

## **Child Care Organizations Act 1973 Public Act 116**

The JCC ECC is required by the State of Michigan to maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The Notebook must also include a summary sheet outlining all the reports and CAPS contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license and registration is closed.

All child care providers must notify parents of the notebook and that it is available for review during regular business hours. Parents of children currently enrolled must be provided with this notification; prospective parents must also be informed of the notebook.

To comply with the legislation, the JCC ECC must have each parent sign a document (waiver via Google Form) that includes all the following information:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook is available for parents to review during regular business hours.

- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).