

Hour Time Employee Handbook

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Hour Time HCC — Employee Handbook

Draft in progress — Michigan Licensing Rules for Child Care Centers, Eff. May 7, 2025

Recurring Compliance Calendar

Every recurring, date-driven requirement in this handbook, gathered in one place. This section is built as we go — if a topic later adds a new recurring item, it gets added here too.

Daily

Morning

✓	Task	Responsible	Source
☐	Outdoor play area hazard inspection, completed before any child enters the play area	Lead Teacher (before independently taking possession of classroom)	\$2.2, R 400.8125(9)
☐	Refrigerator temperature check (41°F or below, logged)	Lead Teacher of each room	\$6.4, R 400.8315(1)

Mid-Day

✓	Task	Responsible	Source
☐	Diaper checks (dry/wet/soiled, logged in Procure) — <i>continuous throughout the day; also checked at morning arrival and closing</i>	Room staff	\$4.1, R 400.8254(6)
☐	Sleeping infant/child breathing & position checks, every 15	Lead Teacher or infant-room-trained teacher	\$2.1, R 400.8219

✓	Task	Responsible	Source
	minutes minimum (during naptime)		
☐	Cot cleaning (3-step) after each use (post- naptime)	Room staff	\$2.1

Closing

✓	Task	Responsible	Source
☐	Soiled diaper container emptied/cleaned/dis infected	Each infant room's staff	\$4.1, \$2.7, R 400.8254(9)(e)
☐	Classroom garbage removal	Closing staff member for each room	\$2.7, R 400.8149

Monthly — complete by the 15th of the month

✓	Task	Responsible	Source
☐	Smoke alarm & carbon monoxide detector test	Director/Owner	\$8.9, R 400.8540
☐	Fire extinguisher visual check (gauge, accessibility, damage)	Director/Owner	\$8.10, R 400.8545
☐	Faucet water filter replacement	Director/Owner	\$6.10, R 400.8341

Quarterly — February, May, August & November, by the 15th

✓	Task	Responsible	Source
☐	Fire drill	Director/designee, logged	\$4.6, R 400.8269(6)
☐	Staff training/refresher on duties & responsibilities for all emergency procedures — <i>H.T. policy exceeds the twice-a-year legal minimum (R 400.8269(10)) by conducting this quarterly</i>	Director	\$4.6, R 400.8269(10)

Twice a Year — April & September, by the 15th

✓	Task	Responsible	Source
☐	Tornado drills (2x, between March–November)	Director/designee, logged	\$4.6, R 400.8269(7)

Annual — divided evenly between Q2 (Apr–Jun) and Q3 (Jul–Sep)

Q2 (April–June)

✓	Task	Responsible	Source
☐	All other emergency drills not covered above (flood, power outage, extreme weather, bomb threat, intruder/active shooter, etc.)	Director/designee, logged	\$4.6, R 400.8269(8)
☐	16 clock hours of professional development per program staff member (10 hrs for FTE-equivalent substitutes 20+ hrs/week; 5 hrs for substitutes under that; 2 hrs for unsupervised volunteers)	Each staff member; Director verifies	\$3.4, R 400.8216a

Q3 (July–September)

✓	Task	Responsible	Source
☐	Topical nonprescription medication authorization renewal (diaper cream, sunscreen, insect repellent, etc.)	Director, per child's parent	\$4.3, R 400.8260(8)
☐	Preschooler physical evaluation renewal (every 2 years — listed here as a recurring reminder,	Director	\$1.5, R 400.8112

✓	Task	Responsible	Source
	though the actual cycle is per-child, not calendar-fixed)		

Per-Hire (not calendar-based, but date-driven from each employee's start date)

✓	Task	Deadline	Source
☐	MiRegistry account + verified employment entry	30 days from Day 1	\$3.4
☐	Full 30-day orientation checklist (Silos 1–3)	30 days from Day 1	\$3.4
☐	Full 90-day training checklist (Silos 1–3), including Pediatric First Aid/CPR	90 days from Day 1	\$3.4
☐	Infant/toddler physical evaluation renewal	Every 13 months, per child	\$1.5

The full item-by-item Silo 1 / Silo 2 / Silo 3 breakdown for both the 30-day and 90-day checklists is located in §3.4, under “New Hire Training & Compliance Timeline.”

Drill & Compliance Logs

- A written log (date and time of each drill) is maintained on file at the center at all times, per R 400.8269(9).
- ☐ **Flagged for director discussion:** confirm current drill logging practice is consistent and up to date — this is being formalized as part of this handbook rollout.

PART 1 — DEFINITIONS, LICENSING PROCESS, PROCEDURES & RECORDS

1.1 Definitions

R 400.8101 (A–I) | R 400.8102 (J–R) | R 400.8103 (S–Z)

Legal Floor

These three rules define the terms used throughout the entire rulebook. Full definitions run several pages; the terms most relevant to day-to-day staff work are used and explained in context throughout this handbook (e.g., “biocontaminant,” “TCS food,” “confining equipment,” program staff age-band terms like infant/toddler/preschooler/school-aged). Key age

definitions used throughout this handbook: - **Infant:** birth to 1 year - **Toddler:** 1 year to 30 months - **Preschooler:** 30 months until kindergarten-eligible - **School-aged:** kindergarten-eligible through under 13 years

Parent-Facing Consistency Check

Not applicable — definitions section only.

Internal Staff Procedure — H.T. Policy

Not applicable — no operational policy attaches to a definitions rule. Staff should refer to specific topic sections throughout this handbook, which define terms in context as needed.

1.2 Rule Variances

R 400.8104

Legal Floor

The department may grant a variance from a specific rule upon written request, if the center demonstrates the variance doesn't jeopardize health/safety and an alternative method achieves the rule's intent.

Parent-Facing Consistency Check

Not applicable unless H.T. is operating under an active variance, in which case the parent handbook should disclose it.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. does not currently operate under any rule variance. If one is ever obtained, this section should be updated with the specific variance and its terms.

1.3 Applicant Qualifications; License Application; Fees

R 400.8107

Legal Floor

Governs the licensing application process itself — applicant qualifications, application contents, and fee schedule for obtaining a child care center license.

Parent-Facing Consistency Check

Not applicable — this rule governs the initial licensing process, already completed for H.T.'s current license.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — this is an Owner/Director-level licensing administration matter, already satisfied by H.T.'s current active license.

1.4 Applicant, Licensee, Licensee Designee Requirements

R 400.8110

Legal Floor

Establishes requirements and responsibilities for the license holder (or their designee) — the individual(s) legally accountable for the center's compliance with all licensing rules, including keeping the licensing notebook available to parents and department staff.

Parent-Facing Consistency Check

This rule is the legal basis for the "licensing notebook available to parents" language already in the parent handbook — no change needed; this confirms the source.

Internal Staff Procedure — H.T. Policy

1. **Licensee/Owner responsibility:** The Owner is the licensee responsible for overall compliance with all licensing rules covered throughout this handbook.
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1.5 Records & Required Parent Disclosures

R 400.8112 (Children's Records) | R 400.8112a (Center Records) | R 400.8113 (Information Provided to Parents)

Legal Floor

- **Child records:** signed/dated child information card on file at intake; immunization record (or waiver) via MCIR or paper; physical evaluation on file within 30 days of first attendance, updated every 13 months (infants/toddlers) or every 2 years (preschoolers); daily attendance log with arrival/departure times; written authorization on file for release to individuals, routine transportation, and field trips (obtained before each trip, with parents notified before each trip).
- **Center records:** daily arrival/departure log for every staff member, volunteer, and contracted provider; current staff title designations (teacher, lead teacher, site administrator, etc.); staff qualification documentation and children's/staff records retained a minimum of **2 calendar years** after the person leaves; licensing notebook retained until license closes.
- **Parent handbook must legally contain 12 specific items** (R 400.8113(1)(a-1)), and the center must keep signed proof the parent received it.
- **Infants/toddlers additionally require a written daily record** covering food intake, sleep, elimination patterns, developmental milestones, and behavior changes.

Parent-Facing Consistency Check (flags for corrected parent handbook)

- **✓ Medication Policy — resolved.** H.T.'s Medication Policy is adopted and detailed in full in §4.3, satisfying this required parent handbook content.
- **✓ Program Philosophy — resolved.** H.T.'s Vision, Mission, and Philosophy statements are adopted below. The specific language satisfying the R 400.8113(1) "program philosophy" requirement (H.T.'s approach to child development and care, as distinct from general branding/mission content) is pulled out as its own explicit line so it's unambiguous to a licensing reviewer.
- **✓ Daily written record notice for infants/toddlers — resolved:** For every child enrolled in the Infant/Toddler room, H.T. maintains a daily written record covering food intake, sleep, diapering/elimination patterns, developmental milestones, and behavior changes. This record is kept in real time throughout the day in Procure and is available to parents.
- **✓ Potty training citation — resolved:** The potty training policy's cleaning procedure is governed by **R 400.8254(9)(c)**, which states that rinsing of contents must not occur at the center. *(This corrects the parent handbook's prior citation of "Rule 137(9)C.")*
- **Transportation policy:** not applicable — center provides no transportation. No addition needed.

H.T. Vision, Mission & Philosophy (Parent-Facing)

Our Vision: To Catalyze Individual Success, for Generational Advancement. We believe: In helping student parents reach the top of their potential, not enabling them at the bottom of it. Students who work with us have the confidence of knowing we have their back. We are here to help them achieve.

Our Mission: Is to make freedom in Childcare a Reality. With our flexible scheduling, and 6 care day week and back up care on demand, we look to be the solution to the childcare panic all parents can feel.

Program Philosophy (*satisfies R 400.8113(1)*): H.T.'s innovative approach gives children a bright and positive start in life as we encourage both exploration and discovery as well as emotional intelligence and building friendships.

Our Philosophy: Empower the Parent. Enrich the Child. We believe: No one is in a better position to ensure the well being of a child than that child's parent. By empowering the parents to succeed, we are working towards the best outcome for the entire family.

Internal Staff Procedure — H.T. Policy

1. **Record ownership:** The Owner/Director is solely responsible for opening, updating, and auditing all child records (information cards, immunization documentation, physical evaluations, field trip/release authorizations) and all center/staff records (arrival-departure logs, title designations, qualification files).
2. **New enrollment:** Before a child's first day, the Director confirms the child information card, health appraisal, and Written Information Packet acknowledgment are signed and on file (per H.T.'s existing Audit/Checklist process), and that immunization documentation (or a valid waiver) is logged in MCIR or on paper.

3. **Ongoing maintenance:** Physical evaluations are calendared for renewal — 13 months for infants/toddlers, 2 years for preschoolers — with a reminder sent to the parent at least 30 days before expiration.
 4. **Daily infant/toddler record:** All children's daily records — including required infant/toddler food, sleep, diapering, milestone, and behavior logs — are entered in **Procare** in real time throughout the day. The Director spot-checks entries weekly for completeness.
 5. **Transportation/field trips:** H.T. provides no transportation and currently offers no field trips. If this changes, this section must be updated before any trip occurs (parent authorization + notification required per R 400.8112(14)-(15)).
 6. **Staff records:** The Director maintains daily arrival/departure logs for all staff, volunteers, and contractors, and keeps current title designations and qualification files, retained a minimum of 2 years after separation.
 7. **Retention & access:** All records are retained for the legally required period (minimum 2 years for staff/children's records; licensing notebook retained until license closure) and the licensing notebook is kept accessible to parents at all times during operating hours per R 400.8110(4)/R 400.8113(1)(1).
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PART 2 — SPACE & EQUIPMENT

2.1 Sleeping, Resting & Sleep Equipment

R 400.8134 (Sleeping Equipment) | R 400.8219 (Sleeping, Resting)

Legal Floor

- **Infants (under ~12–18 months): must rest/sleep ALONE in a crib or portable crib** — never on a cot or mat. Placed on their backs; head uncovered; breathing/position monitored frequently; video monitors do not replace in-person supervision.
- **Toddlers (under 3): must be provided a crib, portable crib, cot, or mat** with an appropriately sized sheet/blanket.
- **Preschoolers 3+:** cot/mat + sheet/blanket required if in care 5+ continuous hours, if the child regularly naps, or if a parent requests it.
- Children under 18 months sleep **on demand** (no fixed nap schedule can override this).
- **Naptime/quiet time is required** for any under-school-age child in care 5+ continuous hours.
- Non-nappers must be given quiet activities (books, puzzles) — cannot be required to lie still doing nothing.
- Resting areas need soft lighting adequate for staff to visually monitor children.
- No heavy shelving/TVs mounted above sleeping equipment.

Parent-Facing Consistency Check (flags for corrected parent handbook)

- **⚠ Critical:** The daily routine's 6am–9am block (“resting on our cots”) and the general “cots” language throughout must be clarified so it's clear **infants sleep only in cribs/portable cribs, never cots** — as written, the handbook implies all children including infants use cots.
- **⚠ Add explicit age clarification, matching H.T. policy and consistent with state requirements:** *“Infants age 0–12 months sleep in cribs only. Toddlers age 12–30 months sleep on cots.”* State rule (R 400.8134/R 400.8219) permits toddlers under 3 to use a crib, portable crib, cot, or mat, and requires infants under approximately 12–18 months to sleep alone in a crib or portable crib only — H.T.'s policy sets a clear, narrower internal line (12 months) within that state-permitted range, and this line should be stated plainly to parents rather than left implicit.
- **⚠** The 6am–9am block should be labeled in the parent handbook as **quiet rest/activity time — sleep optional**, not a mandatory nap, matching the actual staff procedure below (this is compliant with R 400.8219(1)-(2), just needs clearer wording in the parent-facing doc).
- The Noon–2:30pm rest period is consistent with the rule (nap + quiet activities for non-nappers) — no change needed there, just add a line confirming infants nap in cribs during this time too.

Internal Staff Procedure — H.T. Policy

1. **H.T. crib/cot age policy:** H.T. sets a clear internal line within the rule's allowed range: **infants age 0–12 months rest in cribs only** (never cots), matching H.T.'s Infant age band (§1.1). **Children 12 months and older rest on cots**, matching H.T.'s Toddler age band starting point. This aligns cleanly with the Newbie Room split described in §3.1.
2. **Cot linens:** The sleep bag (holding the flat sheet and blanket) is labeled with the current week's Monday date and the child's name, and stored in the child's cubby.
3. **Cots — single use, not reserved:** The cot itself is labeled with the child's name only so linens can be returned to the correct bag after nap. Cots are single-use for that nap period only — never held or reserved for a child's later use the same day.
4. **Cot cleaning (single-use, per child, per day):** Cots are single-use items, one per child, per day. After use: (1) the name label is removed; (2) the cot is sprayed with soapy water *outside the classroom*; (3) the cot is stacked vertically in the kitchen, staged for shower cleaning; (4) once cleaning for the room has begun, cots are taken to the shower for a rinse with running water and a spray of bleach solution; (5) cots dry overnight **horizontally over mats in the Grad room**. Cots must not be stacked together, or stacked on top of already-clean cots, while drying. (Full kitchen/shower sanitizing-solution procedure, including how the bleach solution is shared with bucket toy cleaning, is detailed in §6.6.)
5. **Cribs — daily assignment:** Cribs are assigned for the full day, not single-use per nap.
6. **Crib cleaning (3-step):** Same 3-step process (soapy water, rinse, bleach solution). The mattress is then stood vertically inside the crib — both to let the bleach solution dry and to visually signal to other staff that the crib is clean and not currently in use.

7. **Monitoring during sleep:** Sleeping children are observed for breathing and position at minimum every 15 minutes, specifically watching for rise and fall of the chest. This check may be performed by a Lead Teacher or a teacher with infant room training.
 8. **Infant back-sleeping:** Infants are placed on their backs to sleep and returned to their backs if found in another position. If an infant is reliably and independently rolling front-to-back and back-to-front on their own, they may remain in the position they settle into.
 9. **6am–9am block:** This is **quiet rest/activity time — sleep optional**, not mandatory sleep. Non-sleeping children are offered noise-conscious quiet activities at the Lead Teacher's discretion. (Infants who do sleep during this window follow the same crib/back-sleeping/15-minute-check rules above — sleep is on-demand for children under 18 months per R 400.8219(2).)
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2.2 Indoor Space, Outdoor Play Area & Equipment Safety

R 400.8121 (Indoor Space) | R 400.8125 (Outdoor Play Area) | R 400.8131 (Equipment)

Legal Floor

- **Indoor space:** minimum 42 sq ft/child for infants & toddlers; 35 sq ft/child for preschool & school-age. (Hallways, bathrooms, offices, kitchens, storage, and rest/eating-only areas don't count toward this — except infant/toddler space.)
- **Outdoor play:** required daily for any group in attendance 3+ continuous hours, unless weather makes it unsafe (overheating/excessive chill). Minimum 1,200 sq ft outdoor play area. Must have shade, a safety fence/barrier 48"+ high, age-appropriate equipment, and be inspected for hazards **before every use, daily**.
- **Playground equipment** must have documented certified playground safety inspection on file, meet CPSC public playground safety standards, and elevated surfaces need shock-absorbing surfacing.
- **General equipment/toys:** nothing from the CPSC recall list; current recall list must be posted/accessible in the center; toxic-labeled materials never used by children; all play equipment safe, clean, in good repair, child-sized, and accessible; minimum of 3 play spaces per licensed child capacity, 2 accessible per child in attendance daily; daily access required to large/small muscle, sensory, social/dramatic play, discovery, early math/science, and creative/art/music/literature materials.
- A **first aid kit** must be accessible to staff at all times, securely stored.
- A **rocking chair or comfortable adult seating** must be available for at least 50% of staff on duty in infant/toddler rooms.
- **Prohibited:** trampolines, bounce houses, teething necklaces/bracelets/beads.
- Current equipment inventory maintained and updated at each license renewal.

Parent-Facing Consistency Check

- The parent handbook doesn't currently mention outdoor play at all in the daily routine (9am–Noon is described as "indoor recess" with dance/movement games). The parent handbook should add a line confirming daily outdoor play for the Undergrad and Grad

rooms occurs approximately 12:00 noon–1:00 pm, when weather permits, to set correct parent expectations.

Internal Staff Procedure — H.T. Policy

1. **Daily outdoor hazard inspection:** The Lead Teacher inspects the outdoor play area for hazards **before staff receive the children** for the day — before any child enters the play area and before independently taking possession of the classroom. This replaces the prior informal practice of checking within the first 10 minutes of play. A standalone Playground Hazard Inspection Checklist follows this section for staff to physically use during the inspection.
 2. **Weather cutoff:** Outdoor play is skipped below 30°F or above 100°F. Within that range, the Lead Teacher determines duration of outdoor time. Water must be available at all times while children are on the playground.
 3. **Outdoor play window — Undergrad/Grad rooms:** Outdoor play for the Undergrad and Grad rooms occurs approximately **12:00 noon to 1:00 pm daily**, when weather permits (per the cutoff above).
 4. **First aid kits:** Located in the kitchen and at the rear exit adjacent to the fire extinguisher. Restocking is the responsibility of the Director/Owner.
 5. **Playground equipment inspection:** A certified playground safety inspection was completed at the center's opening; all current equipment was added by that inspector and remains under the 30" elevated-surface threshold, so no additional shock-absorbing surfacing or re-inspection is currently triggered. Any newly added equipment must be inspected before use, per R 400.8125(10).
 6. **Bucket toy cleaning:** Bucket toys are submerged in clean soapy water (or sprayed heavily with a soapy water solution), rinsed with running water, and submerged in the bleach sanitizing solution — always **after** dishes have been sanitized in that solution, per the dish-priority rule in §6.6. From there, toys are returned to a rinsed bucket and allowed to dry overnight in the classroom they came from — drying toys must never be left in the kitchen.
 7. **Bucket toy cleaning — shower alternative:** As an alternative to the kitchen sink method above, bucket toys may instead be sprayed with soapy water, rinsed, and sprayed with sanitizing bleach solution in the shower.
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HOUR TIME

Hourly Childcare · 2205 Miller Rd, Kalamazoo, MI 49001 · 269-463-9154

PLAYGROUND HAZARD INSPECTION CHECKLIST

Completed by the Lead Teacher before staff receive children for the day, before any child enters the play area (§2.2). Staff may copy this page for daily use.

Date: _____ Inspected by: _____

- ☐ Fencing and gates are secure, latched, and undamaged.
- ☐ Ground surfacing (mulch, rubber, sand) is at proper depth, with no exposed hard ground under climbing/swinging equipment.
- ☐ No standing water, ice, or mud pooling in the play area.
- ☐ No sharp edges, splinters, rust, or broken/loose parts on any equipment.
- ☐ All bolts, screws, and connection points are tight and undamaged.
- ☐ Swings, slides, and climbing equipment show no cracks, and moving parts are not seized or damaged.
- ☐ No trash, broken glass, or foreign objects anywhere in the play area.
- ☐ No signs of pest, insect nest/hive, or animal activity (droppings, burrows, etc.) — report any sighting per HT-1.13 pest management procedure.
- ☐ Shade coverage is available and usable.
- ☐ Gate/entry points are clear and supervised sightlines are unobstructed.
- ☐ Weather conditions are within the 30°F–100°F outdoor play cutoff.

If any item is unchecked, the hazard is corrected or the area is closed off before children enter.

Notes: _____

2.3 Telephone Service

R 400.8137

Legal Floor

An operable phone must be accessible onsite during operating hours; a public-facing phone number must give parents immediate access to the center; emergency numbers (911, fire, police, Michigan Mental Health Hotline 866-903-3787, poison control) plus the facility's address and 2 main cross streets must be conspicuously posted where staff can see them.

Parent-Facing Consistency Check

The parent handbook should list a direct contact number for the center.

Internal Staff Procedure — H.T. Policy

1. **Posting:** Emergency numbers (911, fire, police, MI Mental Health Hotline 866-903-3787, poison control), the facility address, and 2 main cross streets are posted at the landline/office phone, visible to staff.
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2.4 Water Supply; Plumbing

R 400.8140

Legal Floor

Water system must comply with local health department standards; plumbing designed to prevent cross-connection; sinks/toilets/fountains supplied with sufficient safe water; fixtures maintained in good working condition; water heaters equipped with thermostatic control and pressure relief valve.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — this is a facility maintenance matter handled by the Owner/Director and building maintenance/ownership (Lysters Exteriors).

2.5 Toilets; Hand Washing Sinks

R 400.8143 | R 400.8143a (outdoor nature-based centers only — N/A to H.T.)

Legal Floor

Minimum toilet/sink ratios for toddler-age+ children: 1 per 20 children (under 5 continuous hrs/day) or 1 per 15 children (5+ continuous hrs/day). Diapering areas need a dedicated

accessible hand-washing sink. Kitchen needs its own separate hand-washing sink if new/remodeled/adding food service. Children's sinks must be accessible at child height, warm water not exceeding 120°F, with soap and single-service towels provided. School-age toilet rooms must provide privacy.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

1. **Diapering sink:** Confirmed dedicated diapering-area hand-washing sink already in place (see §4.1).
 2. **Food prep sink:** Confirmed dedicated food-prep-only sink already in place (see §6.3).
 3. **Bathroom cleaning — spray bottle & order of surfaces:** Each bathroom has one dedicated spray bottle containing both soap and bleach, used to clean the sink, changing table, and toilet, in that order. All surfaces of the toilet are sprayed, and the bottle is returned to its standing position above the sink.
 4. **Toilet cleaning — inside out:** The toilet is cleaned inside out, beginning with the bristle brush for the inside of the bowl and the underside of the adult toilet seat. From the floor to the top of the bowl is cleaned with the mop during mopping of the bathroom floor.
 5. **Toilet final state — seat up:** Once cleaned, the toilet seat is left up. This signals to all staff at a glance that it has been cleaned and is ready for the day.
 6. **Shower rinse/sanitize steps:** The shower is used as part of the cot-cleaning (§2.1) and bucket-toy-cleaning (§2.2) procedures — same rinse-with-running-water-then-spray-bleach-solution steps described there, not repeated here to avoid drift between copies.
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2.6 Sewage Disposal

R 400.8146

Legal Floor

Sewage disposed of through municipal or private sewer system; private/septic systems must meet local health department criteria and be adequately sized.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — facility infrastructure matter.

2.7 Garbage and Refuse

R 400.8149

Legal Floor

All garbage removed from the center daily; containers washed when soiled; outside garbage in sealed bags/watertight containers with tight covers or a covered dumpster; outside garbage picked up at least weekly.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Daily removal — all garbage:** Each closing staff member is responsible for garbage removal for their classroom at the end of the day, **every day, regardless of fullness or whether food waste is present** — this matches R 400.8149(1)'s requirement that all garbage be removed from the center daily.
 2. **Diaper pail:** Each infant room is responsible for emptying its own diaper pail daily, as part of the same closing removal process.
 3. **Bathroom garbage:** Bathroom garbage is removed daily as well, consistent with the all-garbage-daily standard above (not conditioned on a fullness threshold).
-

2.8 Heating; Temperature

R 400.8152

Legal Floor

Child-use area temperature must stay safe and comfortable — never less than 68°F (measured 2 feet above the floor); if indoor temp exceeds 82°F, the center must take active cooling measures.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Climate control:** H.T. is climate-controlled via central A/C, which maintains indoor temperature within the required range without need for a manual cooling-measures procedure.
-

2.9 Light, Ventilation & Screening

R 400.8155

Legal Floor

Ventilation area (openable windows) must be at least 4.5% of floor area unless central air conditioning is present; mechanical ventilation systems must run whenever the building is occupied; windows/doors used for ventilation need 16-mesh screening in good repair (exemption for centers in school buildings).

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — facility infrastructure matter, presumed satisfied by H.T.'s existing licensed facility.

2.10 Premises

R 400.8158

Legal Floor

Land must drain properly; stairs/walkways/ramps/landings need fall barriers, handrails, nonslip surfacing, proper landing width, step height $\leq 8"$, tread depth $\geq 9"$, ramp rise-to-run $\leq 1:12$; **doors opening to the outside must never be propped open.**

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

1. **Exterior doors:** Never propped open at any time, per R 400.8158(3) — this is a security and licensing requirement staff must actively enforce, not just a facility design matter.
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2.11 Maintenance of Premises

R 400.8161

Legal Floor

Premises kept clean/safe; rodent/insect harborage prevented; roofs/walls/doors/windows weathertight and in good repair; floors/walls/ceilings maintained clean and sound; no flaking/deteriorating paint anywhere accessible to children; toilet room floors impervious to water and easily cleanable; light fixtures/vents/fans easily cleanable and in good repair; lead paint inspection required for pre-1978 buildings (with narrow exemption); integrated pest management policy required.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

1. **✓ Lead paint inspection:** Not applicable — H.T.'s building was constructed after 1978, so no lead paint inspection is required.
 2. **✓ Integrated pest management policy:** H.T. has a written integrated pest management policy on file, satisfying R 400.8161(10). (Pest management handled by Orkin on a quarterly basis; parent notification protocols for pesticide application are documented in H.T.'s Pest Management Policy.)
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2.12 Poisonous or Toxic Materials

R 400.8164

Legal Floor

Containers of poisonous/toxic materials (including chemical sanitizers/disinfectants) must be clearly labeled and stored out of children's reach.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Storage:** All cleaning chemicals, sanitizers, and disinfectants (including H.T.'s bleach solution used for cot/crib/biocontaminant cleaning per §2.1 and §4.2) are clearly labeled and stored out of children's reach at all times.
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2.13 Smoking or Vaping

R 400.8167

Legal Floor

Smoking/vaping prohibited at all times in the center, on center-controlled property, on field trips, and in vehicles with children present. A no-smoking/no-vaping notice must be posted where parents, staff, and visitors can see it.

Parent-Facing Consistency Check

The parent handbook should state H.T. is a smoke/vape-free facility and grounds.

Internal Staff Procedure — H.T. Policy

1. **Policy:** No smoking or vaping is permitted anywhere on H.T. property at any time, by staff, parents, or visitors. A posted notice confirms this to all visitors.

HOURLY TIME

Hourly Childcare · 2205 Miller Rd, Kalamazoo, MI 49001 · 269-463-9154

NO SMOKING OR VAPING

Smoking and vaping are prohibited at all times — inside the building, anywhere on the grounds, in any vehicle carrying children, and on field trips.

This applies to staff, parents, and visitors, with no exceptions.

Posted in accordance with Michigan childcare licensing rule R 400.8167 (\$2.13).

2.14 Rescinded Rules (No Current Requirement)

R 400.8122, 8128, 8170, 8173, 8176, 8179, 8182, 8185, 8188, 8191

These rule numbers were formerly in effect but have since been rescinded and carry no current requirement. Listed here only for completeness against the state rulebook's numbering.

PART 3 — STAFFING

3.1 Capacity, Ratio & Group Size

R 400.8222

Legal Floor

- Actual children in care may never exceed the number/ages the center is licensed for (H.T.'s license: 30 children).
- **Minimum 2 adults present** (at least 1 a child care staff member) anytime 3+ children under age 3 are present, OR anytime 7+ children over age 3 are present.
- **Staff-to-child ratio & max group size by age** (Table 1):

Age	Staff:Child Ratio	Max Group Size
Infants/toddlers, birth–30 months	1:4	12
Preschoolers, 30 months–3 years	1:8	24
Preschoolers, 3–4 years	1:10	30
Preschoolers, 4 years–school age	1:12	40
School-age	1:18	54

- Mixed-age room: ratio/group size follows the **youngest child** unless age groups are clearly separated with their own compliant ratios maintained.
- **Napping exception:** when ALL children in a room are asleep, 1 staff member may supervise alone IF: they do nothing but supervise, all children stay visible, other staff are nearby able to immediately assist, and full ratio resumes the instant the first child wakes.
- Two same-age groups may combine for group activities only if ratio is maintained in that space.
- Outdoor play group sizes may vary as long as ratio is maintained.
- Any change to capacity, age groups served, or room configuration requires prior written approval from the department.

Parent-Facing Consistency Check

-  **Resolved.** Parent handbook line: “H.T. maintains state-required staff-to-child ratios at all times, including during outdoor play and combined classroom activities.”

Internal Staff Procedure — H.T. Policy

1. Room structure — NOW / NEXT (*H.T. is located at 2205 Miller Rd*):

- **H.T. policy — capacity cap:** Neither Newbie room is ever operated at 9 children, even though square footage allows up to 9. Operational capacity for both Newbie rooms is capped at **8**, which keeps standard 2-person staffing (1:4 ratio) sufficient at all times without ever requiring a 3rd staff member.
- **NOW (current, as of this handbook’s writing): 2 physical rooms, 3 classes.**

Physical Room	Class(es)	Ages	Capacity	Staffing	Ratio Band Used
Room 1	Newbie Room 3&4 (<i>currently open</i>)	Licensed 0–2.5 yr	8 total (7 full-time enrollment slots + 1 hourly slot); space allows 9, capped at 8 per H.T. policy above	Staffed at 1:4	Birth–30mo: 1:4, max group 12
Room 2	“The Grad Room” (<i>functions as the combined label for the Undergrad + Grad classes sharing this room</i>)	2.5 yr+	8 children currently enrolled	1 Lead Teacher	30mo–3yr: 1:8, max group 24 — staffed to the youngest child present whenever a 2.5–3 year old is in the room, per R 400.8222

- **NEXT (target: before this calendar year is out): 4 physical rooms, 4 separate classes, each with its own independent ratio — the “youngest child present” rule no longer applies once rooms are fully separated.**

Physical Room	Class Name	Ages (licensed / practical use)	Capacity	Staffing	Ratio Band Used
Room 1	Newbie Room 3&4 (<i>unchanged</i>)	Licensed 0–2.5 yr; in practice,	8 total (7 full-time enrollment	Staffed at 1:4	Birth–30mo: 1:4, max group 12

Physical Room	Class Name	Ages (licensed / practical use)	Capacity	Staffing	Ratio Band Used
	<i>from NOW)</i>	older infants/toddlers, 1–2.5 yr	slots + 1 hourly slot); capped, never 9		
Room 2	Grad Room (only)	4 yr–school-age	8	1 Lead Teacher	4yr–school-age: 1:12, max group 40
Room 3	Undergrad Room (only)	2.5–3 yr	6	1 Lead Teacher	30mo–3yr: 1:8, max group 24
Room 4	Newbie Room 1&2 (<i>new — does not exist yet</i>)	Licensed 0–2.5 yr; in practice, younger infants, 0–1 yr	8 total, all full-time enrollment slots only (no hourly slot, unlike Room 1); capped, never 9	Staffed at 1:4	Birth–30mo: 1:4, max group 12

Staff should follow whichever structure (NOW’s 2-room/3-class setup, or NEXT’s 4-room/4-class setup) matches the room configuration actually in place at the center on a given day; this section does not require a handbook rewrite once the split occurs, since both states are already documented here.

2. **Real-time ratio tracking:** Bookings for hourly care are made through **Vagaro**, which controls how many children can be scheduled into a room/time slot in the first place. **Procare** check-in/check-out then tracks actual headcount and ratio compliance digitally as children arrive and depart throughout the day. Vagaro availability should be configured so it never allows bookings that would exceed the ratios in Table 1 for a given room and time.
3. **Break/coverage — “eyes on” handoff:** Anytime a Lead Teacher or Teacher steps out of the classroom for any reason, they must notify the remaining staff member in the room that they are stepping away. That remaining staff member is then responsible for being “eyes on” the classroom for the safety of the children until the person returns.
4. **Preferred floater source:** Ideally, the staff member providing coverage/floating to another room is the assistant from one of the infant classrooms — since infant rooms are staffed with both a Lead Teacher and an assistant, the assistant can step away while the Lead Teacher remains, keeping that room’s ratio intact. Rooms staffed with only a single Lead Teacher cannot spare coverage without breaking their own ratio, which is why infant-room assistants are the preferred floater source.
5. **Napping supervision exception:** When every child in a room is asleep, one staff member may supervise alone only if they perform no other duties, all children remain

visible, another staff member is nearby and able to respond immediately, and full ratio is restored the instant the first child wakes.

6. **Combined/outdoor activities:** When rooms combine for group activities or go outside together, the Lead Teachers involved are jointly responsible for confirming ratio is maintained for the space as a whole before combining groups.
-

3.2 Comprehensive Background Check & Fingerprinting

R 400.8201 | R 400.8201a | R 400.8201b

Legal Floor

- Before ANY individual (licensee, licensee designee, staff member, or unsupervised volunteer) has **unsupervised contact with children**, the department must complete an eligibility determination.
- The center must: have each covered individual complete/sign the required background check form; keep a signed copy on file; enroll each individual in the state's child care background check system; and immediately disconnect anyone who leaves the role.
- An individual **may work pending their eligibility determination**, but must be supervised at all times by the licensee or an already-eligible staff member until cleared.
- If someone is found **ineligible**, the center must immediately: bar them from the premises, bar all contact with children, and disconnect them from the background check system.
- Required background check information includes full legal name/aliases, SSN, DOB, place of birth, citizenship, physical description, current + prior-5-years addresses, driver's license/state ID, phone, and email.
- The department keeps this information confidential to the extent allowed by law.

Parent-Facing Consistency Check

-  **Resolved.** Parent handbook line: *"All staff undergo comprehensive state background checks and fingerprinting before working with children."*

Internal Staff Procedure — H.T. Policy

1. **Submission & recordkeeping:** The Owner/Director personally submits each new hire's information into the state child care background check system, obtains the signed background check form, and keeps it on file at the center.
 2. **Before eligibility clears:** H.T. policy is stricter than the state minimum — new hires are **never given access to children, supervised or unsupervised, until their eligibility determination is complete.** (State law would permit supervised access in the interim; H.T. does not allow this.)
 3. **Ineligible determination:** If any individual is found ineligible, the Owner/Director immediately removes them from the schedule and the premises the same day, and disconnects them from the background check system.
-

3.3 Program Administrator & Lead Teacher Qualifications

R 400.8204 | R 400.8207 (Site Administrator — multi-site only) | R 400.8210

Legal Floor

- **Program Administrator (the Director role):** must be pre-approved by the department before hire. Minimum 21 years old, high school diploma/GED, plus 2 semester hours or 3.0 CEUs in child care administration within 6 months of hire (this is the baseline path for a standard-license center; additional/alternate pathways exist for Early Childhood Center or Small Capacity Center license types specifically, which do not apply to H.T.'s Standard/General Child Care Center license — see Internal Staff Procedure below). Responsible for policy development, day-to-day operations, and annual staff evaluations.
- **Staff-in-charge:** Required whenever the Program Administrator is off-premises — someone must be designated with authority to handle emergencies, inspections, and parent concerns, and access to all required information.
- **Site Administrator (R 400.8207):** Only applicable if H.T. operates multiple licensed sites under one Program Administrator. For a single-location center, this role isn't triggered. **N/A unless H.T. expands to a second location.**
- **Lead Teacher:** required for every group of preschool-age and younger children. Must be present with their assigned group full-time (if program runs under 6 continuous hours) or at least 6 hrs/day (if 6+ continuous hours). Minimum 19 years old, HS diploma/GED, plus one of several experience/coursework/credential pathways. **Infant/toddler lead teachers additionally need 3 semester hours / 4.5 CEUs / 45 MiRegistry hours in infant & toddler development within 6 months of hire.** A substitute lead teacher must be appointed within 30 consecutive workdays of an absence and has 90 days to meet full lead teacher qualifications.
- Qualification verification records kept on file (transitioning to MiRegistry-based verification).

Parent-Facing Consistency Check

-  **Resolved.** Parent handbook line: *“Each classroom at H.T. has a dedicated, qualified Lead Teacher.”*

Internal Staff Procedure — H.T. Policy

1. **License category:** H.T. holds a Standard/General Child Care Center license. The Director must meet the baseline Program Administrator qualifications: minimum 21 years old, high school diploma/GED, and 2 semester hours (or 3.0 CEUs) in child care administration within 6 months of hire.
2. **Staff-in-charge:** A staff-in-charge is required any time the Director responsible for that shift is out of the building — this applies to **every Director, on every shift**, not just a single center-wide Director. Whenever the on-duty Director (Sunrise or Sunset) is off-premises, the **earliest-hired Lead Teacher on site** for that shift automatically serves as staff-in-charge, with authority to respond to emergencies, inspections, and parent concerns, and access to all required center information.
3. **Site Administrator (R 400.8207):** Not applicable — H.T. operates a single site.

4. **Lead Teacher scheduling — Sunrise/Sunset team structure (see HT-2.1):** H.T. runs a split-week schedule. Each classroom is assigned one specific, named Lead Teacher on the Sunrise team (Mon–Wed) and one specific, named Lead Teacher on the Sunset team (Thu–Sat). Each Lead Teacher must independently meet full lead teacher qualifications (age, education, experience/coursework pathway, and — for infant/toddler rooms — the additional infant/toddler development training).
 5. **Substitute lead teacher:** If a scheduled Sunrise-team or Sunset-team Lead Teacher has a temporary absence exceeding 30 consecutive workdays or leaves employment, a substitute must be appointed and has 90 days from appointment to meet full lead teacher qualifications.
-

3.4 Staff/Volunteer Standards, MiRegistry, Orientation & Professional Development

R 400.8213 | R 400.8213a | R 400.8216 | R 400.8216a

Legal Floor

- **All staff/volunteers must:** provide appropriate care and supervision at all times; act in the welfare of children; and are **mandated reporters** — must immediately verbally report suspected child abuse/neglect to Children’s Protective Services at **1-855-444-3911**, followed by a written report within 72 hours.
- At hire (or before volunteering), everyone signs a dated statement confirming they understand abuse/neglect is illegal, know the center’s policy on it, and understand their mandated reporter duty.
- Supervised volunteers need a sex offender registry clearance (MSP Registry + national registry) on file before any child contact. Center must have a written screening/supervision policy stating anyone on either registry is barred from contact with children.
- **MiRegistry:** every program staff member, unsupervised volunteer, and substitute teacher needs an individual MiRegistry account with non-expired membership status AND a verified employment entry — both within 30 calendar days of employment.
- **Orientation (within 30 days, before caring for children unsupervised):** training on abuse/neglect recognition & reporting, shaken baby/abusive head trauma prevention, safe sleep/SIDS prevention (if serving infants/toddlers), plus who to contact, discipline policy, emergency procedures, parent-information policy, ratios, daily schedule, health policies, infectious disease prevention, illness procedures, and diapering procedures.
- **Within 90 days:** emergency preparedness/response training (all staff, supervised and unsupervised); plus (for those caring for children unsupervised) training on medication administration, food allergy emergency response, premises safety hazards, hazardous material handling/biocontaminant disposal, child development domains, and pediatric first aid/CPR.
- Until someone completes orientation, they must be supervised by someone who has.
- **At least 50% of program staff must hold current pediatric first aid + CPR certification** at all times (verified at licensing and renewal).

- **Ongoing annual professional development: 16 clock hours/year** for program staff (10 hrs for full-time-equivalent substitutes working 20+ hrs/week average; 5 hrs for substitutes under that; 2 hrs for unsupervised volunteers). CPR/first aid and emergency prep training can count toward these hours.

Parent-Facing Consistency Check

No specific required parent handbook content, but the mandated reporter statement and discipline policy communicated to staff must actually match what's in the parent handbook's Discipline Policy section — so this section and the Discipline topic (§5.4) need to stay in sync.

Internal Staff Procedure — H.T. Policy

1. **Mandated reporter acknowledgment:** Signed as part of first-day hiring paperwork, included in the new-hire packet alongside other onboarding documents.
2. **Pediatric first aid/CPR:** H.T. staff currently sit comfortably above the state's required 50% certification threshold, and H.T. policy going forward requires **100% of program staff** to hold current certification (see the 90-day checklist below). The Director maintains current certificates on file.
3. **Deadline tracking (30-day MiRegistry / 90-day training):**  **Resolved:** H.T. uses MiRegistry.org's organizational profile (per state recommendation) to track each staff member's individual training records and deadlines — each staff member is connected to H.T.'s organizational profile in the system. This replaces the need for a separate manual tracking spreadsheet. Deadlines below are calculated from **Day 1 = first day physically present at the center**.
4. **Supervision before orientation completion:** Until a new hire completes required orientation topics, they are not given unsupervised access to children (consistent with H.T.'s stricter background-check policy in §3.2) and work alongside a fully oriented staff member at all times.

New Hire Software & Systems Onboarding

In addition to the training/compliance timeline below, every new hire must be set up on H.T.'s core software systems as part of onboarding: - [] **MiRegistry** — individual account created and connected to H.T.'s organizational profile (training records, employment verification) - [] **Vagaro** — trained on hourly scheduling/booking system - [] **Connecteam** — added to the platform (staff scheduling/communication) - [] **Procare** — invited and set up for daily activity tracking, check-in/out, and record logging

New Hire Training & Compliance Timeline

Immediately, before ANY contact with children (supervised or unsupervised): - [] Comprehensive background check submitted; individual supervised at all times until eligibility clears (H.T. policy: zero access — not even supervised — until eligibility determination is complete; see §3.2) - [] Mandated reporter acknowledgment statement signed (part of hiring packet)

Within 30 calendar days of Day 1 — required before caring for children unsupervised: - [] Individual MiRegistry account created, membership status non-expired - [] Verified

employment entry completed in MiRegistry - [] Center orientation on policies, practices, and licensing rules

Silo 1 — Satisfied by completing the current year's Health & Safety training requirements: - [] Prevention of shaken baby syndrome (if center serves infants/toddlers) - [] Prevention of SIDS / safe sleep practices (if center serves infants/toddlers) - [] Prevention of abusive head trauma - [] Prevention of child maltreatment - [] Recognition & reporting of child abuse/neglect

Silo 2 — Must be completed in person with an H.T. trainer: - [] Who to contact with questions - [] Discipline policy (including the under-3 time-out age restriction) - [] Emergency procedures (first aid location, fire exits/prevention, staff responsibilities) - [] Information provided to parents - [] Appropriate care/supervision, including staff-to-child ratios - [] Daily schedule/routines - [] Diapering procedures (if applicable to assigned room) - [] Health policies and procedures - [] Illness procedures for children and staff

Silo 3 — Online/independent (no H.T. assistance required): - [] Prevention/control of infectious disease, including immunizations

- ☐ **Until every box above is checked, the new hire works only alongside a fully oriented staff member — never alone with children.**

Within 90 calendar days of Day 1 — required before caring for children unsupervised (all program staff and unsupervised volunteers):

Silo 1 — Pediatric First Aid & CPR Certification: - [] Pediatric first aid + pediatric/child/adult CPR — **H.T. policy: required for 100% of program staff, exceeding the state's 50% minimum.** External certified course (Red Cross, AHA, or equivalent) with hands-on skills component.

Silo 2 — Must be completed in person with an H.T. trainer: - [] Emergency preparedness & response planning (evacuation routes, meeting points, building-specific procedures) - [] Medication administration (H.T.'s specific storage/logging/administration procedure) - [] Food allergy/allergic reaction emergency response (H.T.'s specific allergy protocol) - [] Building & premises safety hazard identification (specific to the H.T. facility) - [] Hazardous material handling / biocontaminant disposal (specific to H.T.'s supplies/storage)

Silo 3 — Online/independent (no H.T. assistance required): - [] Child development domains (cognitive, social, emotional, physical, approaches to learning)

(Supervised volunteers and other staff not caring for children unsupervised still need Silo 2's emergency preparedness training, even though the rest of the 90-day list doesn't apply to them.)

Ongoing, every calendar year: - [] 16 clock hours of professional development (program staff) — CPR/first aid and emergency prep hours count toward this total - [] 5 clock hours (substitute teachers averaging under 20 hrs/week) or 10 hours (substitutes averaging 20+ hrs/week) - [] 2 clock hours (unsupervised volunteers)

PART 4 — GENERAL HEALTH AND SAFETY

4.1 Handwashing & Diapering/Toileting

R 400.8251 (Handwashing) | R 400.8254 (Diapering; Toileting)

Legal Floor

- **Staff handwashing required:** on arrival; before caring for children; before/after food prep and feeding; before/after giving medication; after every diapering; after toileting/helping a child toilet; after handling bodily fluids; after animal contact; after handling garbage; whenever soiled.
- **Children's handwashing required:** before/after meals/snacks/food prep; after toileting/diapering; after bodily fluid contact; after animal contact; whenever soiled. Handwashing guidelines must be posted at sinks, in toilet rooms, and food areas.
- **Diapering area:** must be physically separated from food prep/service, near a handwashing-only sink, non-absorbent/easily cleaned surface, sturdy with rails to prevent falls, elevated table (or similar), cleaned/disinfected after each use. Children 1+ may alternatively be changed standing in a bathroom on a nonabsorbent, disinfected surface with a changing pad.
- **Only single-use disposable wipes or single-use cleaning cloths may be used to clean a child during diapering or toileting** — this is the actual cleaning method required, not a rinse or spray.
- Soiled diaper/supply container: plastic-lined, tightly covered, emptied/cleaned/disinfected daily.
- Diapers/training pants checked frequently, changed when wet/soiled. Gloves (if used) are single-use per diaper change.
- **Cloth diapers/training pants:** covered with waterproof outer covering; removed as one unit with the covering; not reused until washed/sanitized; **rinsing contents must not occur at the center**; soiled items go in a plastic-lined/waterproof container used only for that child; stored so they don't contaminate other items and are inaccessible to children; **must be removed from the center every day by the child's parent**.
- **Toilet training/learning must be planned cooperatively between the child's regular teachers and the parent** so the approach is consistent between center and home. Acceptable equipment: adult toilets with modified seats/step aids, child-sized toilets, or non-flushing potty chairs (easily cleanable, bathroom-only, on a moisture-impervious surface, cleaned/disinfected after each use).

Parent-Facing Consistency Check (flags for corrected parent handbook)

-  **Confirmed — to be added when the parent handbook is created afresh:** soiled cloth diapers/training pants (including soiled underwear treated as a cloth diaper) **must go home with the parent daily**.
-  **Confirmed — to be added when the parent handbook is created afresh:** toilet training approach should note it's planned *cooperatively* with each child's teacher and parent, not just center-initiated at parent request.

HOUR TIME

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DIAPER CHANGING PROCEDURE

Internal Staff Procedure — H.T. Policy

1. **Diaper check & change — tiered by indicator strip status:**
 - **Dry (indicator strip unchanged, e.g. still yellow, and no fecal matter):** No diaper change needed. Log the check as “Dry” in Procare.
 - **Wet (indicator strip has changed, e.g. now blue, no fecal matter present):** Wipes required; gloves not required; diaper rash ointment applied only as needed. Log as “Wet”.
 - **BM (indicator strip has changed AND fecal matter is present):** Gloves, wipes, diaper rash ointment (as needed), and a fresh diaper are used for every change involving fecal matter — this is fully compliant with R 400.8254(5)’s single-use-wipe requirement. Log as “BM.”
2. **Minimum wipe requirement, all changes:** At least 1 wipe is used for any and all diaper changes — this satisfies R 400.8254(5)’s single-use-disposable-wipe cleaning requirement as the baseline for every change.
3. **Rash or urine/fecal exposure concern — supplemental step:** In addition to the required wipe, if there is reasonable concern about diaper rash or urine/fecal matter exposure, staff also apply a soapy water spray to the child’s genital area to ensure thorough cleanliness and help prevent/treat diaper rash, before applying ointment (as needed) and a fresh diaper.
 -  **Resolved:** Because a wipe is always used as the primary cleaning method for every change, this procedure satisfies R 400.8254(5) as written. The soapy water spray is framed as a supplemental hygiene/rash-prevention step layered on top of the required wipe, not a substitute for it.
 - This same resolution applies to the potty-training “soiled underwear treated as a cloth diaper” cleaning step (\$1.5) — both procedures use the same wipe-first-plus-supplemental-water framing for consistency.
4. **Soiled diaper container:** Each infant room is responsible for emptying, cleaning, and disinfecting its own diaper pail/container daily, as part of the closing garbage removal process (\$2.7).
5. **Diapering-area sink:** Dedicated exclusively to hand washing in the diapering area — not shared with other uses, consistent with R 400.8254(1)(b).
6. **Full H.T. Diaper Change Procedure (Step-by-Step):**
 1. Secure the child.
 2. Wipe the child’s face and mouth, fold up their sleeves for later hand washing, and clean any dirty bare feet if needed.

3. Assess the diaper change needed.
 4. Record the diaper change:
 - **3.1** Classify as **Dry, Wet, or BM**.
 - **3.2** If ointment is needed, it is applied to the inside of the diaper, and the diaper itself is used to spread/apply the ointment onto the child — there is no direct contact with the diapering area outside of the use of a wipe.
 - **3.3** If the child is toilet training, select **“Potty”** and then **Pee, BM, or Tried** (*“Tried” is used when the child successfully removed their clothes and sat on the toilet, without any release*).
 5. Conduct the recorded change.
 6. Wash your hands (staff).
 7. Confirm the change is recorded.
 8. 3-step the changing table.
 - **7.1** The Teacher/Lead conducts the 3-step either while holding the child, or while the child hand-washes.
 9. Wash the child’s hands — even if the child has already completed hand-washing independently.
 10. Return the child to the classroom.
 11. Secure needed supplies for the following diaper changes.
-

4.2 Biocontaminants

R 400.8257

Legal Floor

Center must use standard precautions regarding prevention, exposure, and disposal of biocontaminants (blood, bodily fluids, etc.).

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Standard precautions procedure:** When a staff member encounters blood or bodily fluids (bloody nose, cut, vomit, etc.):
 - Clear the area of other children.
 - Don gloves.
 - Clean the biocontaminant using **disposable cleaning tools only** — paper towels, disposable wipes, etc. Reusable cleaning tools (rags, mop heads, etc.) are never used on biocontaminants.
 - Address the injury as needed.
 - Cover the affected area in H.T.'s bleach solution; allow to air dry (a white residue is expected once complete).
 - Rinse the area with running water.
-

4.3 Medication Administration

R 400.8260

Legal Floor

- Only **program staff** may give/apply medication — never volunteers.
- Requires **prior written parental permission** for every medication, prescription or not.
- Original container only, stored per instructions, clearly labeled with the child's name — including topical nonprescription items (diaper cream, antibiotic ointment, sunscreen, insect repellent).
- Prescription meds need the pharmacy label (physician, child's name, instructions, medication name/strength) and must be given exactly per those instructions.
- Medication kept out of children's reach; returned to parent or destroyed once no longer needed/expired.
- Given exactly per container directions unless a licensed health care provider's written order says otherwise.
- **Never added to a child's bottle, beverage, or food** unless the prescription label says to.

- Topical nonprescription items (diaper cream, sunscreen, insect repellent, etc.) require **written parental authorization annually** — separate from the case-by-case permission above.
- A medication log (department form or approved equivalent) is required — one form per medication, per child, with time/amount given and administering staff signature. (Topical items from subrule 8 are exempt from this specific log.)

Parent-Facing Consistency Check (flags for corrected parent handbook)

-  **Resolved** — H.T. Medication Policy adopted, satisfying R 400.8113(1)'s required parent handbook content (also closes the \$1.5 gap):

H.T. Medication Policy (Parent-Facing)

Prescription & Topical/Nonprescription Guidelines 1. Only staff will administer any medications to children, both prescription and topical medications. 2. Unless specifically directed, medications will not be added to a child's bottle, beverage, or food. 3. Topical/nonprescription medications are applied only with annual parental approval via the authorization form. 4. Only medications with a proper label will be administered. A proper label includes the physician's name, child's first and last name, instructions, and the name and strength of the medication. Only written instructions via this label will be followed.

Medications are administered only from their original, properly labeled container. 5. Medications will be kept out of reach of children and will be returned when they expire or are no longer needed. 6. For prescription medications, the medication permissions and instructions form will be completed with both staff and parent signatures — satisfying the requirement for prior written parental permission per medication.

Topical/Nonprescription Annual Authorization Form — completed once per child per year, granting or declining permission for H.T. staff to apply, as indicated on the medication label: - Diapering cream - Triple antibiotic ointment - Sunscreen - Insect repellent - Mild liquid soap and water to the hands or diapering area as needed

-  **Resolved:** "Medications are administered only from their original, properly labeled container" is now stated explicitly in item 4 above, fully matching R 400.8260(3).

Internal Staff Procedure — H.T. Policy

1. **Medication log:** Every medication given is recorded in two places at time of administration — on the medication document kept in a plastic bag inside the locked medication box, and logged digitally in Procure.
 2. **Prescription permission form:** The medication permissions and instructions form is completed with both staff and parent signatures for every prescription medication, satisfying the prior-written-parental-permission requirement per medication.
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4.4 Accidents, Incidents & Illness (Parent Notification & Exclusion)

R 400.8263

Legal Floor

- Center must have a **written plan** for parent notification on: health changes, accidents/injuries/incidents, and a child too ill to stay in the group.
- An ill child must be separated, supervised (by program staff or unsupervised volunteer) until parent arrival — an unlicensed space like an office/reception/hallway is fine, but **never a food prep area**.
- Anything used by an ill child/adult can't be used by anyone else until cleaned/disinfected.
- Communicable disease exposure: parents must be notified with the disease name, symptoms, and CDC-sourced prevention measures.
- Center must have a **written illness-exclusion policy** for children, staff, and volunteers.

Parent-Facing Consistency Check (flags for corrected parent handbook)

-  **Resolved** — **H.T. Return-to-Care Policy adopted below**, satisfying the required written illness-exclusion policy and strengthening the parent notification plan with specific timelines.
-  **Confirmed** — **to be added when the parent handbook is created afresh**: the exclusion policy should explicitly state it also covers **staff and volunteer** exclusion, not just children.

H.T. Health Symptoms & Return-to-Care Requirements (Parent- and Staff-Facing)

Return-to-care timelines begin the day after a child (or staff member) is dismissed due to symptoms observed at Hour Time. *Example: If dismissed on Monday for a one-day exclusion, the earliest possible return day is Wednesday.*

Medication may not be used to mask symptoms in order to attend care/work. For symptoms requiring a doctor's note, the note must confirm the individual is symptom-free and not contagious.

Symptom Observed at Hour Time	Exclusion Requirement	Return-to-Care Requirement
Fever of 100.4°F or higher	1 full day	May return on the second day after dismissal provided fever-free without fever-reducing medication and able to participate in normal daily activities.
Vomiting	1 full day	May return on the second day after dismissal provided no vomiting and able to participate in normal daily activities.
Diarrhea (two or more loose stools)	1 full day	May return on the second day after dismissal provided

Symptom Observed at Hour Time	Exclusion Requirement	Return-to-Care Requirement
		stools have returned to normal and able to participate in normal daily activities.
Persistent cough or breathing difficulty	Doctor's note required	Written doctor's note confirming symptom-free, not contagious, and able to participate fully in normal daily activities without the need for one-on-one care.
Eye discharge with redness	Doctor's note required	Written doctor's note confirming symptom-free, not contagious, and able to participate fully in normal daily activities.
Unexplained rash	Doctor's note required	Written doctor's note confirming symptom-free, not contagious, and able to participate fully in normal daily activities.
Lethargy or inability to participate	Doctor's note required	Written doctor's note confirming symptom-free, not contagious, and able to participate fully in normal daily activities without the need for one-on-one care.
Known exposure with symptoms present	Doctor's note required	Written doctor's note confirming symptom-free, not contagious, and able to participate fully in normal daily activities.

This policy applies to both children and staff. Parents/guardians acknowledge this policy in writing at enrollment.

Internal Staff Procedure — H.T. Policy

1. **Ill child separation:** An ill child is separated in the office/reception area and supervised by program staff until the parent arrives. **If staffing does not allow for office/reception area use, the hallway is an appropriate alternate separation space**, consistent with R 400.8263(2)'s allowance for an unlicensed space (office/reception/hallway), excluding food prep areas.

2. **Communicable disease response — based on classroom containment:** H.T. exceeds the state minimum with a response based on whether cases stay within a single classroom, not on case count — even one confirmed case triggers this policy:
 3. **Single classroom, single-classroom cleaning:** If confirmed case(s) are confined to a single classroom, the center does not close. Instead, the children in that classroom are relocated to another space, and the affected classroom receives a full deep clean, while the rest of the center continues unaffected.
 4. **Multiple classrooms, one-day shutdown:** If confirmed cases are confirmed in more than one classroom, H.T. closes the center for one full day for a thorough facility-wide deep clean before reopening.
 5. **Parent notification, either way:** H.T. notifies **all families in the center** (not only those directly exposed) with the disease name, symptoms, and CDC-recommended prevention measures, regardless of which response level applies.
 6. **Return-to-care enforcement:** Staff and Director apply the Health Symptoms & Return-to-Care table above consistently for both children and staff members, with return timelines calculated starting the day after dismissal.
-

4.5 Incident, Accident, Injury, Illness, Death & Fire Reporting (to Parents AND the Department)

R 400.8266

Legal Floor

Event	Parent notification	Department notification
Child death in care	Immediately, in person or phone	Within 24 hrs, phone
Child lost/left unsupervised	Same day	Within 24 hrs
Allegation of inappropriate contact	Within 24 hrs	Within 24 hrs
Fire requiring suppression equipment, or loss of life/property	Within 24 hrs	Within 24 hrs
Center evacuated for any reason	Within 24 hrs	Within 24 hrs
Child hospitalized/received medical treatment for in-care injury	—	Within 24 hrs of parent notifying center

- A **written report** (department format) must follow every verbal report within 72 hours, with a copy kept on file at the center.

Parent-Facing Consistency Check

✓ **Confirmed — to be added when the parent handbook is created afresh:** the escalated same-day/24-hour timelines above, so parents know what to expect for serious events specifically (versus routine minor incidents).

Internal Staff Procedure — H.T. Policy

1. **Reporting responsibility:** The Owner is responsible for all required reports to the licensing department, using phone as the primary reporting method (fax/email as backup per department availability).
 2. **Staff role:** Any staff member who witnesses or becomes aware of a reportable event (death, lost/unsupervised child, allegation of inappropriate contact, fire requiring suppression, evacuation, or a hospitalization reported by a parent) must notify the Owner immediately so the applicable clock (same-day, 24-hour, or 72-hour written follow-up) can start without delay.
 3. **Documentation:** The Owner keeps a copy of every written report on file at the center.
-

4.6 Emergency Preparedness & Response Planning

R 400.8269

Legal Floor

- Written plans required for: fires, tornadoes, floods, power outages, extreme weather, other natural/man-made disasters, serious injuries/accidents, bomb threats/man-made emergencies, and intruders/active shooters.
- Each applicable plan must address, as relevant: evacuation, relocation site, shelter-in-place, lockdown, parent contact/family reunification, continuity of operations, and specific accommodations for children with special needs, infants/toddlers, and children with chronic medical conditions.
- **Posting requirements:**
 - Fire/tornado/flood/power outage plans — posted visibly for staff, volunteers, AND parents.
 - Extreme weather/disaster/injury/bomb threat plans — accessible (not necessarily posted) to staff, volunteers, AND parents.
 - Intruder/active shooter plan — accessible to staff and volunteers ONLY (not required for parents).
- **Drill frequency:** fire drills at least every 3 months; tornado drills at least twice between March–November; all other emergency drills at least annually. Every staff member and volunteer present must participate in drills held during their presence.
- Written drill log (date/time of each drill) kept on file.
- Staff trained on emergency duties/responsibilities at least **twice a year**.
- If cribs are evacuated, egress doors must be wide enough to accommodate the crib.
- If the fire alarm isn't monitored, 911 must be called immediately upon activation.

Parent-Facing Consistency Check

✓ **Confirmed — to be added when the parent handbook is created afresh:** a reference that fire/tornado/flood/power outage emergency plans are posted on-site and available for parent review (ties into the existing “licensing notebook available” language).

Internal Staff Procedure — H.T. Policy

1. **Drill schedule & logging:** See the Recurring Compliance Calendar at the front of this handbook for fire (quarterly), tornado (2x/year), and other emergency drill (annual) frequencies and logging requirements.
 2. **Relocation site:** In the event of a building evacuation, H.T.’s designated relocation site is the conference room at **Lysters Exteriors** (the facility’s building owner), who has agreed to make this space available for up to **1 week** if needed.
 3. **Family reunification:** Each Lead Teacher is responsible for keeping their cell phone on their person at all times and, during/after an emergency, calling the parents/guardians listed on the child information card for every child in their classroom. Each Lead Teacher is issued a fanny pack to keep their phone on their person throughout the day, so this is practical to actually follow rather than just written policy.
 4. **Staff training frequency:** H.T. policy exceeds the state’s twice-a-year minimum — staff are trained on emergency duties and responsibilities **quarterly**, per the Recurring Compliance Calendar.
 5. **Posting requirements:** Fire/tornado/flood/power outage plans must be posted visibly for staff, volunteers, and parents.
-

4.7 Food Allergy Emergency Plan

R 400.8269a

Legal Floor

- A written plan for preventing and responding to food/allergic reaction emergencies is required, including a child care plan, prevention measures, and emergency procedures.
- **Each allergic child’s care plan must include:** the child’s name and list of food allergies; names/doses/administration method of any medication the child should receive if a reaction occurs; and training on recognizing that specific child’s allergic reaction symptoms.
- The child’s care plan must travel with them on any field trip.
- **Prevention measures required:** notify parents of all known classroom/center food allergens so they avoid sending those foods in; post the child’s name and allergy prominently in the classroom (with parent approval); train program staff and unsupervised volunteers on anaphylaxis symptoms; prevent food sharing between children.
- **Emergency procedures required:** promptly administer medication per the child’s care plan during a reaction; contact EMS immediately for any serious allergic reaction, new suspected serious reaction, or whenever epinephrine is administered — even if the

child appears to have recovered; notify parents/guardians immediately of any suspected reaction or contact with the problem food, even if no reaction occurred.

Parent-Facing Consistency Check (flags for corrected parent handbook)

-  **Confirmed — to be strengthened when the parent handbook is created afresh:** replace “parents are kindly asked to avoid high allergy foods” with an actual Food Allergy Emergency Plan reference — individualized care plans for allergic children, classroom posting of allergies (with parent consent), and the EMS-contact/parent-notification procedures above.
-  **Confirmed — to be added when the parent handbook is created afresh:** a line confirming staff are trained on anaphylaxis recognition and that allergy care plans travel with the child anywhere they go (though currently no field trips occur).

Internal Staff Procedure — H.T. Policy

1. **Classroom posting:** With parent approval, each allergic child’s name and allergy is posted prominently in their classroom, in addition to the existing labeled-lunch-sack system.
2. **Emergency response sequence:** For a serious allergic reaction, a new suspected serious reaction, or any use of epinephrine, staff call **911 immediately**, then notify the parent — even if the child appears to have recovered.
3. **Individual written allergy care plans:** Template adopted below (Food Allergy Care Plan), to be completed for every enrolled child with a known food allergy, at enrollment. Completed plans are kept in the child’s file and a copy is posted where classroom staff can quickly reference it during an emergency.

HOUR TIME

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FOOD ALLERGY CARE PLAN

H.T. Food Allergy Care Plan Template

(Fillable, handwritten document. Staff may copy this page as needed — post one copy on the wall/designated area per allergic child, and keep one copy in the child's file.)

Child's full name: _____

Date completed / last updated: _____

Known food allergy/allergies: _____

Symptoms this specific child shows during a reaction *(e.g., hives, swelling, difficulty breathing, vomiting — described in this child's own presentation, not generically):*

Medication to administer if a reaction occurs *(name, dose, administration method — e.g., EpiPen Jr. 0.15mg, intramuscular):*

Physician/prescriber name: _____

Physician/prescriber phone number: _____

Parent/guardian emergency contact name: _____

Parent/guardian emergency contact phone number:

Staff trained on this child's specific care plan *(names, date trained):*

Parent approval to post child's name/allergy in classroom: ☐ Yes ☐ No

Plan travels with child on any field trip: ☐ Confirmed

PART 5 — PROGRAM AND CARE

5.1 Child Development, Screen/Media Use & Confining Equipment

R 400.8271

Legal Floor

- A child development program plan is required, covering physical, social, emotional, cognitive development, and approaches to play/learning, balanced across quiet/active, individual/group, large/small muscle, and child-initiated/staff-initiated experiences.
- **Confining equipment** (swings, stationary activity centers, infant seats, molded seats) may be used for infants only while awake, and never more than **30 minutes at a time**.
- **Tummy time required daily** for all infants under 12 months: directly supervised at all times, only while healthy/awake/alert (moved to safe sleep space immediately if they fall asleep), never on/near soft surfaces (cushions, pillows, padded mats). Parents may request a written exemption on file.
- **Media (screens) prohibited entirely for children under 2.**
- **For children 2+:** must be developmentally appropriate; interactive media must support learning; violent/adult content prohibited; **non-interactive media (passive screen use, e.g. tablets/movies) capped at 2 hours per week per child**; other activities must remain available alongside any media use. (Exceptions: school-age academic/educational device use, and assistive/adaptive technology.)
- A typical daily routine must be made available to parents.
- Parents may visit during operating hours to observe their children.

Parent-Facing Consistency Check (flags for corrected parent handbook)

- Screens are disallowed for all children in care.
- Parents may visit at any time during operating hours to observe their child.
- The daily routine includes end-of-day calming activities, in line with H.T. policy.

Internal Staff Procedure — H.T. Policy

1. **Screen/media use:** H.T. does not promote or use screen/media time with children. No tablets, puzzles-on-screen, movies, or other media are used as part of the daily routine.
 2. **Tummy time:** Conducted daily for all infants under 12 months. Infants are directly supervised at all times during tummy time, are healthy/awake/alert throughout (moved immediately to a safe sleep space if they fall asleep), and are never placed on or near soft surfaces (cushions, pillows, padded mats).
 3. **Confining equipment:** Used only while an infant is awake, and never for more than 30 minutes at a time.
-

5.2 Primary Care for Infants & Toddlers

R 400.8274

Legal Floor

- Every infant/toddler must be assigned a **primary teacher** responsible for their direct care, physical/emotional needs, and ongoing communication with that child's parents.
- **Maximum 4 primary teachers per child per week**, and those same 4 must stay with the child for the full program year (continuity of care) — except a brief exception is allowed in the first/last hour of the day if the center runs under 24 hrs/day, and relief during lunch/short breaks doesn't count as a "new" primary teacher.
- Primary teacher schedules for each child must be documented and given to parents.
- If a child has more than 1 primary teacher, food/health/temperament information must be shared **daily** between those primary teachers.

Parent-Facing Consistency Check

The parent handbook should explain the center's primary teacher system for infant/toddler rooms, since parents are legally entitled to receive their child's primary teacher schedule. It should note that each room has a pair of Lead Teachers, and — if ratios require — a pair of Teachers, based on the Sunrise and Sunset schedule for that week.

Internal Staff Procedure — H.T. Policy

1. **Primary teacher assignment — NOW / NEXT:**
 - **NOW:** The Lead Teacher of Room 1 (Newbie Room 3&4, currently open, licensed 0–2.5 years, per §3.1) is the primary teacher for all infants and toddlers in that room. The assigned Teacher supports ratio maintenance and is considered a secondary primary teacher for continuity-of-care purposes.
 - **NEXT (once Newbie Room 1&2 opens in the new Room 4, alongside Newbie Room 3&4 continuing in Room 1, per §3.1):** Each room's own Lead Teacher becomes the primary teacher for that room's children (Newbie Room 3&4's Lead for the older infants/toddlers, practically 1–2.5yr; Newbie Room 1&2's Lead for the younger infants, practically 0–1yr), each with their assigned Teacher as secondary primary teacher.
 2. **Sunrise/Sunset team interaction:** Because H.T. runs a split-week Lead Teacher schedule within its Sunrise/Sunset team structure (§3.3, HT-2.1), an infant may have up to 4 primary teachers across a full week — the Sunrise team's Lead Teacher and assistant, and the Sunset team's Lead Teacher and assistant — which stays within the rule's 4-primary-teacher-per-week maximum.
 3. **Parent documentation:** Primary teacher schedules (who is assigned to a given infant/toddler, and on which days) are documented and provided to parents.
 4. **Daily handoff communication:** Food, health, and temperament information for each infant/toddler is shared daily between that child's assigned primary teachers, particularly at the Sunrise/Sunset transition point.
-

5.3 Nighttime Care

R 400.8277

Legal Floor

If nighttime care is offered: a separate quiet-activity area away from sleeping children is required; a child dropped off during nighttime care hours must be allowed to go back to sleep; and if in nighttime care over 1 hour, age-appropriate crib/portable crib/mat/cot must be available.

Parent-Facing Consistency Check

Not applicable — H.T. operates 6am–6pm and does not offer nighttime care. No addition needed.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. does not offer nighttime care (operating hours are 6am–6pm).

5.4 Discipline

R 400.8280

Legal Floor

- Only **positive discipline methods** that build self-control, self-direction, self-esteem, and cooperation are permitted.
- **Absolutely prohibited, no exceptions:**
 - Hitting, spanking, shaking, biting, pinching, or any corporal punishment
 - Placing substances in a child's mouth (soap, hot sauce, vinegar, etc.)
 - Restricting movement by binding/tying
 - Mental/emotional punishment — humiliating, shaming, threatening
 - **Depriving a child of meals, snacks, rest, or necessary toilet use**
 - **Excluding a child from outdoor play or other gross motor activities**
 - **Excluding a child from daily learning experiences**
 - Isolating a child anywhere they can't be seen/supervised (closet, locked room, box, darkened area, hallway, etc.)
- **Time-out:** only usable alongside instructional teaching of what the child should do instead; never for children under 3; staff must remain calm.
- **Physical restraint:** only for an enrolled child with a documented special behavioral/mental health need, only non-severe and developmentally appropriate, only to prevent the child from harming themselves/others/property, held as gently as possible, timed — and the entire plan must be developed *with* the parent, with the parent giving final written approval.
- A written discipline policy is required and must be given to program staff, volunteers, AND parents.

Parent-Facing Consistency Check (flags for corrected parent handbook)

-  **Critical compliance question:** The “three times requested” policy states staff outline “an appropriate and enforceable natural consequence” and follow through if the child doesn’t comply after 3 requests. The *structure* of this policy (warning → consistent follow-through) is compliant, but **the actual consequence used matters enormously** — if any consequence involves withholding a meal/snack/rest, excluding the child from outdoor play or learning activities, or isolating them anywhere unsupervised, it would violate R 400.8280(2)(e)-(h), even though the buildup (“three times requested”) is itself neutral. The graduated consequence model in the Internal Staff Procedure below resolves this.
- The parent handbook’s “damage to equipment or the facility” language pairs with “harm themselves or others” as the discipline trigger — should confirm this doesn’t imply restraint is used, since restraint has its own strict rule (parent-approved plan required, only for documented special needs).

Internal Staff Procedure — H.T. Policy

1. **“Three Times Requested” policy — graduated consequence model:** When a child does not comply after the “if...then...” warning is restated three times, staff apply consequences in this order:
 - **Step 1 — Loss of a toy/activity privilege** (not outdoor play, not a learning experience, not meals/snacks/rest/toileting — these remain fully available to the child regardless of behavior, per R 400.8280(2)(e)-(g)).
 - **Step 2 — A separated cool-down spot within the same supervised room** (the child remains visible and supervised at all times — never isolated in a closet, locked room, hallway, or any unsupervised space, per R 400.8280(2)(h)).
 - **Step 3 — Removal from the specific activity causing conflict, redirected to another activity** (the child continues to have access to daily learning experiences generally — this step redirects away from one specific activity, not away from learning/play as a whole).
 - Each step is paired with instructional teaching of what the child should do instead of the behavior problem, consistent with R 400.8280(3).
2. **Under-3 discipline approach (replaces time-out entirely for this age group):** Time-out is never used for children under 3 years of age — this is the written policy, with no exceptions. Instead, staff use the following approaches, in order of typical use:
 - **Redirection-based:** Physically move the child to a different activity or toy rather than removing them from the group; swap out the specific object causing conflict (remove the contested toy, not the child); offer a simple either/or choice to shift attention (e.g., “blocks or the sensory bin?”).
 - **Co-regulation:** Calm voice, get down to the child’s eye level, brief physical comfort (hand-holding, gentle touch) while narrating the moment (e.g., “You’re upset. Let’s take a breath.”); gentle physical guidance away from an unsafe action (e.g., guiding a hand away from hitting) — this is redirection of movement, not restraint.
 - **Language modeling:** Short, consistent phrases paired with the desired behavior (e.g., “Gentle hands,” “We use our words,” “Toys are for playing, not throwing”);

praise/positive narration when the child does the right thing afterward, to reinforce it.

- This restriction and these techniques are explicitly covered as part of discipline training during orientation (§3.4).

3. **Time-out (children 3+) — H.T. procedure:**

1. The Teacher/Lead in the classroom thoroughly instructs the child on the appropriate alternative behaviors they need to use to have their desires addressed in appropriate ways.
 2. Once this instruction is complete and the child understands how to get their needs met appropriately, a timed time-out may be added using a strict timer, for the child to further reflect on the consequences of their actions:
 - **10 minutes maximum, every time:** Regardless of offense number, the timer never exceeds 10 minutes. Michigan’s discipline rule (R 400.8280(3)) sets no minimum or maximum time-out duration — it only requires that time-out pair with teaching alternative behavior, never be used under age 3, and that staff remain calm. A flat 10-minute cap is well within what the state allows.
 3. Staff remain calm throughout.
 4. **Physical restraint:** Used only for an enrolled child with a documented special behavioral/mental health need, only as gently as possible, only to prevent harm to the child, others, or property, and only under a written plan developed with and approved by the child’s parent in advance.
 5. **Policy distribution:** This written discipline policy is provided to program staff, volunteers, and parents (via the parent handbook), per R 400.8280(5).
-

PART 6 — FOOD SERVICES AND NUTRITION

6.1 Definitions

R 400.8301

Legal Floor

Defines Part 6 terms: bulk foods, corrosion-resistant materials, food, food-contact surface, food grade surface, food service equipment, packaged, ready-to-eat food, sealed, single-service articles, tableware, TCS (Time/Temperature Control for Safety) food, and utensil. TCS food specifically means anything containing milk/eggs/meat/poultry/fish/shellfish or similar ingredients capable of supporting rapid microorganism growth if mishandled — this term is used throughout the rest of Part 6.

Parent-Facing Consistency Check

Not applicable — definitions section only.

Internal Staff Procedure — H.T. Policy

Not applicable — definitional only. See §6.3–6.6 for the operational rules that use these terms.

6.2 Plan Review; Approval; Inspections

R 400.8305

Legal Floor

Local health department plan review/specification requirements must be followed and confirmed in writing to the department. Local health department inspection/approval required before original licensure, and every 2 years at renewal if the center has a private well/septic OR prepares/serves food on-site (unless the kitchen already holds a separate food service license) — also required before adding a food service program or an infant/toddler program, or whenever the department requests it.

Parent-Facing Consistency Check

Not applicable — licensing administration matter.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — Owner/Director-level licensing administration matter.

6.3 Food Preparation Areas

R 400.8310

Legal Floor

Food contact surfaces must be smooth, nontoxic, cleanable, corrosion-resistant, nonabsorbent; no carpeting in food prep areas; mechanical ventilation to the outside required for fuel-fired cooking equipment; deep fryers prohibited; live animals prohibited in food prep/eating areas; if food prep is limited to infant/toddler feeding, a dedicated food-prep-only sink is required.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

1. **Food prep sink:** H.T. maintains a dedicated sink used exclusively for food preparation and cleanup in the infant/toddler food prep area, separate from any hand-washing or diapering-area sinks (confirmed in §2.5).
-

6.4 Food and Equipment Storage

R 400.8315

Legal Floor

Refrigerators need a working thermometer showing 41°F or below; lighting over food storage/prep/service areas must be shielded; unpackaged bulk foods stored covered/dated/labeled; ready-to-eat food stored separately from foods requiring further washing/cooking (cross-contamination prevention); packaged food not stored in contact with water/undrained ice; poisonous/toxic materials never stored with food or food equipment; food/equipment not stored under exposed sewer lines/open stairwells or in toilet rooms; food/utensils stored on a shelf or cabinet above the floor; food service equipment kept above the floor, moveable, or properly sealed to the floor; transported meals prepared in a commercial kitchen and delivered in health-department-approved carriers.

Parent-Facing Consistency Check

Not applicable — facility infrastructure standard.

Internal Staff Procedure — H.T. Policy

1. **Refrigerator temperature checks:**  **Resolved:** The Lead Teacher of each room checks their room's refrigerator temperature daily, confirming 41°F or below, and logs the reading on a simple paper log posted on/near the refrigerator (date, temperature, initials).
-

6.5 Food Preparation

R 400.8320

Legal Floor

Food must be sound, free of spoilage/filth/contamination; prepared on cleaned/sanitized food-grade surfaces; raw fruits/vegetables thoroughly washed before cooking/serving; staff minimize bare-hand contact with food that will be cooked; ready-to-eat food never prepared/served with bare hands (gloves or utensils required); food cooked to Michigan Food Code safe temperatures; TCS foods thawed only via refrigerator ($\leq 41^{\circ}\text{F}$), cold running water ($\leq 70^{\circ}\text{F}$), microwave (if immediately transferred to cooking), or as part of conventional cooking; TCS food temperature maintained at $\leq 41^{\circ}\text{F}$ or $\geq 135^{\circ}\text{F}$ at all times except during necessary prep; cooked/refrigerated or frozen TCS food reheated rapidly to $\geq 165^{\circ}\text{F}$ before serving; probe thermometers required to verify proper temperatures; on field trips, food must stay protected from contamination, and if proper handwashing isn't available, hand sanitizer plus sanitary disposable gloves must be used.

Parent-Facing Consistency Check

Not applicable — facility/food-safety standard, though relevant if H.T. ever offers field trips (currently N/A per §1.5).

Internal Staff Procedure — H.T. Policy

1. **Bare-hand contact with ready-to-eat food:** Staff never prepare or serve ready-to-eat food (e.g., handling a child's already-prepared lunch items) with bare hands — gloves or utensils are used.
-

6.6 Dishwashing

R 400.8325

Legal Floor

All tableware/utensils/food-contact surfaces/equipment cleaned and sanitized after each use; multi-purpose tables cleaned/sanitized before AND after meals/snacks; enamelware prohibited; single-service articles never reused; multi-use tableware cleaned/sanitized via commercial dishwasher, residential dishwasher with sanitizing capability, or a compliant 2- or 3-compartment sink method (wash/rinse/sanitize, with specific water temperature and sanitizing-solution requirements); items air-dried on a clean sanitized surface — never towel-dried; sponges prohibited in food service.

Parent-Facing Consistency Check

Not applicable — facility/food-safety standard.

Internal Staff Procedure — H.T. Policy

1. **Table cleaning:** Multi-purpose tables are cleaned and sanitized both before and after every meal/snack, consistent with H.T.'s existing daily routine (sanitizing tables before lunch/dinner per the parent handbook's daily schedule).
 2. **Dish collection & timing:** Any dishes going home are returned to the child's cubby. H.T. dishes are collected in the classroom throughout the day and washed after the final meal of the day, during a rest period. Staffing is maintained in the required "eyes-on" ratio manner (§3.1) while dishwashing occurs.
 3. **Wash & sanitize procedure:** Dishes are washed with hot soapy water, or in a commercial dishwasher using the sanitizing setting. Dishes are then rinsed with running water and submerged in a bleach-water sanitizing solution at 50–100ppm.
 4. **Sanitizing-solution priority — dishes before toys:** Dishes are always washed in the sanitizing solution before bucket toys are sanitized (§2.2) — dishes take priority for clean sanitizing water. Once the solution has been used for toys, or appears cloudy or dirty, it may no longer be used to sanitize dishes: drain it and replace with fresh water and bleach before continuing.
 5. **Kitchen closing / end-of-night cleanliness standard:** At close, counters and the tabletop must be clear and cleaned — free of both drying dishes and bucket toys. The microwave and floor must be clear of crumbs, dried food, trash, or anything else that creates a disordered appearance. Any insect sighting or spider web is cleaned on sight and reported to the Director for pest management.
-

6.7 General Nutrition, Meal/Snack Requirements & Feeding Practices

R 400.8330

Legal Floor

- **Meals/snacks must be provided by the center UNLESS** (a) most children attend under 2.5 hrs, or (b) a parent provides the food. H.T. operates under the parent-provided model.
- **If a parent doesn't provide adequate food, the center must still provide an adequate amount** — this is an affirmative center obligation, not optional.
- Meal/snack minimums by hours of operation: 2.5–4 hrs = 1 snack; 4–6 hrs = 1 meal + 1 snack; 7–10 hrs = 1 meal + 2 snacks (or 2 meals + 1 snack); 11+ hrs = 2 meals + 2 snacks.
- **A center may never deprive a child of a snack or meal that is in progress while the child is in attendance** — regardless of any other circumstance.
- Water available to children 1+ throughout the day; infants/toddlers fed on demand.
- Menus planned in advance, dated, and available to parents; substitutions noted same-day.
- No choking-hazard foods for infants/toddlers (popcorn, seeds, nuts, hard candy, whole grapes, hot dogs, etc.).
- Bottle handling: no microwave/crockpot warming; bottle warmers inaccessible to children and shut off when not in use; staff never hold a child while removing a bottle from a warmer; warmed contents shaken/stirred and temperature-tested before feeding; discard bottle contents after 1 hour of feeding or 1 hour unrefrigerated; no reuse of leftover formula/milk; no bottle propping; staff hold infants during feeding (unless the infant resists and can hold their own bottle); no bottles/food in sleeping equipment or while a child is walking/playing.
- Toddler independence: encourage self-feeding, appropriate portions, staff sit with toddlers during meals.
- Breastfeeding must be supported, with a designated space set aside.

Parent-Facing Consistency Check (flags for corrected parent handbook)

- The parent handbook should plainly state both food-shortfall scenarios: **(A) caught at drop-off, before the parent leaves** — the parent takes the child with them to retrieve adequate food; if unwilling or unable, the child cannot be placed in care for the day; **(B) discovered after the parent has already left** — the child is admitted and remains in care, the parent is called and has 1 hour to provide food or retrieve the child, and H.T. provides up to 1 backup meal in the meantime.

Internal Staff Procedure — H.T. Policy

1. **Food-less drop-off — two scenarios:**
 - **Scenario A — caught at drop-off (parent still present):** The parent is to take the child with them to retrieve adequate food for the day. If the parent is unwilling or unable to do this, the child cannot be placed in care for the day.
 - *Why this is fully compliant, not a risk: R 400.8330(9) only prohibits depriving a child of a meal/snack if the child is “in attendance at the time*

when the snack or meal is served.” A child who is not placed in care that day is never in attendance, so the duty to provide food never triggers. R 400.8330(2)’s duty to provide adequate food if the parent doesn’t only applies once a child is admitted for the day — it does not require H.T. to admit a child in the first place. As long as H.T. genuinely does not admit the child (rather than admitting them and then withholding a meal), Scenario A is squarely within what the rule allows.

- **Scenario B — discovered after the parent has already left:** The child remains in care as normal.
 - Staff contact the parent by phone as soon as the shortfall is discovered.
 - The parent is expected to provide adequate food **within 1 hour** of that call, or arrange to retrieve the child.
 - The child may not remain in care for the full day / beyond several meal periods without adequate food being provided or retrieved.
 - H.T. will provide **no more than 1 meal** from its own backup supply under these circumstances.
 - 2. **Bottle/food preparation:** Staff heat and prepare parent-provided food on-site (bottles, purees, etc.), following the bottle/food-warming rules above — no microwave or crockpot warming, bottle warmers kept out of children’s reach and shut off when not in use, contents shaken/stirred and temperature-tested before feeding, and never held by staff while removing a bottle from the warming device.
 - 3. **Bottle labeling and expiration:** In the infant room, every bottle is labeled for that child **on arrival**, using the full 5-element label standard (child’s first name, last name, date, time of preparation, and time of expiration — see §6.9). The bottle is also **recorded in Procure.**
-

6.8 Food Provided by the Center

R 400.8335

Legal Floor

Food/beverages provided by the center must meet CACFP minimum meal requirement standards for quantity and nutritional quality, and extensive bottle/formula/commercial baby food handling rules apply (labeling, 48-hour discard windows, sanitary prep, no home-canned goods, no serving recalled food, etc.).

Parent-Facing Consistency Check

Since H.T.’s standard model is parent-provided food, this rule mainly applies to the **1 backup meal H.T. now provides under the resolved food-less drop-off policy** (see §6.7) — that backup food must still meet these same standards.

Internal Staff Procedure — H.T. Policy

1. **Backup food practice:** H.T. keeps backup food/formula on hand and provides it to a child under the food-less drop-off procedure in §6.7 (up to 1 meal, with parent notified

by phone and a 1-hour cure window). This backup food must meet the same CACFP/labeling/handling standards as any center-provided food.

6.9 Food Provided by Parents

R 400.8340

Legal Floor

- **Same-day supply** (breast milk, formula, milk, beverages, food used within a single day): furnished in clean/sanitary ready-to-feed containers or poured into one before feeding; covered and labeled with the child's first and last name and date; returned to the parent at end of day or discarded.
- **Multi-day supply** (up to 7 days): milk/beverages/non-perishable food may be furnished in unopened commercial containers; breast milk may be kept refrigerated up to 4 days or frozen up to 2 weeks; milk/beverages labeled with name + date opened, returned to parent or discarded 7 days after opening; non-perishable items labeled with date opened (and child's name if applicable).
- **Prepared bottles and beverage containers (milk and formula)**: must be refrigerated and labeled with the child's **first name, last name, date, and time of preparation** (R 400.8340(11)) — 4 required elements.
- Food/beverages fed only to the child whose name is on the label.
- Breast milk/formula/milk refrigerated until used.
- Other perishable items not discarded by end of day must be dated, refrigerated (or otherwise kept at a safe temperature), and used within 7 calendar days of opening/prep.
- Fresh whole fruits/vegetables may be unrefrigerated up to 3 calendar days in a clearly labeled/dated container.

Parent-Facing Consistency Check (flags for corrected parent handbook)

- The parent handbook already requires labeling with child's name, food items, and date — good alignment. Add explicit same-day vs. multi-day supply language so parents understand the different return/discard timelines for perishable vs. non-perishable items.
- The parent handbook should state that all multi-day supply items are returned to parents or discarded every Friday, with no exceptions, and that parents are welcome to bring back any non-expired food the following week.

Internal Staff Procedure — H.T. Policy

1. **Same-day supply items:** Unused breast milk, formula, milk, other beverages, and food furnished in a same-day supply are returned to the parent or discarded at the end of the day, consistent with R 400.8340(4).
2. **Multi-day supply — weekly Friday reset:** All multi-day supply items are returned to parents or discarded every **Friday, with no exceptions** — this stays within the state's 7-day maximum retention window (R 400.8340) regardless of when an item was opened during the week. Parents are welcome to bring back any non-expired food the following week.

3. **Bottle labeling — required elements:** Every prepared bottle is labeled using the standard Bottle Label, with:
 1. Child's name
 2. Time of preparation, with AM or PM indicated
 3. Oz # (ounces prepared)
 4. Date
 5. Type — **F** (Formula), **B** (Breast Milk), or **O** (Other)
 6. *Expiration is not a separate written field — staff calculate it from the labeled preparation time per the 1-hour expiration policy in §6.7.*
 4. **Feeding accuracy:** Food and beverages are fed only to the child whose name appears on the label — never shared or substituted between children.
 5. **Meal division & labeling system (solid meals):** Depending on a child's arrival time, parent-provided food is divided into up to four meals, each consisting of a protein (plant or meat), a fruit or vegetable, and a carbohydrate. Meal times are 7:30am, 9:30am, 11:30am, and 1:30pm. Most children only need three meals divided, since they arrive after the 7:30am snack.
 - Each meal is labeled on the standard Meal Label (child's name, meal code, heating mark) with a letter indicating which meal it is: **Am** = AM snack (7:30am), **B** = breakfast (9:30am), **L** = lunch (11:30am), **S** = afternoon snack (1:30pm).
 - Each meal is also marked to show whether heating is needed: a checkmark (✓) means no microwave heating is required; an "@" means microwave heating is required.
 - The refrigerator is labeled to show where each meal type is placed, arranged upper-left to lower-right in meal serving order.
-

6.10 Drinking Water Management Plan

R 400.8341

Legal Floor

Centers must develop/implement a written drinking water management plan, conduct water sampling/testing after filter installation, remediate as needed, and retain records. Drinking water furnished to children must come from a filtered faucet or other filtered source meeting state standards. (Statutory deadlines already passed in 2025; this is now an ongoing compliance obligation, not a future one.)

Parent-Facing Consistency Check

The parent handbook or licensing notebook should reflect that H.T.'s drinking water is filtered per this requirement.

Internal Staff Procedure — H.T. Policy

1. **Filtered water:** H.T.'s drinking water management plan and filtered water source are already in place, satisfying R 400.8341.

2. **Filter supply and replacement:** Faucet water filters are kept on H.T.'s regular supply list and replaced monthly, per the Recurring Compliance Calendar.
-

6.11 Rescinded Rules (No Current Requirement)

R 400.8345, 8350, 8355, 8360, 8365, 8370, 8375, 8380, 8385

These rule numbers were formerly in effect but have since been rescinded and carry no current requirement. Listed here only for completeness against the state rulebook's numbering.

PART 7 — SCHOOL AGE CHILD CARE CENTER SPECIFIC PROVISIONS AND EXEMPTIONS

7.1 Specific Provisions; Exemptions

R 400.8401

Legal Floor

School-age child care centers generally follow all the same rules as the rest of this handbook, with narrow exemptions available under specific conditions — mostly for centers operating **inside a school building** (e.g., exemption from certain outdoor play/premises rules if using a public school's existing playground, or from Part 8 Fire Safety rules if run by a school district/board in a department-of-education-approved building). An exemption also exists from the media/screen cap (R 400.8271(10)(d)) specifically for school-age children using computers/devices for **academic/educational purposes** or assistive/adaptive technology — this is separate from and does not affect H.T.'s no-media policy in general recreational use.

Parent-Facing Consistency Check

Not applicable — H.T. does not operate inside a public school building, so these exemptions do not apply; standard rules govern.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. operates from its own leased facility (Lysters Exteriors), not a school building, so none of the Table 2/Table 3 exemptions in this rule apply. School-age children at H.T. are covered by the same standard rules as all other age groups throughout this handbook.

7.2 School-Age Program Administrator Qualifications; Responsibilities

R 400.8410

Legal Floor

Establishes a parallel, school-age-specific Program Administrator qualification pathway (experience + coursework combinations, distinct from the general R 400.8204 pathway), along with substitute administrator rules, multi-site oversight rules, and staff-in-charge requirements — largely mirroring the general administrator rule (§3.3) but with school-age-specific coursework/credential options.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. operates as a single integrated center serving multiple age groups (including school-age) under one Program Administrator qualified under the general Standard Center pathway (§3.3), not as a dedicated stand-alone school-age program. This rule's separate administrator pathway is not triggered for H.T.'s operating model.

7.3 School-Age Site Administrator; Qualifications; Responsibilities

R 400.8419

Legal Floor

A Site Administrator role (distinct qualifications: 18+, HS diploma/GED, plus an experience/coursework pathway) is required when a school-age Program Administrator oversees multiple sites and isn't present at a given site.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. operates a single site (see §3.3's Site Administrator note). If H.T. ever expands to multiple locations, this section must be built out.

7.4 Use of Large Space Requirements

R 400.8430

Legal Floor

For school-age centers using a large shared space (cafeteria, gymnasium, multi-purpose room), groups may combine as long as staff-to-child ratios and group sizes are maintained, staff are well-positioned throughout the room, and distinct interest areas are set up.

Parent-Facing Consistency Check

Not applicable unless H.T.'s school-age room is a large shared/multi-purpose space.

Internal Staff Procedure — H.T. Policy

1. **NOW / NEXT (see §3.1 for full detail):**

- **NOW:** School-age children are part of Room 2 (“The Grad Room,” functioning as the combined label for the Undergrad + Grad classes sharing that physical room, 2.5 years through school-age). Per R 400.8430, this is permissible as long as: the ratio/group size for the youngest child present is maintained throughout (§3.1), program staff are well-positioned across the room rather than clustered, and distinct interest areas are set up for different activities/ages.
 - **NEXT (target: before this calendar year is out):** Once Room 2 becomes the Grad Room only (4yr–school-age, 8 children, 1 Lead Teacher) and the Undergrad class moves to its own separate Room 3, this large-space-sharing rule (R 400.8430) no longer governs school-age children’s ratio — the Grad Room maintains its own independent ratio (1:12) under §3.1’s standard Table 1 instead.
-

7.5 Emergency Preparedness Allowance in School Buildings

R 400.8440

Legal Floor

School-age centers located inside a school building may use the school’s own emergency preparedness plan/drills instead of building a separate one, as long as it meets all of R 400.8269’s requirements.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. does not operate inside a school building, so the center’s own emergency preparedness plan (§4.6) governs all age groups, including school-age children.

PART 8 — FIRE SAFETY

8.1 National Fire Protection Association Standards; Adoption by Reference

R 400.8501

Legal Floor

Michigan adopts specific NFPA standards by reference for fire safety compliance: NFPA-10 (portable fire extinguishers, 2018), NFPA-13 (sprinkler systems, 2019), NFPA-17A (wet chemical extinguishing systems, 2024), NFPA-25 (water-based fire protection system inspection/testing, 2017), NFPA-72 (fire alarm/signaling code, 2019), NFPA-80 (fire doors, 2019), NFPA-96 (commercial cooking ventilation/fire protection, 2024), NFPA-251 (fire resistance of construction/materials, 2006), NFPA-265 (fire growth/textile wall coverings, 2019), NFPA-701 (flame propagation of textiles/films, 2015).

Parent-Facing Consistency Check

Not applicable — facility construction/engineering standard.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — facility-level compliance already satisfied by H.T.'s licensed building and maintained by the Owner/Director.

8.2 Definitions

R 400.8505

Legal Floor

Defines Part 8 terms used throughout this section: basement, child care room, closet, combustible, conversion, existing building/licensed center, exit, fire alarm/fire alarm system, and related construction/fire-safety terminology.

Parent-Facing Consistency Check

Not applicable — definitions section only.

Internal Staff Procedure — H.T. Policy

Not applicable — definitional only.

8.3 Plans and Specifications; Submission; Approval; Inspections

R 400.8510

Legal Floor

Fire safety plan review/inspection required before licensing (new construction, additions, conversions, remodeling) and periodically thereafter by the state fire marshal or authorized local fire safety inspector.

Parent-Facing Consistency Check

Not applicable — licensing administration matter.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — Owner/Director-level licensing administration matter, already satisfied by H.T.'s current license.

8.4 Construction

R 400.8515

Legal Floor

Building construction/fire-resistance standards vary based on when the center was licensed (before/after key dates: June 4, 1980; July 1, 2000; December 7, 2006) and building type/story count — governing structural fire-resistance ratings, protection of vertical openings, and related construction requirements.

Parent-Facing Consistency Check

Not applicable — facility construction standard.

Internal Staff Procedure — H.T. Policy

Not applicable to day-to-day staff operations — facility-level compliance matter tied to H.T.'s building's construction date and licensing history.

8.5 Interior Finishes

R 400.8520

Legal Floor

Interior wall/ceiling/floor finish materials must meet specific flame-spread and smoke-development ratings; decorative materials, drapery, stage curtains, wall dividers, and bulletin boards have specific flammability-testing requirements (NFPA-701 where applicable); combustible materials/decorations on walls capped at 20% of each wall per room; **combustible materials/decorations suspended from or near the ceiling are prohibited.**

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Classroom decorations:** Staff keep combustible decorations (paper art, bulletin board displays, etc.) to no more than 20% of any given wall, and never hang or suspend decorations from or near the ceiling.
-

8.6 Exits

R 400.8525

Legal Floor

- Each occupied floor needs at least 2 approved exits, remote from each other, with proper termination to grade.
- **Travel distance to exit:** infants/toddlers — 50 feet or less from room door to exit; preschoolers/school-age — 100 feet or less (extendable by 50 ft with an approved fire suppression system).
- Centers licensed after Dec. 6, 2006 with infants/toddlers need exits within 30 inches of grade or properly ramped.
- Exit doors: side-hinged, knob/lever/panic-type hardware, non-locking against egress; doors in rooms with 21+ children must swing in the direction of egress.
- **Means of egress must be kept accessible, free, and unobstructed at all times the center is in operation.**
- Exit signs: distinctive/contrasting color, “EXIT” lettering ≥ 6 ” high with $\geq \frac{3}{4}$ ” strokes, illuminated at all times (internally or externally) with 90-minute emergency backup power.
- If nighttime care is provided: exits within 30” of grade (or ramped), and both exit signs and interior/exterior emergency lighting illuminated.

Parent-Facing Consistency Check

Not applicable — facility standard, though “means of egress unobstructed” connects directly to the exterior-door-never-propped-open policy in §2.10.

Internal Staff Procedure — H.T. Policy

1. **Unobstructed egress:** Staff never block, obstruct, or store items in front of exit doors, hallways, or any path leading to an exit, at any time the center is open — consistent with the “never prop open exterior doors” policy in §2.10.
 2. **Exit sign function:** Any staff member who notices an exit sign not illuminated reports it to the Director immediately for repair, since continuous illumination is a licensing requirement, not just a convenience.
-

8.7 Hazard Areas

R 400.8530

Legal Floor

- Areas storing combustibles must be fire-separated from child-occupied space per construction-era-specific standards (fire-resistance ratings, rated doors with self-closing/positive-latching hardware).
- Kitchens with fuel-fired cooking equipment exposing a means of egress or child-use area need 1-hour fire-resistive separation (exempt if protected by an automatic kitchen hood suppression system).
- **Incinerators prohibited.**
- Central heating plants/fuel-fired appliances require fire-resistive enclosure per specific standards; **auxiliary/portable heating units (combustion or electric) are prohibited.**
- **Flammable materials (fuels, pressurized cans, cleaning fluids, polishes, matches) may never be stored in heat plant enclosures** — must be in metal cabinets/storage accessible only to authorized staff, outside child-use areas.
- Flammable gases, gasoline, and gasoline-powered equipment prohibited in or adjacent to the center (absent 2-hour fire-resistive separation).
- Dryer vents metal or UL-listed, vented completely to the exterior.
- Centers must be maintained **free of all fire safety hazards.**
- **If a child in care needs oxygen:** no more than a day's worth stored on-site (only while the child is in attendance); unused tanks secured from tipping and labeled full/empty; "Oxygen in Use" signs posted at every building entrance.

Parent-Facing Consistency Check

The parent handbook should mention that H.T. is smoke/vape/open-flame-free (ties to §2.13 and §8.9) as part of overall fire safety transparency.

Internal Staff Procedure — H.T. Policy

1. **Flammable materials storage:** All flammable/combustible supplies (cleaning fluids, matches, aerosols, etc.) are stored in metal cabinets or storage inaccessible to children, outside heat plant enclosures and away from child-use areas — this connects directly to the general poisonous/toxic materials storage policy in §2.12.
 2. **Oxygen protocol:** If a child in care requires supplemental oxygen, staff follow the day's-worth-only storage limit, secure/label unused tanks, and post "Oxygen in Use" signage at all entrances for the duration of that child's attendance.
-

8.8 Fire Alarm

R 400.8535

Legal Floor

Centers with 4 or fewer child-occupied rooms and 60 or fewer children need a fire evacuation method (electrical or manual) with a distinct alert sounding throughout the center. Larger centers (more than 4 rooms or licensed for more than 60 children) need an approved NFPA-72-

compliant fire alarm system. In new construction/conversions/newly licensed centers, the trouble signal must be located where child care staff normally work.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Evacuation method:** H.T. uses an electrical/manual evacuation method with a distinct, center-wide sounding alert, consistent with the threshold for centers of 60 or fewer children and 4 or fewer child-occupied rooms.
 2. **Manual bell location:** H.T.'s manual fire bell is located in the largest classroom in the building (Newbie Room 3&4).
 3. **Fire alert protocol:**
 - The staff member who discovers a fire emergency sounds the bell and announces: **“Fire in the building! Fire in the building!”**
 - All staff who hear the announcement reply: **“Fire in the building heard.”**
 - Every staff member then proceeds with their assigned role in the evacuation.
-

8.9 Smoke Alarms; Carbon Monoxide Detectors

R 400.8540

Legal Floor

Single-station smoke alarms required covering all use areas and egress paths, per NFPA-72 spacing; centers with a fire alarm system need smoke alarms connected to and monitored by it; centers with fuel-fired heating need a CO detector on every level/furnace zone used for child care. All alarms/detectors properly installed, maintained per manufacturer specs.

Parent-Facing Consistency Check

The parent handbook should confirm smoke/CO detectors are installed and maintained throughout the facility.

Internal Staff Procedure — H.T. Policy

1. **Alarm testing/maintenance:**  **Resolved:** The Director/Owner tests all smoke and carbon monoxide alarms/detectors monthly, per manufacturer specifications. This is included on the Recurring Compliance Calendar's Monthly tier at the front of this handbook.
-

8.10 Fire Extinguishers

R 400.8545

Legal Floor

Multipurpose extinguishers rated at least 2A-10BC required in/adjacent to the kitchen/cooking area and the heating plant room; additional extinguishers per NFPA-10 light-hazard-occupancy standards; extinguishers properly mounted, inspected, and tagged with the last inspection/service date and inspector's initials.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Location awareness:** All staff should know the location of fire extinguishers throughout the building (adjacent to first aid kit locations noted in §2.2 — kitchen and rear exit).
 2. **Monthly visual check:** The Director/Owner performs a monthly visual check of each extinguisher (gauge in the operable range, unobstructed accessibility, no visible damage), per the Recurring Compliance Calendar.
 3. **Annual professional inspection:** The Director/Owner schedules and tracks the annual professional fire extinguisher inspection and tag update.
-

8.11 Electrical Service

R 400.8550

Legal Floor

Electrical service maintained in safe condition; new construction/additions need inspection/approval with certificate on file; extension cords (UL-listed) allowed only temporarily/short-term; **electrical outlets in child-use areas for children not yet school-age must be made inaccessible to children** (outlet covers); outlets within 6 feet of a sink/water source need GFCI protection; power strips must have surge protectors, be 6 feet or shorter, and never be daisy-chained to another power strip.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

1. **Outlet covers:** All electrical outlets in rooms serving children not yet school-age are fitted with child-safety covers, checked periodically by staff for security.
 2. **Power strip use:** Any power strip used in a classroom is surge-protected, 6 feet or shorter, and never plugged into another power strip.
-

8.12 Open-Flame Devices; Candles

R 400.8555

Legal Floor

Open-flame devices, candles, and incense are prohibited at all times, except for religious celebrations.

Parent-Facing Consistency Check

The parent handbook should note H.T. is an open-flame-free facility (relevant to birthday celebrations, which often prompt candle questions from parents).

Internal Staff Procedure — H.T. Policy

1. **H.T. policy — no open flame or imitation flame, at all:** H.T. policy is stricter than the state rule — **no open flame devices and no imitation/flameless flame devices (e.g., battery-operated flickering “candles”) are permitted anywhere on H.T. property, at any time, with no exceptions,** including for religious celebrations.
 2. **Birthday celebrations:** No candles — real or imitation — are used for in-classroom birthday celebrations. Staff mark the occasion without any flame-style prop (e.g., singing, a decorative non-flame topper, or a “Happy Birthday” sign).
-

8.13 Fire Safety Exemptions for School Buildings

R 400.8565

Legal Floor

Part 8’s fire safety rules don’t apply to a center established/operated by a school board/district or state-approved nonpublic school, located in a school building approved by the state fire marshal for school purposes.

Parent-Facing Consistency Check

Not applicable.

Internal Staff Procedure — H.T. Policy

Not applicable — H.T. does not operate inside a school building, so all of Part 8’s fire safety rules above apply in full.

PART 9 — TRANSPORTATION

R 400.8701–8780

H.T. does not currently offer or participate in transportation of any kind. This part of the licensing rulebook is not currently applicable. If H.T. begins offering transportation in the future, this section must be built out in full before that service begins.

PART 10 — SWIMMING

R 400.8801–8840

H.T. does not currently offer or participate in swimming/water play activities of any kind. This part of the licensing rulebook is not currently applicable. If H.T. begins offering swimming/water play in the future, this section must be built out in full before that activity begins.

HT-Series: Internal-Only Policy Index

(No direct state rule. Each policy below is H.T.-specific and drafted in full here for quick staff reference.)

HT-1 — EMPLOYMENT & CONDUCT

HT-1.0 Culture & What Success Looks Like

At Hour Time, we believe children thrive when the adults around them are dependable. Every policy in the HT series exists to make expectations clear before a problem occurs — not to catch people after the fact. We hold one another to high standards while treating every employee with dignity, honesty, and respect. **Accountability and kindness are not opposites — they are partners.** This is the lens every other section of the HT series should be read through.

What Success Looks Like at H.T.

The employee we love to hire — and love to keep — is:

- **Dependable:** shows up on time, every time, because licensing ratios and coworkers depend on it (§3.1, HT-1.3).
- **Coachable:** takes feedback during the 90-day introductory period and beyond without defensiveness (HT-1.2).
- **Calm under pressure:** keeps a steady voice with children and coworkers, especially during a hard moment.
- **Kind to children, straightforward with adults:** treats every child with warmth, and every coworker and parent with honest, respectful communication.
- **Solutions-oriented:** brings a fix, not just a complaint, to their Lead Teacher or the Director (HT-3.1).
- **Takes ownership without being asked:** finishes the closing checklist, logs entries in real time, and steps up to cover ratio before being told to.

When staff know what “excellent” looks like at H.T., coaching points back to a shared, published standard — not a personal preference. This is the standard every other policy in the HT series exists to support.

HT-1.1 Hiring/Onboarding Overview

The Director/Owner personally conducts all hiring interviews and makes the final hiring decision. Beyond the state-required comprehensive background check (§3.2), H.T. does not currently conduct additional professional reference checks.

Once hired, every new employee follows the full onboarding sequence already detailed in §3.4: - Comprehensive background check and mandated reporter acknowledgment (Day 1, before any

child contact) - Software/systems setup: MiRegistry, Vagaro, Connecteam, Procare (see the New Hire Software & Systems Onboarding checklist, §3.4) - 30-day and 90-day training checklists (Silos 1–3), including Pediatric First Aid/CPR

HT-1.2 Probationary Period

Every new hire serves a **90-day probationary period**, beginning on their first day physically present at the center.

- During this period, the Director closely evaluates fit, reliability, skill, and alignment with H.T.'s standards of care.
 - Employment remains **at-will** throughout the probationary period (and afterward) — the probationary period is a management tool for closer evaluation, not a guarantee of continued employment through day 90, and does not create a contract for any specific term.
 - The Director may end the employment relationship at any time during the 90-day window if performance, conduct, or fit doesn't meet H.T.'s standards, without needing to complete the full progressive discipline process outlined in HT-1.9.
 - Benefits, scheduling privileges, or other terms tied to tenure (if any) begin accruing after successful completion of the 90-day period.
 - *(Not a substitute for legal advice — Michigan is an at-will employment state, and H.T. should consult an employment attorney before finalizing termination procedures to ensure consistent, non-discriminatory application.)*
-

HT-1.3 Attendance & Tardiness

Staff must clock in no earlier than **5 minutes before** and no later than **5 minutes after** the start of their scheduled shift — a 10-minute window total. Clocking in outside this window is grounds for disciplinary action under the progressive discipline policy (HT-1.9).

Reporting an absence or late arrival: Staff must both (1) call the Director directly, and (2) log the absence/late notice in Connecteam. Both steps are required — one without the other is treated as unreported.

HT-1.4 Dress Code / Footwear

H.T.'s dress code is casual and comfortable — no uniform, specific colors, or footwear requirement. Clothing should be practical for an active childcare environment (floor play, outdoor time, spills), suitable for outdoor supervision in any weather within the operating range (§3.3), and appropriate for a professional childcare setting.

Hygiene: - No negative body odor; daily shower and deodorant use required. - Perfume is allowed.

Hair, makeup, and piercings: - Hair must be neat in appearance, without unnatural colors. - Makeup, if worn, must be tasteful and should not reflect party/holiday styling. - Earrings, if worn, must be no larger than a quarter in size, for staff and child safety. - No facial piercings.

Jewelry: - No more than 4 total pieces of jewelry, including wedding rings/bands.

Nails: - Extra-long nails are not permitted. - Rhinestones or multi-color nails (more than 1 color) are not permitted.

Clothing coverage: - Cleavage must be completely covered. - Belly button and thighs must be completely covered and must remain covered through a full range of motion (bending, floor play, reaching, etc.). - Clothing with satanic or demonic references is strictly prohibited.

Dress code violations — discipline: 1. **1st violation:** Verbal warning. 2. **2nd violation:** Staff member is required to return home, change, and report back to work within 90 minutes of the request. 3. **3rd violation:** Grounds for immediate termination.

HT-1.5 Personal Cell Phone / Smart Watch Use

Staff are expected to have their personal cell phone with them for emergency coverage purposes (this also supports the family reunification procedure in §4.6, where Lead Teachers use their personal phones to contact parents during an emergency).

Personal (non-emergency) calls are permitted under these conditions only: - Limited to no more than **20 minutes**. - Taken **outside the classroom**. - Another teacher must maintain eyes on the classroom the entire time the call is taking place. - **Never during high-transition periods** — bathroom/diaper changes, meal times, or curriculum time. - Personal calls must be **planned for naptime or outdoor play time**, and only if a second staff member is available to cover the classroom as described above.

HT-1.6 Social Media Policy

All posting of children in H.T.'s care — photos, videos, or any other content — is handled exclusively by the Director/Owner, through H.T.'s official social media outlets.

Staff are not permitted to photograph, video, share, post, or otherwise show images of children in H.T.'s care on personal social media, messaging apps, or any other platform, under any circumstances.

HT-1.7 Confidentiality

Staff must not discuss children, families, or fellow staff members outside of work, or with anyone who doesn't have a legitimate work-related need to know. This includes: -

Child/family information: health conditions, allergies, behavioral concerns, custody arrangements, family circumstances, incident/injury reports, and anything in a child's file.

(Note: H.T. is not a HIPAA-covered entity, but staff should treat this information with the same level of discretion and privacy as HIPAA-protected health information.) - Staff/HR

information: pay, discipline, performance issues, personal circumstances of coworkers. -

General rule: if it's not necessary for a parent, a coworker, or a supervisor to know in order to do their job or care for their child, it isn't shared — not with other parents, not on social media, not with friends or family outside of work.

Confidentiality violations are addressed under the progressive discipline policy (HT-1.9) and may result in immediate termination for serious breaches (e.g., sharing a child's medical information or a family's private circumstances publicly).

HT-1.8 Conflict of Interest, Outside Employment & Parent Relationships

Staff may not privately babysit or nanny for H.T. families **both while the family's child(ren) are enrolled at H.T. and for 1 year after that enrollment ends** — this protects both families and staff from blurred lines around supervision, liability, and center policy.

Outside employment unrelated to childcare for H.T. families does not need to be disclosed to the Director.

Gifts from families: Small, inexpensive tokens (a holiday card, a small treat) are fine to accept. Staff may not accept cash, gift cards, or any gift substantial enough to reasonably look like it's intended to influence how a specific child is treated. When in doubt, tell the Director before accepting.

Favoritism: Every child in a staff member's care receives the same standard of attention, warmth, and discipline, regardless of that child's family, gifts given, or a staff member's personal relationship with the parents. Consistently favoring or excluding a specific child is addressed as a professional conduct issue under HT-1.9.

A discovered violation of this policy results in disciplinary action up to and including termination, per the Progressive Discipline policy (HT-1.9) or, for a serious violation, per the Immediate-Termination Offenses list (HT-1.13).

HT-1.9 Progressive Discipline (Staff)

H.T. tracks discipline by category, using H.T.'s standard Corrective Action Documentation form. Each category is tracked independently — an offense in one category does not count against another — and each category allows up to 4 offenses before termination:

Categories: Attendance, Conduct, Cleaning, Compliance.

1. **1st offense in a category — Verbal warning:** documented in the employee's file, discussed directly with the employee.
2. **2nd offense in the same category — Written warning:** signed by the employee and Director, describing the issue and expected correction.

3. **3rd offense in the same category — Suspension:** terms set by the Director, signed by the employee and Director.
4. **4th offense in the same category — Termination.**

Every corrective action, at every level, is documented on the Corrective Action Documentation form — category, action taken, offense number in that category (out of 4), a written explanation, and signatures from both the employee and supervisor.

This process does not apply to conduct that constitutes an immediate, serious safety, licensing, or legal violation (e.g., child abuse/neglect, working under the influence, gross negligence) — those situations may result in immediate termination regardless of prior discipline history, consistent with the specific policies referenced throughout this handbook (see HT-1.13).

HT-1.10 Anti-Harassment / Anti-Discrimination

H.T. is committed to a workplace free from harassment and discrimination. This applies to all employment decisions and day-to-day treatment of staff, based on race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, and gender identity), height, weight, marital status, disability, or any other status protected under Michigan's Elliott-Larsen Civil Rights Act or federal law.

- **Zero tolerance:** Harassment or discrimination of any kind — verbal, physical, or otherwise — by any employee, supervisor, or the Owner/Director, will not be tolerated.
 - **Reporting:** Any employee who experiences or witnesses harassment or discrimination should report it directly to the Director. If the concern involves the Director, it should be raised as clearly and directly as possible in writing, documented and retained.
 - **No retaliation:** H.T. prohibits retaliation against anyone who reports a concern in good faith or participates in an investigation.
 - **Investigation:** All reports are taken seriously and addressed promptly.
-

HT-1.11 Drug- and Alcohol-Free Workplace

H.T. maintains a zero-tolerance policy: no use of alcohol or illegal drugs, and no impairment of any kind, during work hours, with no exceptions. Any staff member found using or impaired while on duty is subject to immediate termination.

(Note: if a staff member is legally prescribed a controlled substance by a physician, federal disability law may require some accommodation as long as the medication doesn't cause impairment on the job — H.T. should consult an employment attorney if this situation arises, since "no exceptions" as a blanket rule can create legal exposure in that narrow case.)

HT-1.12 Software/Systems Use Policy

H.T. relies on four core systems for daily operations and licensing compliance: **Procare** (daily activity/record logging, check-in/out), **Vagaro** (hourly scheduling/booking), **Connecteam** (staff scheduling/communication, call-outs), and **MiRegistry** (training records, employment verification).

- **Procare logging:** All entries — diaper checks, meals, incidents, and other daily records — must be logged **in real time / same-day**, not batched or backfilled later. Since Procare entries double as the center's official records for several licensing requirements (\$1.5, \$4.1), delayed or inaccurate logging is a compliance issue, not just an operational inconvenience.
 - **Devices:** H.T. provides devices for accessing these systems, and also permits staff to use personal phones/devices for the same purpose if preferred.
 - **Accuracy:** Staff are responsible for the accuracy of what they log — these records may be reviewed by parents, the Director, or a licensing consultant/inspector.
 - **Account security:** Staff do not share login credentials for any of these systems with another staff member.
-

HT-1.13 Immediate-Termination Offenses

The progressive discipline process (HT-1.9) does not apply to the conduct below. Any of the following is grounds for immediate termination, regardless of prior discipline history and without needing to complete any earlier step:

- **Child abuse or neglect**, or any treatment of a child that violates the Discipline policy (§5.4) — including any prohibited method listed there.
- **Working under the influence** of drugs or alcohol, or possessing/using either on H.T. premises or while responsible for children (HT-1.11).
- **Leaving a child unsupervised**, or any other lapse that breaks required staff-to-child ratio in a way that endangers a child (§3.1).
- **Falsifying any record** — attendance, incident/accident reports, medication logs, Procare entries, or any other required documentation.
- **Theft** of property belonging to H.T., an enrolled family, or a coworker.
- **Violence or threats of violence** directed at a child, coworker, or parent.
- **Sleeping while on duty.**
- **Disrespectful arguing with the Owner or any Director.**
- **No-call/no-show** — failing to both call the Director and log the absence in Connecteam before a scheduled shift (HT-1.3, HT-2.4). *This applies to the failure to notify itself, not to the underlying reason for the absence. An absence supported by Michigan Earned Sick Time Act (ESTA) protected leave, where the employee followed H.T.'s call-in procedure, is not a no-call/no-show under this clause — it is excused under HT-1.3, with zero discipline weight, regardless of how the absence is later documented.*
- **A serious breach of confidentiality** (HT-1.7) — for example, publicly sharing a child's medical information or a family's private circumstances.

- **Gross negligence** that endangers a child's health or safety.
- **A 3rd dress code violation** (HT-1.4).
- **Private babysitting or nannyng for an H.T. family** while their child(ren) are enrolled at H.T., or within 1 year after that enrollment ends (HT-1.8).
- **Any other licensing violation** serious enough to jeopardize H.T.'s license.

This list is illustrative, not exhaustive, and does not limit the Director's discretion to terminate for other serious conduct not listed here. (Not a substitute for legal advice — Michigan is an at-will employment state; H.T. should consult an employment attorney before finalizing termination procedures to ensure consistent, non-discriminatory application, consistent with HT-1.2.)

Every item on this list is grounds for termination based on the underlying conduct itself — not on any protected status or protected activity (including, but not limited to, use of ESTA-protected sick leave). H.T. applies this list the same way to every employee, regardless of protected status, consistent with the non-discriminatory application described in HT-1.10.

HT-1.14 Medical Restrictions & Doctor's Notes

A doctor's note documents that a medical visit took place. On its own, it does not automatically excuse an attendance issue, and it does not guarantee continued employment if the employee cannot perform the essential functions of their position.

This is separate from a note supporting Michigan Earned Sick Time Act (ESTA) protected sick leave (HT-1.3) — that leave is excused and carries no discipline weight. This section instead applies when an employee returns to work with a medical restriction, or when a note is offered to explain a pattern of absence outside of ESTA-protected use.

What a Return-to-Work or Restriction Note Must Answer

Before an employee returns to their position with any restriction, H.T. requires documentation from a licensed health care provider that clearly answers:

- Can the employee work, and as of what date?
- What specific restrictions exist (e.g., lifting, standing, exposure to illness)?
- Are the restrictions temporary or permanent?
- If temporary, when is the employee expected to return to full duty?

Michigan's Persons with Disabilities Civil Rights Act (PWDCRA) applies to H.T. regardless of employee count — unlike the federal ADA, which only applies at 15+ employees, Michigan's law covers employers with as few as 1 employee. Both laws require the same minimum: once a restriction is disclosed, H.T. must engage in a good-faith, individualized **interactive process** with the employee before deciding they can't do the job.

The legal minimum, in practice:

- The Director has an actual conversation with the employee about their specific limitations and what the position specifically requires — not a unilateral decision made without input from the employee.
- The Director considers whether any reasonable accommodation — adjusted duties, temporary reassignment, schedule changes, or similar — would let the employee perform the job's essential functions, before concluding they cannot.
- H.T. is not required to eliminate an essential function of the role, create a new position, or provide the specific accommodation the employee requests — only to make a good-faith effort to find a workable one.
- The conversation, and the reasoning for the final decision, are documented in writing and kept in the employee's file — this is the single most important defensibility step, since there's no required script, only a real, good-faith, individualized process.

This reflects the general legal minimum under the ADA/PWDCRA as of this writing, not a substitute for individualized legal advice on any specific real situation.

HT-1.15 Performance Expectations & Training Requirements

Success at H.T. starts with the standard set in HT-1.0: dependable, coachable, calm under pressure, kind to children and straightforward with adults, solutions-oriented, and someone who takes ownership without being asked. The expectations below turn that standard into the specific daily tasks, monthly tasks, and training every staff member is measured against.

Daily Expectations

- Arrive ready to work, on time, for the full scheduled shift (HT-2.1).
- Classroom remains licensing compliant throughout the shift, including ratio (§3.1).
- Complete the daily cleaning/closing checklist before leaving.
- Complete required documentation in real time — attendance, incident/accident reports, medication logs, Procure entries.
- Maintain positive, professional parent communication throughout the day (HT-3.2).
- Finish all assigned tasks before leaving for the day.

Monthly Expectations

- Complete that month's assigned Tuesday/Friday training session (see Training Requirements below).
- Complete the monthly deep-clean:
- Reorganize classroom storage units, including staff materials, so the system is organized and clearly labeled — well enough that another staff member could pick it up and understand it.
- Clean microwaves, refrigerators, and child cubbies, including sweeping below and behind each.
- Remove any cobwebs and old artwork.

- Classroom artwork is maintained on a single wall — never attached to the ceiling — with two sections of art that rotate as new projects replace older ones. Other walls are decorated with age-appropriate decals.
- Submit monthly developmental/assessment documentation for assigned children.
- Attend monthly meetings or one-on-one meetings, as assigned.

(The monthly developmental/assessment documentation item is a placeholder based on common licensing practice — replace with your actual requirement if different.)

Training Requirements

After a new hire completes the 30/90-day initial training sequence (HT-1.1, HT-1.2), they are placed into H.T.'s ongoing monthly training, which ensures the required 16 annual MiRegistry training hours are met and exceeded.

Each week, one dedicated 1-hour training session is held on Tuesday (Sunrise team, HT-2.1) and one on Friday (Sunset team, HT-2.1), so each team trains on a day they are already scheduled. All Tuesday/Friday sessions in a given month cover that month's assigned topic:

HOUR TIME

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MONTHLY TRAINING SCHEDULE

Month	Dedicated Tue/Fri Training Topic
January	Challenging behaviors
February	Cultural competencies
March	Family engagement
April	Strengthening families
May	Anti-bias
June	Classroom assessment
July	CPR/First Aid and the current year's Health & Safety refresher
August	Challenging behaviors
September	Mental health
October	Social-emotional health
November	Social-emotional learning programs
December	Family engagement

Missed training sessions are treated the same as any other attendance matter under HT-1.3 and HT-1.9.

HT-2 — SCHEDULING & PAY

HT-2.1 Shift Structure & Clock-In/Out

H.T. staffs the week using two teams, each working **full days** for their assigned 3-day block — this is a day-of-week split, not a time-of-day split (no staff member works only mornings or only evenings under this structure): - **Sunrise Staff** — works full days, Monday through Wednesday - **Sunset Staff** — works full days, Thursday through Saturday

Every staffed position except the Director/Owner belongs to one of these two teams, including the Lead Teacher scheduling structure in §3.3, which uses this same Sunrise/Sunset split for classroom coverage.

NEXT (planned): H.T. plans to add a **second Director** to lead the Sunset team for the back half of the week, so each team has its own on-site Director rather than one Director covering both halves.

Clock-in/out: Staff clock in no more than 5 minutes before or after their scheduled shift start (§HT-1.3's 10-minute window applies here as well).

Missed punches: If a staff member forgets to clock in or out, they report it to the Director the same day. The Director corrects the punch in the timekeeping system based on the actual time worked, and the correction is noted with both the staff member's and Director's initials. Missed punches are a normal part of the job and are not disciplinary on their own — a repeated pattern is addressed under HT-1.9.

Working off the clock: Staff may not perform any work duties — including tasks like finishing a closing checklist, responding to a parent message, or covering ratio — before clocking in or after clocking out. All time actually worked must be recorded and paid, with no exceptions. A staff member who realizes they worked off the clock reports it to the Director immediately so the time can be added and paid; H.T. does not permit working for free, even briefly or voluntarily.

HT-2.2 Meal & Rest Breaks

H.T. provides paid breaks throughout the shift, rather than a designated unpaid meal break.

(Note: Michigan does not require adult employees to receive meal or rest breaks, so this policy is a matter of H.T.'s choice, not a legal minimum. The one exception is minors under 18, who by Michigan law must receive a 30-minute break if working 5+ consecutive hours — relevant if H.T. ever employs a staff member under 18.)

Breaks factor into ratio coverage (§3.1) — a staff member on break is off-ratio, and coverage must be arranged by a floater or another off-ratio staff member before the break begins.

HT-2.3 Overtime

Overtime (hours worked beyond 40 in a workweek) requires **prior Owner approval** before it is worked. Overtime worked without prior approval may still be paid as required by law, but is subject to discussion with the Owner and may affect future scheduling or standing under the progressive discipline policy (HT-1.9) if it becomes a pattern.

HT-2.4 Requesting Time Off / Calling In Sick

Planned time off (vacation, appointments, etc.) requires **advance notice submitted through Connecteam** — a minimum of **2 weeks' notice** for planned PTO requests.

Unplanned absences (calling in sick) follow the reporting process already established in HT-1.3: staff must both call the Director directly and log the absence in Connecteam. Both steps are required.

HT-2.5 Holiday Pay / Center Closure Days

H.T. is closed on New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day (matching the parent handbook's closure schedule), plus the 1pm early closure the day before each holiday, at H.T.'s discretion.

These closure days are **unpaid** for staff.

HT-2.6 Bad Weather / Emergency Closure

If H.T. must close unexpectedly (severe weather, power outage, or other emergency — see §4.6), scheduled staff are **paid** for that closure day, unlike the scheduled/planned holiday closures in HT-2.5, which are unpaid.

Staff will be notified of an unexpected closure through Connecteam as soon as the decision is made.

HT-3 — COMMUNICATION & PROFESSIONALISM

HT-3.1 Chain of Command

Questions, concerns, and day-to-day issues follow this chain of command:

Teacher — Lead Teacher — Director — Owner

- Staff bring issues to their room's Lead Teacher first.
 - If unresolved, or if it involves the Lead Teacher directly, it goes to the Director.
 - If it involves the Director, or remains unresolved, it goes to the Owner.
 - **What “unresolved” means:** A situation is not unresolved just because a staff member disagrees with the determination made by the Lead Teacher or Director. It is unresolved if H.T.'s current policy does not directly address the issue, or if the Lead Teacher or Director has a genuine question about how to apply a stated policy. Escalating a matter simply because a staff member disagrees with a stated policy is not an unresolved issue — it can be addressed as an incident under the Conduct category of the Progressive Discipline policy (HT-1.9).
 - When the Director is off-premises, the earliest-hired Lead Teacher on-site serves as staff-in-charge (§3.3), holding Director-level authority for emergencies, inspections, and parent concerns until the Director returns.
 - **NEXT (once a second Director is hired for the Sunset team, per HT-2.1):** Sunrise-team staff follow the chain above with the current Director; Sunset-team staff follow the same chain with their own Director, both reporting to the Owner.
-

HT-3.2 Parent Communication Rules

Office Communication Hours

- Monday–Friday: 8:00 AM–4:00 PM
- Saturday: 8:00 AM–12:00 PM
- Sunday: Closed

Outside these hours, non-urgent messages go through Procure. **Calls are reserved for emergencies.**

Examples of emergencies: - Child hospitalization - Emergency late pickup - Unable to reach the center during operating hours - Licensing/safety concern

Not emergencies (these wait for Office Communication Hours, via Procure): - Schedule changes - Tuition questions - “Can Johnny wear sandals?” - “Are you open on Labor Day?”

Staff-to-Owner/Director After-Hours Contact

Hour Time values clear communication and healthy work-life balance. Use the center phone or Procure for routine communication. The Owner/Director's personal cell phone is reserved for urgent matters that cannot wait until the next business day. Messages sent outside business hours may not be answered until the following business day.

Call only for: - Someone didn't show up for work - A licensing ratio emergency - A building emergency - Police/fire/medical emergency

Not for (these wait): - "Can I switch shifts?" - "Do we wear blue shirts tomorrow?" - "I forgot to clock out." - "Can I have Friday off?"

Staff-Facing Rules for Handling Parents

- Staff handle routine parent questions directly (daily routine, pickup logistics, minor day-to-day items).
 - Complaints, sensitive concerns, or anything involving a policy dispute are routed to the Director — staff do not attempt to resolve these independently.
 - Staff never discuss another family's child, incident, or situation with a parent who isn't that child's parent (see Confidentiality, HT-1.7).
-

HT-3.3 Staff Meetings — NOW / NEXT

- **NOW:** Staff meetings happen **daily**, informally — the Owner is currently working directly in the classroom alongside staff, so day-to-day communication happens in real time rather than through scheduled meetings.
- **NEXT (once the Owner is no longer staffed in a classroom):** Staff meetings become **weekly**, held separately for the Sunrise and Sunset teams (HT-2.1), so each team has a regular, dedicated meeting rather than relying on daily in-classroom overlap with the Owner.

Staff meetings, whichever format is currently in effect, are mandatory for the staff they apply to.

HT-3.4 Performance Reviews

R 400.8204 requires the Program Administrator to conduct annual staff evaluations as part of their core responsibilities (§3.3).

H.T. exceeds this minimum with a semi-annual schedule — every 6 months, rather than annually.

- **What the review measures:** The review evaluates performance against H.T.'s stated requirements — the standard of excellence in HT-1.0 and the Daily Expectations, Monthly Expectations, and Training Requirements in HT-1.15 — not the employee's corrective action record. Performance reviews and progressive discipline (HT-1.9) are separate tracks: a clean discipline record does not by itself mean a strong review, and an employee with a corrective action on file is still evaluated on the stated requirements, not by tallying offenses.
- **Promotion readiness assessment:** Each review includes an assessment of readiness for the next role in the chain of command (HT-3.1). The reviewer identifies whether the employee currently meets the stated requirements for that next role — including the Program Administrator/Lead Teacher qualifications in §3.3 where applicable — and, if

not, clearly outlines in writing which specific stated requirements still need to be met before the next promotion, if the employee wants one.

HOUR TIME

HT-3.5 Classroom Handoff Communication

Purpose: H.T. uses a brief classroom handoff so the staff member taking responsibility for a room receives the information that matters most for continuity of care, parent relationships, and the overall condition of the classroom.

Required Handoff Questions

1. Incident Reports

Were any incident reports written? If yes, identify which child or children had an incident report completed.

2. Parent Check-In

What parent comments should the next staff member know? What is the overall parent attitude/check-in: are parents happy and satisfied, or is there a concern, follow-up, or relationship that needs attention? Keep this brief, factual, and professional.

3. Staff-to-Staff Notes

What has the room been like? Share the useful classroom context the next staff member needs when taking over, including the general mood of the room, unusual patterns, difficult or especially smooth transitions, or other information that will help the next staff member step in successfully.

How the Handoff Is Sent

The handoff is completed using the **Messaging** option located in the **upper-right corner of Procure** (not the main Procure menu). The outgoing staff member sends the handoff directly to the appropriate **other staff persons who need the classroom handoff** so incoming/continuing staff have the same information.

Documentation Boundary

The classroom handoff is a communication tool; it does **not** replace required documentation. Incident reports, attendance, meals, diapering/toileting, medication records, health information, and other required child records must still be completed in their normal Procure location or other required H.T. record.

Professionalism & Confidentiality

Handoffs must remain factual, respectful, and limited to information staff need in order to care for children and communicate appropriately with families. Staff should not use the handoff to gossip, speculate about a family, label a parent, or share information unrelated to the work of the classroom.

Status update: This section completes the Sunrise/Sunset handoff process previously listed under "STAFF DISCUSSION NEEDED - Paperwork." That item is now resolved and this HT-3.5 procedure controls.

STAFF DISCUSSION NEEDED (Active — Not Yet Rolled Out)

Four working lists: open decisions, paperwork to complete, supplies to buy, and staff conversations still needed.

1. Decisions to Be Made

No open items currently — all prior items have been decided, moved to Paperwork/Buy List, or resolved (see Resolved Items Log).

2. Paperwork

1. ☐ **Complete the Food Allergy Care Plan for the enrolled child with an egg allergy (\$4.7):** The template is built into this handbook (see the standalone Food Allergy Care Plan page) — it needs to actually be filled out and filed/posted.
2. ☐ **Create the Sunrise/Sunset handoff document (\$5.2):** A written handoff document/process is needed for the weekly transition between the Sunrise and Sunset teams, to ensure consistent communication of food/health/temperament information and other continuity-of-care details.
3. ☐ **Screen time policy:** H.T. does not do screen time — no tablets, movies, or other media with children, at any age (\$5.1). The current parent handbook still describes an end-of-day tablet/puzzle activity that contradicts this and needs to be replaced with a non-screen calming activity description when the parent handbook is rewritten.

3. Buy List

1. ☐ **Faucet water filters (\$6.10):** Add to H.T.'s regular supply list and replace monthly. (Monthly replacement task already on the Recurring Compliance Calendar.)
2. ☐ **Outlet covers (\$8.11):** Add to H.T.'s regular supply/purchasing list for rooms serving children not yet school-age.
3. ☐ **Fanny packs, 1 per Lead Teacher:** So each Lead Teacher has a practical way to keep their phone on their person at all times for family reunification (\$4.6).

4. New Items to Implement With Staff

1. ☐ **Outdoor play hazard inspection timing (\$2.2) —** Policy is finalized in this handbook: the Lead Teacher performs a hazard inspection of the outdoor play area before staff receive the children for the day — before any child enters the play area and before independently taking possession of the classroom. This is a genuine change from prior informal practice (checking within the first 10 minutes of play) and needs to be discussed directly with staff and put into practice — not just written down. A standalone Playground Hazard Inspection Checklist is now built into the handbook (\$2.2) to make this concrete for the conversation.
2.  **Lead Teachers not currently carrying phones for family reunification (\$4.6) —** Written policy requires each Lead Teacher to keep their personal cell phone on their person at all times, to enable calling parents during an emergency. Owner has confirmed this is **not currently happening in practice**. Fanny packs are being added to the buy list so each Lead Teacher has a practical way to keep their phone on their person — this still needs to be rolled out and confirmed in actual practice, not just solved on paper.

3.  **New time-out duration policy needs staff rollout (\$5.4)** — H.T. has adopted a specific time-out procedure for children 3+: full instruction on appropriate alternative behaviors first, then (if needed) a strict timer, capped at **10 minutes maximum, every time** (confirmed within what R 400.8280(3) allows, which sets no duration limit at all). This is a new, specific procedure and needs to be clearly communicated and trained with staff, not just documented.
-

RESOLVED ITEMS LOG (For Reference)

(A record of decisions made during drafting, kept here for reference.)

1.  **RESOLVED — Emergency plan posting (\$4.6):** Confirmed the fire/tornado/flood/power outage plans are posted visibly for staff, volunteers, and parents, satisfying R 400.8269.
2.  **RESOLVED — Food-less drop-off, Scenario A (\$6.7):** Confirmed fully compliant, not a risk. R 400.8330(9) only prohibits depriving a child of a meal if the child is in attendance when the meal is served; R 400.8330(2)'s duty to provide food only applies once a child is admitted. As long as H.T. genuinely does not admit the child that day, Scenario A is squarely within what the rule allows — the full citation is now written directly into the policy in §6.7.
3.  **RESOLVED — Written parent-provided-food agreement on file (\$6.7):** H.T. will conduct a child file audit to confirm and complete these agreements, rather than treating this as an open policy question.
4.  **RESOLVED — Meal timing sufficiency (\$6.7):** Confirmed H.T.'s meal timing is in line with licensing's minimum meal-count requirements for the 11+ hour operating tier.
5.  **RESOLVED — Time-out with children under 3 (\$5.4):** Addressed directly with staff; no child under 3 is placed in time-out.
6.  **RESOLVED — Kitchen closing/end-of-night cleanliness standard (\$6.6):** Eliminated as an open rollout item — H.T. already has procedures in place with photos, so this is already trained and practiced, not just written policy.
7.  **RESOLVED — No smoking/vaping notice (\$2.13):** A postable notice on H.T. letterhead is now embedded directly in the handbook, on its own standalone page, ready to print and post.
8.  **RESOLVED — Performance review schedule (HT-3.4):** Reviews are semi-annual (every 6 months, exceeding R 400.8204's annual minimum), evaluated against the stated requirements in HT-1.0/HT-1.15 rather than the corrective action record, and include a promotion-readiness assessment against §3.3's qualifications for the next role in the chain of command (HT-3.1).
9.  **PARTIALLY RESOLVED — Food-less drop-off policy** — Split into two scenarios (§6.7): (A) caught at drop-off before parent leaves = child not admitted that day — **this retains the original R 400.8330(2)/(9) compliance tension, a known/accepted risk**; (B) discovered after parent has left = admit-first, 1-hour call/cure window, up to 1 backup meal — this scenario is resolved. Scenario A is a deliberate decision on H.T.'s part, documented for transparency rather than corrected, since the rule doesn't appear to carve out a drop-off-timing exception.

10. **✓ RESOLVED — MiRegistry & training deadline tracking** — H.T. uses MiRegistry.org’s organizational profile (per state recommendation) to track each staff member’s training records and deadlines, with the staff member connected to H.T.’s organizational profile. See also the onboarding software checklist in §3.4.
 11. **✓ RESOLVED — Diaper/toileting cleaning method** — A minimum of 1 wipe is required for every diaper change (satisfying R 400.8254(5)); soapy water spray is used only as a supplemental step for rash/exposure concerns, layered on top of the required wipe, not in place of it. See §4.1.
 12. **✓ RESOLVED — Individual written food allergy care plans** — A standard H.T. Food Allergy Care Plan template is built into §4.7 for use going forward.
 13. **✓ RESOLVED — Lead paint inspection & integrated pest management policy (§2.11)** — Building is post-1978, so no lead inspection is required. A written integrated pest management policy is already on file (Orkin, quarterly service).
 14. **✓ RESOLVED — Refrigerator temperature checks (§6.4)** — Lead Teacher of each room checks daily (41°F or below), logged on a posted paper log. Added to the Recurring Compliance Calendar.
 15. **✓ RESOLVED — Combined room split (§3.1, §7.4)** — Built as a NOW/NEXT structure so the handbook stays accurate whichever state is currently true. No handbook update needed when the split happens — staff just follow whichever description matches the room configuration in place.
 16. **✓ RESOLVED — Smoke & CO alarm testing/maintenance schedule (§8.9)** — Director/Owner tests monthly. Added to the Recurring Compliance Calendar’s Monthly tier.
 17. **✓ RESOLVED — Garbage removal timing (§2.7)** — All garbage (classroom, bathroom, diaper pails) removed daily regardless of fullness or food presence, matching R 400.8149(1)’s literal daily-removal requirement. Reassigned from “Lead Teacher” to “closing staff member” for classroom garbage.
 18. **✓ RESOLVED — Room structure & naming (§3.1, §5.2, §7.4)** — Final confirmed mapping: NOW = Room 1 (Newbie Room 3&4, currently open) + Room 2 (“The Grad Room,” Undergrad+Grad combined). NEXT = 4 rooms (Room 1 Newbie 3&4 unchanged, Room 2 Grad only, Room 3 Undergrad only, Room 4 Newbie 1&2 new). Both Newbie rooms capped at 8 children, never 9, despite square footage allowing 9.
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