

# EXPLANATION OF LICENSING PROCESS FOR CHILD CARE CENTERS

## Rules and Procedures

Become familiar with the Administrative Rules for Child Care Centers and the following procedures in order to assist you in the licensing process.

## Site Selection

A license is issued to a specific person or organization at a specific location, is non-transferable, and remains the property of the Department. Therefore, an application to establish a child care center must be for a specific location. In the event you have several sites in mind, a licensing consultant may be able to provide you with professional advice.

Prior to submitting an application, you must contact local zoning authorities to see if operating a Child Care Center is allowed in the proposed area.

## Application

- Complete and submit the application (BCAL-3970) along with your check or money order [payable to the State of Michigan (no cash)]. **THE FEE IS NON-REFUNDABLE**

<u>Capacity</u>	<u>Original Application Fee</u>
1-20	\$150
21-50	\$200
51-100	\$250
101+	\$300

- Electronic Fingerprint Clearance (BCAL-1326). (*This form is required for the applicant, each partner, officer, program director, or manager.*)
- Complete and submit the Supplemental Information form (BCAL-3601).

## Contact with Licensing Consultant

Make an appointment with your consultant to discuss Act 116 and the Administrative Rules. In signing the application, you agree to operate the center in compliance with the Act and Rules. You will want an opportunity to gain a clear understanding of the total process in a setting where there is time to ask questions. Consultation and technical assistance from the Department are provided without charge to applicants.

## Facility Inspections

- **Fire Safety** - It will be your responsibility to make arrangements for a fire safety inspection by a qualified inspecting official. A list of qualified fire safety inspectors will be provided to you. The completed inspection report must be forwarded to the Licensing Unit. If new construction or remodeling occurs, a set of plans must also be submitted. More information fire inspections: [www.michigan.gov/bfs](http://www.michigan.gov/bfs).
- **Environmental Health** - Upon receipt of your application materials, and the application fee, an Environmental Health Inspection Request will be sent to you. It is your responsibility to arrange the inspection with the local or state public health department noted on the form. A fee may be charged.

Upon receipt of the fire safety and health inspection reports, your licensing consultant will notify you of the Department's preliminary findings. Any work requested in these reports must be completed and your licensing consultant notified of completion.

- **Licensing Consultant's Inspection** - A licensing consultant will make an on-site inspection during the licensing process. Through discussion with the consultant, the scheduling of the inspection will be arranged at a mutually satisfactory time.

### **Supporting Documents and Policies**

Prior to the final licensing determination, the following will need to be submitted, by mail or in person, to your consultant for review and approval:

1. **Program Director Qualifications** - Transcripts are used to substantiate the achievement of educational requirements. Credentials must verify:
  - Minimum of 60 semester hours of credit from an accredited college or university.
  - Not less than 18 semester hours credit in child development child psychology or early childhood education.
  - At least 2 semester hours or 3.0 CEUs in child care administration.
2. **Staffing Plan** - A statement containing:
  - Number and ages of children in care each day.
  - Location of rooms to be used.
  - Number of staff/volunteers present throughout the day: early morning, naptime, lunchtime, afternoon, etc.
  - Procedures for screening staff/volunteers for prior criminal convictions and substantiated abuse or neglect of children and adults.
  - Methods of supervision for staff/volunteers with prior criminal.
3. **Program Plan** - A statement containing:
  - Planned daily activities for each age group.
  - A sample daily schedule with a description of activities that meet children's social, emotional, physical and intellectual needs.
  - A plan for rest and outdoor play (for centers planning to have children present 5 or more hours).
4. **Equipment List** - A detailed listing of age-appropriate equipment (on hand or ordered), for each age group to be served. The list is to be divided into the following sub-categories:
  - Large and small muscle.
  - Sensory exploration.
  - Social interaction and dramatic play.
  - Discovery and exploration.
  - Early math and science experiences.
  - Creative experiences through art, music, and literature.
5. **Nutrition and Food Service** - If the center is planning for the majority of children to be in attendance for 4 hours or more, a copy of the written policy for the planned food service program must be included.
6. **Child Use Space** - A sketch on 8 1/2 x 11 paper, with measurements rounded to the nearest foot, is acceptable. It does not need to be a scale drawing.
  - **Indoor Activity Space** - The drawing is to include all child use areas, including all dimensions. Indicate hallways, bathrooms, kitchen and storage areas.
  - **Outdoor Activity Space** - Indicate by drawing the location of the outdoor play space relative to the indoor space. Denote names of streets, adjacent parks, etc. Specify in writing, the location of this play area.
7. **Policies** - Includes copies of the admission and withdrawal criteria; fee policy; discipline policy, and health care plan. The discipline policy is to indicate the child management techniques which will be used in the center as well as those which will be prohibited. The fee policy is to include when and how payment is due, payment policies for holidays, child

illness or absence, or when the center is closed due to inclement weather, or other reasons. The health care plan includes health practices and policies and health-related resources.

8. **Schedule of Operations** (*months, days and hours.*)
9. **Emergency and Evacuation Plans** - Provide written detailed plans for each of the following emergencies:
  - o Crisis management
  - o Fire
  - o Tornado
  - o Serious accident or injury

If the proposed center will be providing care for specific age groups of children, or other program components, additional administrative rule areas will to be discussed, such as: infants & toddlers; school-age children; swimming; night-time care; and/or transportation.

### **Licensing Study Report**

When all necessary materials and documents, including fire and health inspection reports, have been submitted and reviewed, any necessary corrections have been made, and an on-site inspection has been conducted, a determination will be made with regard to licensure.

If the decision is to issue a license, you will receive notification from the Department of Human Services, Bureau of Children and Adult Licensing. The letter will indicate when the center may begin caring for children. This original provisional license is valid for 6 months. After 6 months, a renewal inspection will be conducted by your licensing consultant. If the center is in compliance with the rules, a regular license will be issued. This license must be renewed every 2 years.

If the licensing decision is to deny your application, you have the right to appeal the decision in accordance with 1973 PA 116, Section 11(2).

While your center is licensed, inspections by a licensing consultant will be made annually and if a complaint is received.

### **Time Frame:**

As an applicant, you can expect the licensing process to take up to 6 months to complete **after** you submit a complete application packet. Individual circumstances may effect the actual time required to issue your license. The amount of time required in issuing the license will depend upon completion of:

- Final approval from the appropriate qualified fire inspector and health department.
- Compliance with the administrative rules for child care centers and the statutory requirements of 1973 PA 116, as applicable to new applications.
- Notification from the Department of Human Services indicating when you may begin operation.

**Do not hesitate to contact your licensing consultant for assistance throughout the licensing process. There is no fee for this service.**

## ESTIMATED CENTER START-UP COSTS

Item	Estimated Cost
Fire Inspection	\$200-\$1,000
Fire Re-Inspection (if needed)	\$50-\$200
Environmental Health Inspection	\$100-\$250
Lead Risk Assessment (if building was built before 1978)	\$350-\$600
Lead Risk Assessment Re-inspection (if needed)	\$250-\$350
Playground Inspection (if needed)	\$200-\$900
Zoning Fees- Special Use Permit (if required)	\$300-\$1,000
Hot Water Heater Inspection (if gas hot water heater)	\$40-\$60
Furnace Inspection (may be less if both hot water heater and furnace are inspected during same visit)	\$60-\$100
Live Scan Fingerprint	\$70
Application Fee (capacity)	\$150-\$300
<b>Total</b>	<b>\$1,470-\$4,830</b>

There may be a number of additional expenses, such as:

### Employment Costs

Wages, benefits, background checks, training

### Utilities

Gas, water, electricity, telephone service, trash removal

### Equipment

Indoor/outdoor play equipment, consumable supplies, furniture, furnishings, appliances, electronics

### Other

Rent/mortgage, taxes, liability insurance, advertising and marketing expenses

These costs will vary greatly depending on the size of the center, number of staff, capacity of children, and repairs needed as a result of inspections.

*This is intended to be a very rough estimate of the possible costs involved in opening and maintaining a child care center. Actual cost incurred may differ. It is recommended that you obtain zoning approval, a fire inspection, and a lead risk assessment before signing a lease or contract, as required repairs and fees may determine whether the location should be used. Always get good estimates of work and expected costs before making a commitment.*