

# Trinity Lutheran Early Childhood Center Licensing Notebook Notification Form

Child Care Organizations Act, 1973 Act 116

The State of Michigan requires that all [child care homes and centers maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans \(CAP\)](#). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. [To comply with the legislation, centers must assure that each parent sign a document that includes all of the following statements:](#)

- [The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.](#)
- [The notebook will be available to parents for 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 \[www.michigan.gov/michildcare\]\(http://www.michigan.gov/michildcare\).](#)

[The notebook is available for review](#) in the ECC office [during regular business hours](#). **Please sign the bottom of this sheet stating that you have been informed of your opportunity to view this information and return it to the E.C.C. office as soon as possible.**

I have read the above statement issued by Trinity Lutheran ECC.

Parent Name: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_