

# CHILD PLACEMENT CONTRACT

NOTE: This contract is required of all licensed child care centers by R 400.510b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

Island Kiddie Kampus agrees to provide child care services for the following named child(ren):

(printed name of child)	(date of birth)
(printed name of child)	(date of birth)
(printed name of child)	(date of birth)

**Part 1: Contract Provisions provided by child care facility:**

Island Kiddie Kampus, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b:

**R 400.5102 Licensee.**

Rule 102. (2) A license shall have the following administrative responsibilities regarding staff:

- (b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

**R 400.5106 Program.**

Rule 106. (1) A center shall provide a program of daily activities and relationships that offer opportunities for the development growth of each child in all of the following areas:

- (a) Physical development, including large and small muscle.
  - (b) Social development, including communications skills.
  - (c) Emotional development, including positive self-concept.
  - (d) Intellectual development.
- (2) Center shall permit parents to visit the program for the purpose of observing their children at all times.
  - (3) A center operating with children in attendance for 5 or more continuous hours a day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
  - (4) A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.
  - (5) A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.
  - (6) A center shall permit children under 12 months of age to eat and sleep on demand.

**[R 400.5205 and R 400.5209 apply only to children from birth to 2-1/2 years of age as required in Part 2 of these rules.]**

**Rule 400.5205 Formula; milk; foods.**

Rule 205. (1) The requirements of R 400.5110 apply to infant formula and feeding in addition to the requirement of sub rules (2) to (11) and (13) of this rule.

- (2) When a center provides formula for the child who is on infant formula, commercially prepared, pre-bottled, ready-to-feed formula shall be provided. A center shall keep a list of formulas it offers and the number of calories per ounce that each formula provides.

- (3) A formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or a licensed physician for the individual child. Iron-fortified cereal, if not already provided the child by 6 months of age, shall be provided when the iron-fortified formula is discontinued, unless otherwise recommended by the parent or a licensed physician for the individual child.
- 4) Formula left in a bottle at the end of a feeding shall be discarded with the bottle.
- (5) Special formula required for an individual child shall be provided by the center in commercially prepared, pre-bottled, ready-to-feed units, unless provided by the parents as specified in sub rule (12) of this rule.
- (6) When formula is discontinued, all of the following provisions shall apply:
  - (a) A center shall provide and use whole homogenized vitamin D-fortified cow's milk, unless otherwise directed by the parent or a licensed physician.
  - (b) Milk shall be poured into clean cups or bottles having sanitized nipples. Excess milk left in a bottle or cup shall be discarded
  - (c) Nipples shall be thoroughly cleaned and sanitized after each feeding and before being used again. This sterilization shall be by boiling the nipples for not less than 5 minutes.
- (7) This rule does not preclude a mother from visiting the center in order to breast-feed her child or from sending to the center expressed milk for the child.
- 8) A child too young to sit in a highchair or at a feeding table shall be held in a semi-sitting position or placed in an infant seat while being fed.
- (9) A child who is unable to hold his or her bottle shall be held when the bottle is given.
- (10) Solid food shall be introduced to the individual child according to the parent's or a licensed physician's instructions.
- (11) Commercial baby food containers that are opened, and foods prepared in the center which are stored, shall be covered, dated, and labeled as to the contents and refrigerated. The contents shall be used or discarded within a 36 hour period. A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting or to more than one child.
- (12) When a parent chooses to provide formula or food in accordance with R 400.5110 (1) (b), the center shall assure that the food, formula, bottles, nipples, and containers comply with all of the following provisions:
  - (a) Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
  - (b) Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be used or discarded within a 36 hour period after opening.
  - (c) Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.
  - (d) Formula and milk left in a bottle at the end of a feeding shall be discarded.
- (13) An exception to sub rules (2) and (3) of this rule may be made when a center which provides formula is located in an area where commercially prepared, pre-bottled, ready-to-feed formula is not available for center use and the center is in compliance with all of the following provisions:
  - (a) All formula shall be commercially prepared, ready-to-feed formula.
  - (b) All formula shall be poured directly from the opened can of formula into clean bottles with disposable liners.
  - (c) All nipples shall comply with either of the following provisions:
    - (i) Be disposable nipples, each of which shall be for a single use only by an individual child and shall be discarded after use.
    - (ii) Be reusable nipples, each of which is cleaned after each single use with hot detergent water and rinsed thoroughly. Each reusable nipple shall then be sterilized by boiling fully for not less than five (5) minutes in water before reuse.
  - (d) Each liner shall be for a single use only by an individual child and shall be discarded after use along with any remaining formula.
  - (e) All liners, nipples, formula, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary manner as required to safeguard children.
  - (f) Prepared bottles and opened cans of formula shall be refrigerated until used by the child.
  - (g) All opened formula which has not been used within the manufacture's stated use time after opening shall be discarded. All bottles filled with formula and all opened cans of formula shall be dated to show the date and time of the opening of the commercially prepared formula and the manufacturer's stated use time of the formula. An individual formula for an individual child shall also be labeled identifying the individual child for whom its use is intended. Bottle liners and disposable nipples of the unused bottles shall be discarded with the formula. Reusable nipples shall be cleaned and sterilized as required in subdivision (c) of this sub rule before being used by a child.

**R 400.5209 Diapering; Toilet training plan**

- Rule 209. (1) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the parent's or a licensed physician's instructions.
- (2) Diapering shall be done in the child's crib or in a designated diapering area.
  - (3) A center shall maintain a diapering area, and all supplies and equipment shall be maintained in a safe and sanitary manner.
  - (4) The caregiver shall thoroughly wash his or her hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
  - (5) A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.
  - (6) Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training services immediately after each use.
  - (7) The caregiver shall change diapers when soiled or wet.

**Part 2: Additional Contract provisions:**

- (1) Island Kiddie Kampus policy for toilet training is:
  - (a) The child must remain in pull-ups or training pants with rubber pants during this training period. This is for sanitary and health reasons for the rest of the children and staff.
  - (b) If after two (2) weeks of training, the child shows no interest, the child will be returned to diapers until the child starts to show interest.
  - (c) The school bathrooms provide low boy toilets, therefore, potty chairs and potty seats are not accepted.

**Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agrees to abide by all of the provisions contained in this contract.**

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**Parent, Legal Guardian or Responsible Adult**

**Island Kiddie Kampus**

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(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(relationship to child)

\_\_\_\_\_  
(title)

