**Licensing Cheat Sheet**

1. Go to <http://www.mich.gov/lara> and go to child care link. At the child care link go to forms. Find Child Care Forms Request fax that form requesting BCAL-PUB-8 – Licensing Rules for Child Care Centers. If you have a preschool, you may already have a license and these rules. If you have a license, you have a licensing consultant – contact him/her. If not, you will be assigned a licensing consultant that will work with you in planning out your caring environment and completing the paperwork.
2. The study group should consider the large equipment and square footage needed for different ages.
3. Infants\Toddlers to Age 30 Months

Cribs, food sink, enclosed diapering sink and changing table, 50 square feet per child with a maximum of 12 children at one time – square footage does not include hallways, bathrooms, kitchen, and closets, high chairs, refrigerator, microwave, landline phone, and rockers for adults. Cots or mats can be used for sleeping at the age of 12 months. Outdoor play area that is at least 1200 square feet with a shaded area.

1. 30 Months – Age Three

Cots or mats, tables, chairs, accessible bathroom – one per 15 children, refrigerator, microwave, kitchen area for food prep, if needed. 35 square feet per child with a maximum of 16 children.

1. Ages 3-5(not in kindergarten)

35 square feet per child – no maximum number. See B for equipment needs.

1. Ages 5-12

35 square feet per child – no maximum number. See B for equipment needs.

1. Complete Form BCHS-FS-13 – Application for Child Care Plan Review (must include blueprint if it is new construction and/or remodel – written approval from the dept. must be obtained before initiating any construction-if it is more than 15,000, it must have an architect’s seal)
2. Designate a licensee (fingerprints for background check required) – senior pastor or school principal – to sign form.
3. When the building renovation and/or construction has started and an opening date has been established, hire a director that meets rule R 400.8113 and meets licensing approval (contact your licensing consultant for the forms for the background checks and livescan fingerprint request form), at least on a part time basis, 3-6 months before opening.
4. Third source funding that may be available to you:
	1. Thrivent “Choice Dollars” account if free standing center
	2. The Department of Human Services child care subsidy, application available in the CDC (Child Development and Care) Handbook. Download at [www.mich.gov/lara](http://www.mich.gov/lara).
	3. The Great Start to Quality Rating Program is also available once the center is operating for six months or if you have a current license for a preschool program. The rating program is there to promote quality in how the Christian curriculum is taught. A Great Start to Quality Consultant is available in your region and will help you with the rating process. You can start this process at [www.greatstarttoquality.org](http://www.greatstarttoquality.org). The rating program and DHS payments work together to provide additional funding for your program with families and free educational training for the child care and preschool staff.
5. Director should begin work on the items listed in the “Get Licensed As A Child Care Center” section on the LARA website - just put those words in the search engine. It will lead you through what needs to be finished for all of the different inspections.
6. Director will need to develop a parent handbook and a staff handbook. A staffing plan (Form BCAL – 5001) and staff training plan will also need to be developed.
7. Director and study group should also determine what type of center program philosophy is best for your community – structured or unstructured.
8. Teachers need to be hired at least 2 weeks before you open so that you can get the proper background checks and training completed before your center opens. You can obtain free ICHAT checks because you are a religious entity. Go to <https://apps.michigan.gov/Ichat/contactus.aspx> to get that process started. This process can take up to one month but all employees that have contact with the children will need one.
9. A lead teacher will need to work at least 6 hours a day in each age level, except school age, K-6 grades. Lead teacher qualifications are in the licensing book under rule R 400.8122.
10. If your congregation has Concordia Plan benefits, you will need to pay disability/retirement for any staff member working 20 hours or more for 9 months or more.

6-13-2017