



CHILDCARE/PRESCHOOL QUICK GUIDE TO MCIR REPORTING

AT REGISTRATION:

- **Add child to the MCIR roster with the upcoming reporting period**
- Provide parents with REQUIREMENTS AND RESOURCES FLYER found on the [SIP website](#)
- Provide parent with the appropriate Letters generated in MCIR

MCIR ROSTER:

- All children are reportable every year
- Includes children attending center from Jan, 1st – Sep, 30th

SPECIAL NOTES:

- **SEPTEMBER 30TH:** Last day to make any changes to the roster.
- Any changes made to the MCIR roster won't be reflected until the next day
- After submitting the reports, **do not change** your MCIR roster, contact the SIP staff first
- **September 16th:** Earliest day to submit reports ONLY if you are at 90% compliance rate
- **Submit reports regardless of compliance rate (even if center is not at 90%) on Oct 1.**

MC SIP WAIVER POLICY:

- A CC/Preschool waiver is good until the end of preschool, renewal is at KD

OCTOBER REPORTING PERIOD: Due Date is Oct, 1st regardless of compliance rate

- MCIR roster includes all children attending the center from Jan 1st – Sep 30th
- Make sure all students have the correct grade of "C"
- Compliance rate required is 90% or higher

REQUIRED REPORTS: Send the following required reports no later than the due date of Oct, 1st

1. IP Status Report (Summary)
2. Incomplete Report
3. Provisional
4. Waiver report: **send** waivers with report

COMPLIANCE RATE TOOLS: **START EARLY**

1. Building roster
2. **Provide** parents the Requirements & Resources Flyer found on the [SIP website](#)
3. **Provide** Warning/Exclusion letters appropriately to parents of incomplete students
4. Make sure all students have the correct grade of "C"
5. **If you are not at the required compliance rate, please call the SIP ASAP for assistance**
6. **Make sure the reporting period is correct**

SEND THE REQUIRED REPORTS: on Oct 1st regardless of compliance rate by

- Fax to **(586) 466-6953** or
- Email to sip@macombgov.org -Please fill the subject field with your program's name