

#### Staff Requirements:

- Lead caregivers for infants and toddlers shall have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.
- Caregivers shall have training that includes information about infant safe sleep and shaken baby syndrome before caring for infants and toddlers
- The center shall implement a primary care system so that each infant and toddler has a primary caregiver.
- 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.
- 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.
- Primary caregiving assignments shall be documented and provided to parents

#### General Sleep Safety Rules:

- Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment.
- A crib or porta-crib shall have a firm, tight-fitting waterproof mattress.
- A tightly fitted bottom sheet shall cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
- 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.
- Blankets shall not be draped over cribs or porta-cribs when in use.
- Cots and mats shall be constructed of a fabric or plastic which is easily cleanable.
- 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.
- 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.
- 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.

#### Sleeping, resting, and supervision:

- Children under 3 years of age shall be provided opportunities to rest regardless of the number of hours in care.
- The center shall permit children under 18 months of age to sleep on demand.
- Infants shall rest or sleep alone in cribs or porta-cribs.
- Infants shall be placed on their backs for resting and sleeping.
- 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.
- 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.
- 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.
- A sleeping infant's breathing, sleep position, and bedding shall be monitored frequently for possible signs of distress.
- An infant's head shall remain uncovered during sleep.
- Toddlers shall rest or sleep alone in cribs, porta-cribs, or on mats or cots.
- 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.
- Naptime or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day.
- Resting or sleeping areas shall have adequate soft lighting to allow the caregiver to assess children.

#### Sleeping equipment:

- All bedding and sleeping equipment shall be appropriate for the child; be clean, comfortable, and safe; and be in good repair.
- A crib or porta-crib shall be provided for all infants in care.
- 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.
- 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.
- Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment.
- A center shall not use stacking cribs.
- Cribs and porta-cribs shall comply with the federal product safety standards issued by the consumer product safety commission.
- A crib or porta-crib shall have a firm, tight-fitting waterproof mattress.
- A tightly fitted bottom sheet shall cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
- 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.
- Blankets shall not be draped over cribs or porta-cribs when in use.
- Cots and mats shall be constructed of a fabric or plastic which is easily cleanable.
- 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.
- 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.
- 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

#### Food preparation areas:

- Food contact surfaces shall be smooth, nontoxic, easily cleanable, durable, corrosion resistant, and nonabsorbent.
- Carpeting is prohibited in food preparation areas.

#### Food and equipment storage:

- Each refrigerator shall have an accurate working thermometer indicating a temperature 41 degrees Fahrenheit or below.
- Unpackaged bulk foods shall be stored in clean covered containers, dated, and labeled as to the contents.
- Food not subject to further washing or cooking before serving shall be stored in a way that protects it from cross-contamination from food requiring washing or cooking.
- Packaged food shall not be stored in contact with water or undrained ice.
- Poisonous or toxic materials shall not be stored with food, food service equipment, utensils, or single-service articles.
- Food, food service equipment, and utensils shall not be located under exposed or unprotected sewer lines, open stairwells, or other sources of contamination. Automatic fire protection sprinkler heads are the exception.
- The storage of food, food service equipment, or utensils in toilet rooms is prohibited.
- Food and utensils shall be stored a minimum of 6 inches above the floor.
- All food service equipment shall be 6 inches off the floor, moveable, or be properly sealed to the floor.
- Meals that are transported shall be prepared in commercial kitchens and delivered in carriers approved by the local health department.

#### Food preparation:

- Food shall be in sound condition, free from spoilage, filth, or other contamination and be safe for human consumption.
- Food shall be prepared on food grade surfaces that have been washed, rinsed, and sanitized.
- Raw fruits and vegetables shall be thoroughly washed before being cooked or served.
- Staff shall minimize bare-hand contact with foods that will be cooked.
- Ready to eat foods shall not be prepared or served using bare hands.
- Food shall be cooked to heat all parts of the food to the safe temperature as identified in the 2009 recommendations of the food and drug administration of the United States public health service 3-401, as referenced in the Michigan food law, 2000 PA 92, MCL 289.1107. These recommendations are available at no cost from the FDA at [www.fda.gov](http://www.fda.gov).
- Potentially hazardous foods shall be thawed using 1 of the following methods: (a) In the refrigerator at a temperature not to exceed 41 degrees Fahrenheit. (b) Under cold running water. (c) In a microwave oven for either of the following: (i) The food will be immediately transferred to conventional cooking facilities as part of a continuous cooking process. (ii) The entire cooking process takes place in the microwave oven. (d) As part of the conventional cooking process.
- The temperature of potentially hazardous foods shall be 41 degrees Fahrenheit or below or 135 degrees Fahrenheit or above at all times, except during necessary periods of preparation.
- Potentially hazardous foods that have been cooked and then refrigerated or frozen shall be reheated rapidly to 165 degrees Fahrenheit or higher throughout before being served or before being placed in a hot food storage facility.
- Accurate metal stem-type food thermometers shall be used to assure the attainment and maintenance of proper internal cooking, holding, reheating, or refrigeration temperatures of all potentially hazardous foods.

#### Sanitization:

- 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.

#### Food services and nutrition generally.

- 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.
- 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.
- Beverages and food shall be appropriate for the child's individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.
- 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.
- A center shall provide adequate staff so that food service activities do not detract from direct care and supervision of children.
- A center shall make water available to drink throughout the day to children 1 year of age and older.
- Infants and toddlers shall be fed on demand.
- 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.
- 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.
- 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.
- 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.

- Cereal shall not be added to a bottle or beverage container without written parental permission.
- If food, bottles, or beverage containers are warmed, then the warming shall be done in a safe, appropriate manner.
- Warming bottles and beverage containers in a microwave oven is prohibited.
- Warmed food, bottles, and beverage containers shall be shaken or stirred to distribute the heat, and the temperature shall be tested before feeding.
- 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.
- Formula and milk, including breast milk, left in a bottle or beverage container after a feeding shall not be reused.
- Bottle propping is prohibited.
- When feeding, caregivers shall hold infants except when infants resist being held and are able to hold their bottle.
- Infants or toddlers shall not have bottles, beverage containers, or food in sleeping equipment.
- Children shall not have beverage containers or food while they are walking around or playing.
- 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.
- Breastfeeding shall be supported and accommodated.
- A designated place shall be set aside for mothers who are breastfeeding to use

#### Garbage

- All garbage shall be removed from the center daily.
- Garbage containers shall be washed when soiled.
- Garbage stored outside shall be in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster.
- Outside garbage and refuse shall be picked up or removed at a minimum of once a week.

#### Hand washing.

- As used in this rule, hand washing means to cleanse the hands with soap and warm running water for at least 20 seconds.
- All staff and volunteers shall wash their hands at all of the following times: (a) Prior to starting the workday at the center. (b) Prior to care of children. (c) Before preparing and serving food and feeding children. (d) Before giving medication. (e) After each diapering. (f) After using the toilet or helping a child use the toilet. (g) After handling bodily fluids. (h) After handling animals and pets and cleaning cages. (i) After handling garbage. (j) When soiled.
- Staff and volunteers shall assure that children wash their hands at all of the following times: (a) Before meals, snacks, or food preparation experiences. (b) After toileting or diapering. (c) After handling animals and pets. (d) When soiled.
- Guidelines for hand washing shall be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.
- When soap and running water are not available during an outing, hand sanitizers, and/or single-use wipes may be used as a temporary measure.

#### Diapering; toileting.

- 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.

- 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. Subrule (1)(e) of this rule does not apply.
- Diapering supplies shall be within easy reach of the designated diapering area.
- 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.
- Only single-use disposable wipes or other single-use cleaning cloths shall be used to clean a child during the diapering or toileting process.
- Diapers and training pants shall be checked frequently and changed when wet or soiled.
- Guidelines for diapering shall be posted in diapering areas.
- 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. 13
- 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.
- 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.
- Equipment used for toilet learning/training shall be provided. All of the following equipment is acceptable for toilet learning/training: (a) Adult-sized toilets with safe and easily cleanable modified toilet seats and step aids. (b) Child-sized toilets. (c) Non-flushing toilets (potty chairs) if they are all of the following: (i) Made of a material that is easily cleanable. (ii) Used only in a bathroom area. (iii) Used over a surface that is impervious to moisture. (iv) Washed, rinsed, and sanitized after each use.

#### Discipline.

- Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
- 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 cubicle.
- 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 subrule (2) of this rule.
- A policy shall be developed and implemented regarding the discipline of children. The policy shall be all of the following: (a) In written form. (b) Age appropriate. (c) Provided to staff and parents.

#### Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.

- A caregiver shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- All medication shall be its original container, stored according to instructions, and clearly labeled for a named child.
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.

- A caregiver shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- A caregiver shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.
- A caregiver shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually.
- The center shall maintain a record as to the time and the amount of medication given or applied, with the exception of subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

#### Child accidents and incidents; child and staff illness.

- 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.
- The center shall assure that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.
- Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized.
- If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of both of the following: (a) The name of the communicable disease. (b) The symptoms of the disease.
- A policy detailing when children, staff, and volunteers will be excluded from child care due to illness shall be developed and implemented.

#### Equipment:

- A center shall not use equipment, materials, and furnishings recalled or identified by the United States consumer product safety commission ([www.cpsc.gov](http://www.cpsc.gov)) as being hazardous.
- 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.
- Play equipment, materials, and furniture, shall be all of the following: (a) Appropriate to the developmental needs and interests of children as required by R 400.8179. (b) Safe, clean, and in good repair. (c) Child-sized or appropriately adapted for a child's use. (d) Easily accessible to the children.
- Sufficient materials and equipment shall be available to provide a minimum of 3 playspaces per child in the licensed capacity.
- A minimum of 2 playspaces shall be accessible per child in attendance on any given day during child-initiated activity time.
- 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.
- A current and accurate equipment inventory shall be provided to the department before issuance of the original provisional license and at each renewal.
- A first aid kit shall be readily accessible to staff and securely stored in the center.
- A rocking chair or other comfortable, adult-sized seating shall be provided for 50% of the caregiving staff on duty who are providing infant and toddler care.
- Trampolines shall not be used by children in care.

Program.

- As used in this rule: 21 (a) “Confining equipment” means equipment used to assist in caring for infants and includes, but is not limited to, swings, stationary activity centers, infant seats, and molded seats. (b) “Media” means use of electronic devices with a screen, including but not limited to, televisions, computers, tablets, multi-touch screens, interactive white boards, mobile devices, cameras, movie players, e-book readers, and electronic game consoles. (c) “Interactive media” means media designed to facilitate active and creative use by children and to encourage social engagement with other children and adults. (d) “Non-interactive media” means media which are used passively by children. (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.
- 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.
- A typical daily routine shall be posted in a place visible to parents.
- When awake, use of confining equipment for infants shall be minimized, not to exceed 30 minutes at a time.
- Use of media is prohibited for children under 2 years of age.
- 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.
- Parents may visit the center during hours of operation for the purpose of observing their children
- Ratio and group size requirements.
- At least 2 adults, 1 of whom is a caregiver, shall be present at all times when at least 3 children between the ages of birth and 3 years of age are present. A second caregiver is required when needed to comply with subrule (3) of this rule.
- At least 2 adults, 1 of whom is a caregiver, shall be present at all times when 7 or more children over 3 years of age are present. A second caregiver is required when needed to comply with subrule (3) of this rule.
- 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:

	Age	Caregiver to Child Ratio	Maximum Group Size
(a)	Infants and Toddlers, birth until 30 months of age	1 to 4	12