

Child Care Centers and Homes Letter Series 2010-03

Date: June 4, 2010

To: All Child Care Providers

From: James S. Sinnamon, Director 
Child Care Licensing Division

Subject: Amendments to the Child Care Organizations Act (1973 PA 116)

On 5/27/2010, the Child Care Organizations Act, 1973 PA 116, was amended to add Section 3g (MCL 722.113g). This amendment requires all licensees and registrants to maintain, and make available to parents, a notebook as outlined below:

Sec. 3g. (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.

The legislature also amended Section 11 (MCL 722.121) to prohibit issuance of a new license or registration when a previous license/registration was revoked for the death or serious injury of a child in care:

Sec. 11. (5) The department shall not issue or renew a license or certificate of registration of a child care center, group child care home, or family child care home if the licensee, registrant, or applicant has had a previous license or certificate of registration revoked due to a violation of this act, the rules promulgated under this act, or the terms of the license or certificate of registration that resulted in the serious injury or death of a child while under its care.

To comply with Section 3g:

All child care homes and centers must maintain a licensing notebook which includes **all** licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The Licensing Notebook Summary Sheet (BCAL-5052) may be used as the required summary sheet in the licensing notebook. This form is available online in the "Forms" section at www.michigan.gov/michildcare. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license or registration is closed.

Providers must notify parents of the notebook and that it is available for review during regular business hours. Parents of children currently enrolled must be provided with this notification; prospective parents must also be informed of the notebook.

- For **family and group child care homes**, this notification is now included on the BCAL-3900, the Child in Care Statement/Receipt, which is also available at www.michigan.gov/michildcare. **You must have all of your parents sign this updated BCAL-3900 to be in compliance with the new law.**
- For **child care centers**, each parent must sign a document that includes all of the following statements:
 - The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
 - The notebook will be available to parents for review during regular business hours.
 - Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. The website address must be in **bold** print.

Since this bill is now in effect, your licensing consultant will be discussing these statutory requirements with you at your next on-site inspection. In the future, licensing consultants will be reviewing your notebook for completeness and looking for the signed notification to parents at subsequent inspections. If you have questions, please contact your licensing consultant.

cc: Child Care Licensing Consultants and Area Managers