



SUMMARY OF THE CHILD CARE LICENSING BUREAU CARE REGULATIONS



The Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) oversees a variety of educational programming from early childhood to higher education. The Child Care Licensing Bureau (CCLB), which regulates child care licensing for all child care facilities, including family child care homes, group child care homes, and child care centers, is housed under MiLEAP.

In your community, both local zoning regulations and the CCLB regulations apply to child care facilities, and it is important to ensure these regulations are aligned. Zoning standards should not be more restrictive than the CCLB regulations. Relaxing zoning standards will not negatively impact safety or health, as the CCLB regulations are thoroughly vetted to provide a safe and healthy environment for child care.

The full CCLB regulations for family child care homes, group child care homes, and child care centers can be found [here](#).

This summary is based on Licensing Rules for Family and Group Child Care with updates effective December 13, 2019, and the Licensing Child Care Center draft dated June 24, 2024 (with anticipated March 2025 adoption).

WHAT DOES THE CCLB REGULATE?

This quick sheet provides an overview of state regulations, helping communities better understand what the CCLB requires, so that local zoning standards can be better aligned. It is not an inclusive list of all regulations required by the CCLB.

To see how child care ready your zoning ordinance is, use the [“Zoning Ordinance Self-Audit for Child Care Readiness.”](#)

REGULATIONS FOR FAMILY AND GROUP CHILD CARE HOMES

The following section summarizes the CCLB standards for family and group child care homes (child care facilities in a private home with one to 14 minor children receiving care) and child care centers. This section does not include specific regulations, but indicates the areas subject to regulation, which provide an understanding of the scope of the CCLB requirements.

CARE PROVIDER REQUIREMENTS

Care providers for family and group child care homes are classified under the following categories:

Licensee: A person, legal entity organized under a law of this state, state or local government, or trust that has been issued a license under this act to operate a child care organization.

Child Care Staff Member: An individual aged 16 or older who is employed or contracted by a child care facility, provides unsupervised care or supervision of children, has unsupervised access to children, or acts as a licensee designee or program director.

Child Care Assistant: An individual who is 14 to 17 years of age, who participates in child care activities in a family or group child care home, and who shall not have unsupervised access to or provide unsupervised care or supervision of children.

Care providers for child care centers are classified under the following categories:

Program Administrator: A person responsible for the general management of the center, including developing, implementing, and evaluating program and center programs, and overseeing day-to-day operations. A program administrator can oversee multiple sites if immediately available for at least three sessions during 30 consecutive open days within the center.

Site Administrator: A person responsible for the daily operation and implementation of the site program, supervision of the site staff, and overall care and supervision of children. Site administrators must be present at the center at all times when the program administrator is not on the premises.

Lead Teacher: A person responsible for planning, implementation, and evaluation of the classroom program and child assessment and overseeing child care staff members.

Child Care Staff: A person responsible for providing appropriate care and supervision for children. Child care staff includes volunteers.

	FAMILY AND GROUP CHILD CARE HOMES	CHILD CARE CENTERS
Initial Requirements	Background check.	Background check.
	Active MiRegistry account.	Active MiRegistry account.
	Tuberculosis (TB) test results (including all persons living in the home who are 14 years of age and older).	Tuberculosis (TB) test results.
	Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.	Prevention of shaken baby syndrome (if the center serves infants and toddlers), abusive head trauma, and child maltreatment.
	Recognition of child abuse and neglect.	Recognition of child abuse and neglect.
	Infant/child/adult CPR training.	Infant/child/adult CPR training.
	First aid training.	First aid training.
	Safe sleep practices to prevent sudden infant death syndrome.	Prevention and control of infectious diseases, including immunizations.
	Blood borne pathogen training	Training on all child care center programs and procedures.
	Medical clearance.	
Training Requirements	Licensees must complete at least 10 hours of training per year.	Child care staff must complete at least 16 hours of training per year.
	Child care staff and assistants must complete at least five (5) hours of training per year.	Small capacity child care center staff must complete 10 hours of training per year.
		Substitute teachers must complete 5–10 hours of training per year.
		Unsupervised volunteers must complete two (2) hours of training per year.

INSPECTION REQUIREMENTS

	FAMILY AND GROUP CHILD CARE HOMES	CHILD CARE CENTERS
Inspection Types	<ul style="list-style-type: none"> • Heating system (unless electric heat) • Radon gas • Environmental health inspection (only if your home has a private well or septic system) • Home inspection of the following: <ul style="list-style-type: none"> » A fire extinguisher and a working smoke detector and carbon monoxide detector on each floor » A posted evacuation plan for tornadoes, fires, and serious accidents or injuries » A written discipline policy 	<ul style="list-style-type: none"> • Fire safety • Environmental health • Playground safety • Lead hazard risk assessment. • Boiler (if used) • Fuel furnace (if used) • Fuel-fired water heater (if used)

FACILITY REQUIREMENTS

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples (not inclusive of all requirements)	Area	Examples (not inclusive of all requirements)
Indoor Requirements			Indoor space	Indoor space per child must be 35 square feet for preschoolers and school-agers.
	Play equipment and materials	Variety must be available and must be cleaned and maintained.	Equipment	Children shall have access to equipment and materials in the following areas on a daily basis: <ul style="list-style-type: none"> (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
	Bedding	Must be in accordance with U.S. Consumer Product Safety Commission standards.	Bedding (sleeping equipment)	Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment.
	Exits	Two (2) remotely located exits for each floor used for child care.	Exits	For infants and toddlers, travel shall be 50 feet or less from the door of the occupied room to the exit.
	Smoke detector	One (1) operable smoke detector is required on each floor.	Smoke detector	All child care centers shall, at a minimum, be equipped with approved single station smoke alarms covering all use areas and their means of egress. These smoke detectors shall be located and spaced according to NFPA-72
		Fire alarm	In new construction, conversions, remodeling, or newly licensed centers, the trouble signal for required fire alarm systems shall be located in an area normally occupied by child care staff members.	

INSPECTION REQUIREMENTS *continued*

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples (not inclusive of all requirements)	Area	Examples (not inclusive of all requirements)
Indoor Requirements <i>continued</i>	Fire extinguisher	One (1) operable fire extinguisher is required on each floor.	Fire extinguisher	Multipurpose fire extinguishers, having ratings of not less than 2A-10BC, shall be installed in or adjacent to the kitchen or cooking area and in or adjacent to the door of the heating plant room.
	Telephone	Personnel must have immediate access to an operable telephone.	Telephone	During the hours the center is in operation, a phone number known to the public and available to parents to provide immediate access to the center must be provided.
			Water supply	Sinks, lavatories, drinking fountains, and other water outlets must be supplied with safe water sufficient in quantity and pressure to meet conditions of peak demand.
			Toilets and hand washing sinks	Soap and single service towels or other approved hand drying devices must be provided near hand washing sinks.
			Sewage disposal	Sewage and other water-carried wastes must be disposed of through a municipal or private sewer system.
			Garbage	All garbage must be removed daily.
			Heating and temperature	The indoor temperature must be at least 65 degrees Fahrenheit in child use areas at a point two (2) feet above the floor.
			Light, ventilation, and screening	The total ventilation area in every habitable room, as provided by openable windows, must be not less than 4.5% of the floor area, unless central air conditioning is provided.
			Poisonous or toxic materials	Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children (includes chemical sanitizers and disinfectants).
			Open-flame devices	All open-flame devices, candles, and incense are prohibited, except for religious celebrations.
Outdoor Requirements	Play area and equipment	Swings and slides over 30 inches must not be over hard surfaces such as concrete or hard-packed dirt.	Play area	An outdoor play area that has at least 1,200 square feet.
	Water hazards	Hot tubs or spa pools must not be in use when children are in care.		

INSPECTION REQUIREMENTS *continued*

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples (not inclusive of all requirements)	Area	Examples (not inclusive of all requirements)
Facility Siting Locations	Home maintenance and safety	The structure, premises, and furnishings of a child care home must be in good repair and maintained in a clean, safe, and comfortable condition.	Maintenance of premises	The premises must be maintained so as to eliminate and prevent rodent and insect harborage.
			Premises	The center shall be located on land that provides good natural drainage or that is properly drained.

PROCEDURAL REQUIREMENTS

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples	Area	Examples
Day-to-Day Requirements	Handwashing	Hand washing required before and after giving medication.	Handwashing	Hand washing required upon arrival at the center.
	Food preparation	Unpasteurized products must not be used.	Food preparation	Carpeting is prohibited in food preparation areas.
			Food and equipment storage	Unpackaged bulk foods must be stored in clean covered containers, dated, and labeled as to the contents.
			Food service and nutrition	Beverages and food must be appropriate for the child's individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.
			Dishwashing	Sponges must not be used in a food service operation.
	Diapering and toilet learning	Single use cloths or single use disposable wipes must be used to clean a child during the diapering or toileting process.	Diapering and toilet learning	Diapers and training pants must be checked frequently and changed when wet or soiled.
	Emergency plan and drills	Fire drills must be practiced and recorded once a quarter.	Emergency plan (preparedness)	A fire drill program, consisting of at least one (1) fire drill every three months, must be established and implemented.
	Medication	Medication must be given only with the written permission from a parent.	Medication	Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions
Daily activity program	TV, movies, electronic devices, and computers are limited to two (2) hours a day and educational programs.	Child development program	A center shall implement a child development program plan that includes daily learning experiences appropriate to the developmental level of the children.	

PROCEDURAL REQUIREMENTS *continued*

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples	Area	Examples
Day-to-Day Requirements <i>continued</i>	Discipline	Personnel shall not hit, spank, bite, pinch, or inflict any other forms of corporal punishment.	Discipline	Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.
	Firearms	Unloaded firearms and ammunition must be stored in separate locations both in locked location inaccessible to children.		
	Animals and pets	Animals and pets not allowed in food preparation or eating areas during meal or snack time.		
	Nighttime care	From midnight to 5 a.m., no more than two adjoining floors may be used at one time to sleep children.	Nighttime care	If a child is in nighttime care for more than one (1) hour, a crib, portable crib, mat or cot appropriate to the age of the child shall be available.
	Transportation	Children must be seated and properly restrained by the appropriate child passenger restraint device.	Transportation	All motor vehicles used to transport children must carry bidirectional emergency reflective triangles and a first aid kit.
			Smoking and vaping	Smoking and vaping must not occur in the center or on real property that is under the control of the center and upon which the center is located.
			Food allergy plan	Training on the recognition of the child's allergic reaction.
			Outdoor benefit/risk assessment	An outdoor nature-based child care center shall submit an outdoor benefit/risk assessment on a form prescribed by the department
			Biocontaminants	A center shall use standard precautions regarding prevention, exposure, and disposal of biocontaminants.
			Infant care	The center shall implement a primary care system so that each infant and toddler has a primary teacher.
		Swimming	For children under three years of age, there shall be an in-the-water ratio of one (1) child-care staff member to one (1) child.	

PROCEDURAL REQUIREMENTS *continued*

	FAMILY AND GROUP CHILD CARE HOMES		CHILD CARE CENTERS	
	Area	Examples	Area	Examples
Notification and Reporting Requirements	Notification of parents for incidents, accidents, illness, disease, or isolation		Child incidents, accidents, illness	A center shall ensure that a child who is too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.
	Notification for injury, incident, accident, illness, death, or fire		Notification of injury, incident, accident, illness, death, or fire	Immediately report it, in-person or via phone, directly to the child's parent.

