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 Licensing and Regulatory Affairs is the governing body of the Licensing Rules for Child Care Centers and the following exert of administrative rules is required to be enforced. 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):

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**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 Licensing and Regulatory Affairs:

**R 400.8125 Staff and Volunteers.**

Rule 125.

(1) All staff and volunteers shall provide appropriate care and supervision of children at all times.

(2) All staff shall be of responsible character and suitable to meet the needs of children.

   (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.

   (b) A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care. The written volunteer supervision policy shall include when a volunteer shall not have unsupervised contact with a child in care.

**R 400.8137 Diapering; Toileting.**

Rule 3137.

(1) Diapering shall occur in a designated diapering area that complies with all of the following.

   (a) Is physically separated from food preparation and food service.

   (b) Is within close proximity to a sink that is used exclusively for hand washing.

   (c) Has non-absorbent, smooth, easily cleanable surfaces in good repair.

   (d) Is of sturdy construction with railings or barriers to prevent falls.

   (e) Is at an adult work surface height.

   (f) Is washed, rinsed, and sanitized after each use

(2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface.

(3) Diapering supplies shall be within easy reach of the designated diapering area.

(4) A plastic-lined, tightly covered container shall be used exclusively for disposable diapers and training pants and diapering supplies that shall be emptied and sanitized at the end of each day.

(5) Only single-use disposable wipes or other single-use cleaning cloths shall be used to clean a child during the diapering or toileting process.

(6) Diapers and training pants shall be checked frequently and changed when wet or soiled.
(7) Guidelines for diapering 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) The following shall apply when cloth diapers or training pants are used:
   (a) Each cloth diaper shall be covered with an outer waterproof covering. Outer coverings shall be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants, if used.
   (b) Diapers, training pants, and outer coverings shall not be reused until washed and sanitized.
   (c) No rinsing of the contents shall occur at the center.
   (d) Soiled diapers shall be placed in a plastic-lined, covered container and used only for that child’s soiled diapers.
   (e) Soiled diapers or training pants shall be stored and handled in a manner that will not contaminate any other child contact items and shall not be accessible to children.
   (f) Soiled diapers or training pants shall be removed from the center every day by the child’s parent.
   (g) A child’s supply of clean diapers or training pants shall only be used for that child.
(10) Toilet learning/training shall be planned cooperatively between the child’s regular caregivers and the parent so that the toilet routine established is consistent between the center and the child’s home.

R 400.8140 Discipline.
Rule 140.
(1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
(2) All of 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, or threatening a child.
   (d) Depriving a child of meals, snacks, rest, or necessary toilet use.
   (e) Excluding a child from outdoor play or other gross motor activities.
   (f) Excluding a child from daily learning experiences.
   (g) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicile.
(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.
(4) A policy shall be developed and implemented regarding the discipline of children which is found in the Family Handbook.

R 400.8146 Information Provided to Parents.
Rule 146.
(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.
      (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.
(2) Written documentation that the parent received the written information packet as required by subrule (1).
(3) For infants and toddlers, 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.
(4) Parents of children with special needs may request a written daily record that includes at least the information required by subrule (3) of this rule.
(5) Parents shall be notified before each field trip.
R 400.8176 Sleeping Equipment.
Rule 176.
(1) All bedding and sleeping equipment shall be appropriate for the child; be clean, comfortable, and safe; and be in good
repair.
(2) A crib or porta-crib shall be provided for all infants in care.
(3) A crib, porta-crib, cot, or mat and a sheet or blanket of appropriate size shall be provided for all toddlers and preschoolers under 3 years of age in care.
(4) A cot or a mat and a sheet or blanket of appropriate size shall be provided as follows:
(a) For all preschoolers 3 years of age and older in care for 5 or more continuous hours.
(b) For any child in care who regularly naps.
(c) Upon a parent’s request for any child in care.
(5) Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment.
(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.
(11) Blankets shall not be draped over cribs or porta-cribs when in use.
(13) All sleeping equipment and bedding shall be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.
(14) When sleeping equipment and bedding are stored, both of the following apply:
(a) Sleeping surfaces shall not come in contact with other sleeping surfaces.
(b) Bedding shall not come in contact with other bedding.
(15) All occupied cribs, porta-cribs, cots, and mats shall be placed in such a manner that there is a free and direct means of egress and shall be spaced, as follows:
(a) Cribs and porta-cribs at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.
(b) Cots and mats at least 18 inches apart.

R 400.8179 Program.
Rule 179.
(2) A center shall implement a program plan which includes daily learning experiences appropriate to the developmental level of the children. Experiences shall be designed to develop all of the following:
(a) Physical development.
(b) Social development.
(c) Emotional development.
(d) Cognitive development.
(3) The program shall be planned to provide a flexible balance of all of the following experiences:
(a) Quiet and active.
(b) Individual and groups.
(c) Large and small muscle.
(d) Child initiated and staff initiated.
(4) Developmentally appropriate experiences shall be designed so that throughout the day each child has opportunities to do all of the following:
(a) Feel successful and feel good about him or herself and develop independence.
(b) Practice social interaction skills.
(c) Use materials and takes part in activities which encourage creativity.
(d) Learn new ideas and skills.
(e) Participate in imaginative play.
(f) Participate in developmentally appropriate language and literacy experiences.
(g) Participate in early math and science experiences.
(h) Be physically active.
(6) A typical daily routine shall be posted in a place visible to parents.
(7) Children shall have access to equipment and materials in the following areas on a daily basis:
(a) Large and small muscle activity.
(b) Sensory exploration.
(c) Social interaction and dramatic play.
(d) Discovery and exploration.
(e) Early math and science experiences.
(f) Creative experiences through art, music, and literature
(8) When awake, use of confining equipment for infants shall be minimized, not to exceed 30 minutes at a time.
(9) Use of media is prohibited for children under 2 years of age.
(10) When media are used with children 2 years of age and older, all of the following apply:
(a) Activities shall be developmentally appropriate.
(b) Interactive media shall be used to support learning and to expand children’s access to content and shall be suitable to
the age of the child in terms of content and length of use per session.
(c) Media with violent or adult content are prohibited while children are in care.
(d) Use of non-interactive media shall not exceed 2 hours per week per child.
(e) When media are available for children’s use, other activities shall also be available to children

R 400.8185 Primary Care.
Rule 185.
(1) As used in this rule, “primary caregiver” means the caregiver to whom the care of a specific infant or toddler is assigned. The primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child’s physical and emotional needs, and continued interaction with the child’s parents regarding the child’s experiences.
(2) The center shall implement a primary care system so that each infant and toddler has a primary caregiver.
(3) Each infant and toddler shall have not more than 4 primary caregivers in a week. For centers operating less than 24 hours a day, an exception may occur during the first hour after the center opens and the hour before closing.
(4) Information regarding a child’s food, health, and temperament shall be shared daily between caregivers when more than 1 primary caregiver is assigned to any infant or toddler.
(5) Primary caregiving assignments shall be documented and provided to parents.

R 400.8188 Sleeping, Resting, and Supervision.
Rule 188.
(1) Children under 3 years of age shall be provided opportunities to rest regardless of the number of hours in care.
(2) The center shall permit children under 18 months of age to sleep on demand.
(3) Infants shall rest or sleep alone in cribs or porta-cubs.
(4) Infants shall be placed on their backs for resting and sleeping.
(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.
(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.
(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.
(8) A sleeping infant’s breathing, sleep position, and bedding shall be monitored frequently for possible signs of distress.
(9) An infant’s head shall remain uncovered during sleep.
(10) Toddlers shall rest or sleep alone in cribs, porta-cubs, or on mats or cots.
(11) 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 age and size.
(12) Naptime or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day.
(13) Resting or sleeping areas shall have adequate soft lighting to allow the caregiver to assess children.

R 400.8330 Food Services and Nutrition Generally.
Rule 330.
(1) Snacks and meals shall be provided by the center, except when 1 of the following circumstances occurs:
   (a) A majority of the children are in attendance less than 2.5 hours.
   (b) Food is provided by a parent.
(2) A written agreement shall be kept on file at the center if the parent has agreed to provide formula, milk, or food. The center shall provide an adequate amount of formula, milk, or food if the parent does not.
(3) Beverages and food shall be appropriate for the child’s individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.
(4) A center shall ensure a child with special dietary needs is provided with snacks and meals in accordance with the child’s needs and with the instructions of the child’s parent or licensed health care provider.
(5) A center shall provide adequate staff so that food service activities do not detract from direct care and supervision of children.
(6) A center shall make water available to drink throughout the day to children 1 year of age and older.
(7) Infants and toddlers shall be fed on demand.
(8) A child shall be served meals and snacks in accordance with the following schedule:
   (a) Two and a half hours to 4 hours of operation: a minimum of 1 snack.
   (b) Four hours to 6 hours of operation: a minimum of 1 meal and 1 snack.
   (c) Seven hours to 10 hours of operation: a minimum of 1 meal and 2 snacks or 2 meals and 1 snack.
   (d) Eleven hours or more of operation: a minimum of 2 meals and 2 snacks.
(9) A center shall not deprive a child of a snack or meal if the child is in attendance at the time when the snack or meal is served.
(10) Menus shall be planned in advance, shall be dated, and shall be posted in a place visible to parents. Food substitutions shall be noted on the menus the day the substitution occurs.

(11) A center shall not serve infants and toddlers or allow them to eat foods that may easily cause choking including, but not limited to, popcorn, seeds, nuts, hard candy and uncut round foods such as whole grapes and hot dogs.

(12) Cereal shall not be added to a bottle or beverage container without written consent from medical personnel.

(13) If food, bottles, or beverage containers are warmed, then the warming shall be done in a safe, appropriate manner.

(14) Warming bottles and beverage containers in a microwave oven is prohibited.

(15) Warmed food, bottles, and beverage containers shall be shaken or stirred to distribute the heat, and the temperature shall be tested before feeding.

(16) The contents of a bottle or beverage container shall be discarded if any of the following apply:
   (a) The contents appear to be unsanitary.
   (b) The bottle or beverage container has been used for feeding for a period that exceeds 1 hour from the beginning of the feeding.
   (c) The bottle or beverage container requiring refrigeration has been unrefrigerated for 1 hour or more.

(17) Formula and milk, including breast milk, left in a bottle or beverage container after a feeding shall not be reused.

(18) Bottle propping is prohibited.

(19) When feeding, caregivers shall hold infants except when infants resist being held and are able to hold their bottle.

(20) Infants or toddlers shall not have bottles, beverage containers, or food in sleeping equipment.

(21) Children shall not have beverage containers or food while they are walking around or playing.

(22) Staff shall foster and facilitate toddlers’ independence, language, and social interactions by doing all of the following:
   (a) Encouraging self-feeding.
   (b) Serving appropriate portion sizes.
   (c) Sitting and eating with toddlers during meal times.

(23) Breastfeeding shall be supported and accommodated.

(24) A designated place shall be set aside for mothers who are breastfeeding to use.

R 400.8335 Food Services and Nutrition; provided by center.

Rule 335.

(1) Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program as administered by the Michigan department of education.

(2) Solid foods shall be introduced to an infant according to the parent’s or licensed health care provider’s instructions.

(3) Infants shall only be served formula to drink unless written authorization is provided by the child’s licensed health care provider.

(4) Children 12 months of age until 2 years of age shall be served whole homogenized Vitamin D-fortified cow’s milk, except as provided in R 400.8330(4).

(5) Formula shall be commercially prepared and ready-to-feed.

(6) All fluid milk and fluid milk products shall be pasteurized and meet the grade “A” quality standards.

(7) Milk shall be served from any of the following:
   (a) A commercially filled container stored in a mechanically refrigerated bulk milk dispenser.
   (b) A commercially filled container not to exceed 1 gallon.
   (c) A sanitized container only if poured directly from the original container.

(8) All of the following shall apply to milk:
   (a) Containers shall be labeled with the date 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 1 hour.
   (d) Milk shall not be combined with the contents of other partially filled containers.

(9) Contents remaining in single-service containers of milk shall be discarded at the end of the snack or meal time.

(10) All containers of ready-to-feed formula, once opened, shall be labeled with the date and time of opening, refrigerated, and used within 48 hours or discarded.

(11) Prepared bottles and beverage containers of milk and formula shall be refrigerated and labeled with the child’s name, date, and time of preparation.

(12) Contents of unused bottles of formula shall be discarded, along with any bottle liners, after 48 hours.

(13) All liners, nipples, formula, milk, and other materials used in bottle preparation shall be prepared, handled, and stored in a sanitary manner.

(14) Reusable nipples and bottles shall be washed, rinsed, and sanitized before reuse.

(15) Bottle liners and disposable nipples shall be for single use only, by an individual child, and discarded with any remaining formula or milk after use.

(16) Commercially packaged baby food shall be served from a dish, not directly from a factory-sealed container, unless the entire container will be served to only 1 child and will be discarded at the end of the feeding period.
(17) Uneaten food that remains on a dish from which a child has been fed shall be discarded.
(18) Food, already served and handled by the consumer of the food, may not be served again, unless it is in the original, unopened wrapper.
(19) Home canned products are prohibited.

R 400.8340 Food Services and Nutrition; provided by parents.

Rule 340.
(1) As used in this rule: (a) “Same-day supply” means for use during a single day. (b) “Multi-day supply” means for use over a multiple day period, up to 7 days.
(2) Breast milk, formula, milk, or other beverages provided in a same-day supply shall be furnished daily in either of the following:
   (a) Clean, sanitary, ready-to-feed bottles or beverage containers.
   (b) A clean, sanitary, beverage container. The beverage shall be poured into a clean, sanitary bottle or beverage container before each feeding.
(3) 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.
(4) Any food or beverages furnished in a same-day supply shall be returned to the parent at the end of the day or discarded.
(5) Milk, other beverages, and non-perishable food items may be furnished in a multi-day supply in an unopened commercial container.
(6) Milk and other beverages furnished in a multi-day supply shall be labeled with the child’s first and last name and the date of opening and shall be returned to the parent or discarded 7 days after opening.
(7) Non-perishable food items furnished in a multi-day supply shall be labeled with the date of opening and when applicable, the first and last name of the child for whom its use is intended.
(8) Beverages and food shall be fed only to the child for whom the item is labeled.
(9) Breast milk, formula, and milk shall be refrigerated until used. (10) Other perishable beverages and food items shall be refrigerated or otherwise kept at a safe temperature until used.

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.

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

Revised 8-30-16