) When infants can easily turn over from their backs to their stomachs, they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleep.
- (4) For an infant who cannot rest or sleep on her or 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 shall rest/sleep children according to a physician's written instructions.
- (5) The caregiver shall maintain supervision and frequently monitor infants' breathing, sleep position, and bedding for possible signs of distress.
- (6) Resting or sleeping areas shall have adequate soft lighting to allow the caregiver to assess children.
- (7) Video surveillance equipment and baby monitors shall not be used in place of sub rule (5) of this rule.

[R 400.5205 and R 400.5209 apply only to children from birth to 2 ½ years of age as required in Part 2 of these rules.]

R 400.5205 Formula; milk; foods generally.

Rule 205.

- (1) When infants and toddlers are fed at the center, the center shall assure the following:
 - (a) Infants and toddlers are provided with beverages and food appropriate for their individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.
 - (b) Bottles and individual food containers shall be labeled for a specific child and fed only to that child.
 - (c) Except for human milk, staff serves only formula and infant food that comes to the facility in factory-sealed containers prepared according to the manufacturer's instructions.
 - (d) If bottles or food are warmed, then it shall be done in water at no more than 120 degrees Fahrenheit for no more than five minutes.
 - (i) Warming bottles and infant foods in a microwave oven is prohibited.
 - (ii) Warmed bottles and food shall be shaken or stirred to distribute the heat, and the temperature tested before feeding.
 - (e) Formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or the child's licensed health care provider.
 - (f) Iron-fortified cereal, if not already provided by 6 months of age, shall be provided when the iron-fortified formula is discontinued, unless otherwise recommended by the parent or the child's licensed health care provider.
 - (g) Solid foods are introduced to the child according to the parent's or licensed health care provider's instructions.
 - (h) Familiar caregivers shall feed infants and young toddlers on demand, but not in lieu of other forms of comforting.
 - (i) A sink is used exclusively for formula, food preparation, and clean up.
- (2) Infants shall only be served formula or breast milk unless written authorization is provided by the child's licensed health care provider.
- (3) Milk, other than cow's milk, shall be served according to nutritional guidelines for the age of the child and/or in compliance with dietary preferences or restrictions when written authorization is provided by the child's parent or licensed health care provider.
- (4) Young toddlers, over the age of 12 months, shall be served whole homogenized vitamin D-fortified cow's milk until the child reaches 24 months, unless written authorization is provided by the child's licensed health care provider.
- (5) The center shall comply with the following requirements regarding bottle-feeding:
 - (a) Bottle propping is prohibited.
 - (b) Caregivers shall hold infants except when infants resist being held and are able to hold their bottle.
 - (c) Caregivers shall not permit infants or toddlers to have bottles in sleeping equipment.
 - (d) The contents of a bottle that appears to be unsanitary, or has been used for feeding for a period that exceeds 1 hour from the beginning of the feeding, or has been un-refrigerated for an hour or more shall be discarded.
 - (e) Formula and milk left in a bottle at the end of a feeding shall be discarded.
 - (f) Bottle supplies and contents shall comply with the following:
 - (i) Disposable nipples and bottle liners shall be for single use only, by an individual child, and discarded after use.
 - (ii) Reusable nipples and bottles shall be cleaned, rinsed, and sterilized before reuse.
 - (iii) Bottle liners shall be for single use only, by an individual child, and discarded with any remaining formula or milk after use.
 - (iv) Bottle liners in unused bottles containing formula shall be discarded, along with the formula, after 48 hours. Bottle liners in unused bottles containing milk shall be discarded, along with the milk, after 24 hours.
 - (v) All liners, nipples, formula, milk and other materials used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner.
 - (g) Cereal or any solid food shall not be in a bottle containing formula or milk unless the child's licensed health care provider supplies written instructions and a medical reason for this practice.

- (h) Medication shall not be added to a child's bottle, beverage, or food unless indicated on the prescription label.
- (6) When serving solid foods, the center shall assure that caregivers do the following:
 - (a) Serve commercially packaged baby food from a dish, not directly from a factory-sealed container.
 - (b) Discard uneaten food that remains in a dish from which a child has been fed.
 - (c) Not serve or offer any child under the age of four to eat foods that may easily cause choking including, but not limited to, popcorn, uncut round foods such as whole grapes, hot dogs, seeds, nuts, raw peas, hard candy, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots or meat larger than can be swallowed whole.
 - (d) Foster toddler's independence and facilitate language and social interactions by doing the following:
 - (i) Encouraging self-feeding.
 - (ii) Serving appropriate portion sizes.
 - (iii) Sitting and eating with toddlers during meal times.

400.5205a Formula, milk, foods provided by parents.

R 205a.

- (1) If a parent has agreed to provide formula, milk, or food, then the center shall obtain a written agreement from the parent ensuring that the foods brought from home meet the USDA's CACFP food guidelines. If the foods do not, the Center shall be responsible for providing adequate formula, milk, or food.
 - (a) All food and beverages brought from home are labeled with the child's name and dated.
 - (b) Food requiring refrigeration stays cold until served.
- (2) The center shall comply with R 400.5205 and the following additional requirements regarding breastfeeding and the handling and storage of breast milk:
 - (a) The center shall support and accommodate breastfeeding by accepting, storing, and serving expressed human milk.
 - (b) The center shall have a designated comfortable place set aside to accommodate mothers and their children who are breastfeeding. Feedings will be coordinated with the infant's mother.
 - (c) Expressed breast milk shall meet the following requirements:
 - (i) Arrive at the center in clean, sanitary, ready-to-feed assembled bottles labeled with the child's full name and bearing the date of collection.
 - (ii) Be immediately stored in the refrigerator (freezer at 0 degrees Fahrenheit or below for up to 3 months) upon arrival at the center and kept refrigerated until used or discarded after 48 hours.
 - (iii) Be thawed under cold running water or in the refrigerator and shall be used within 24 hours.
 - (iv) Ensure that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk.
 - (v) Be discarded at the end of a feeding.
- (3) If formula, milk or food is provided by the parents, then the center shall comply with R400.5205 and the following additional provisions:
 - (a) Formula or milk shall be furnished daily to the center in clean, sanitary, ready-to-feed bottles.
 - (b) Formula, milk, and food shall be covered and labeled as to the contents, date, date of opening, when applicable, and the name of the child for whom its use is intended.
 - (c) Formula, milk and perishable foods shall be refrigerated until used.
 - (d) At the end of the day, any formula or milk in an unopened ready-to-feed bottle, or perishable food, shall be returned to the parent or discarded.

R 400.5205b Formula, milk provided by center.

Rule 205b.

- (1) If formula or milk is provided by the center, then the center shall comply with R400.5205 and the following additional provisions:
 - (a) Formula and milk shall be commercially prepared, ready-to-feed.
 - (b) If formula or milk is poured directly into a bottle, then the bottle shall be clean and labeled as to the contents and date of preparation.
 - (c) Prepared bottles and containers of milk and formula shall be refrigerated.
 - (d) All formula, once opened, shall be labeled with the date and time of opening and used within 48 hours or discarded.
 - (e) All milk shall be used in compliance with R 400.5902c (11) and (12).
- (11) Milk shall be served from a commercially filled container not to exceed one gallon.
- (12) All of the following shall apply to milk:
 - (a) Containers shall be labeled with the date and time opened.
 - (b) Milk shall be served within 7 days of opening.
 - (c) Milk shall not be served if the contents appear to be unsanitary, or have been unrefrigerated for a period exceeding one hour.
 - (d) Milk shall not be combined with the contents of other partially filled containers.

R 400.5206 Records.

Rule 206.

- (1) For children up to 12 months of age, parents shall receive a written daily record that includes at least the following information:
 - (a) Food intake; time, type of food, and amount eaten.
 - (b) Sleeping patterns; when and how long child slept.
 - (c) Elimination patterns, including bowel movements, consistency and frequency.
 - (d) Developmental milestones.
 - (e) Changes in the child’s usual behaviors.

R 400.5209 Diapering; toileting.

Rule 209.

- (1) Diapering shall occur in a designated diapering area that shall be all of the following.
 - (a) Physically separated from food preparation and food service.
 - (b) Within close proximity to a hand-washing sink that is used exclusively for this purpose.
 - (c) Have non-absorbent smooth, easily sanitized surfaces in good repair and maintained in a safe and sanitary manner.
 - (d) Of sturdy construction with railings or barriers to prevent falls.
 - (e) At an adult work surface height to minimize children’s access.
 - (f) Have diapering supplies within easy reach.
 - (g) Have a plastic-lined, tightly covered container exclusively for disposable diapers and diapering supplies that shall be emptied and sanitized at the end of each day or more frequently if needed.
 - (h) Cleaned and sanitized after each use.
- (2) Only single use disposable wipes or other single use cleaning cloths shall be used to clean a child during the diapering or toileting process.
- (3) The caregiver shall frequently check diapers/training pants and change diapers or training pants that are wet or soiled.
- (4) Toddlers in wet diapers or training pants may be changed in a bathroom.
- (5) Diapering shall not be done on any sleep surface.
- (6) The caregiver shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids.
- (7) Guidelines for diapering and hand washing shall be posted in diapering areas.
- (8) Disposable gloves, if used for diapering, shall only be used once for a specific child and be removed and disposed of in a safe and sanitary manner immediately after each diaper change.
- (9) Diapers shall be disposable or from a commercial diaper service. If a child’s health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the child’s parent or licensed health care provider.
- (10) The following shall apply when cloth diapers or training pants are used:
 - (a) No rinsing of the contents shall occur at the center.
 - (b) There shall be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized.
- (11) Toilet learning/training shall be planned cooperatively between the child’s primary caregiver and the parent so that the toilet routine established is consistent between the center and the child’s home.
- (12) Equipment used for toilet learning/training shall be provided. Adult-sized toilets with safe and easily cleaned modified toilet seats and step aids or child-sized toilets shall be used.
- (13) Non-flushing toilets will not be used at UM-Flint Early Childhood Development Center.

Upon signing this agreement, the parent, the legal guardian or responsible adult and the child care facility agrees to abide by all of the provisions contained in this document.

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In witness whereof, the parties hereto have executed this agreement as of the specified date:

Parent/Guardian Signature

Director’s Signature

Printed Name

Printed Name

Relationship to Children

Date