

Licensing Checklist – Day Camps – DCF 252

Use of form: Use of this form by day camp licensees is mandatory under DCF 252 and constitutes one portion of a complete application for, advancement to, or continuation of a day camp license. Failure to comply may result in issuance of a noncompliance statement or enforcement action. This checklist contains only selected portions of DCF 252 Licensing Rules for Day Camps. Refer to the rule book for the complete rule. Licensing Specialists also use this form to review a day camp’s compliance with DCF 252. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The applicant for initial licensure completes the "Applicant" column and submits the completed form to the department along with any other materials requested by the department. The Licensing Specialist completes the "Licensing Specialist" column during the subsequent monitoring visits(s). Items preceded by an asterisk (*) must be in compliance prior to issuing a probationary license.

Name – Day Camp		Telephone Number – Camp	Facility ID Number		
Physical Address – Camp (Street, City, Zip Code)		Mailing Address – Camp (if different from physical address)			
Name – Center Director		Name – Contact Person for Pre-Camp Licensing Review			
Licensed Capacity	<input type="checkbox"/> Permanent base camp location <input type="checkbox"/> Mobile camp site with permanent headquarters	Ages Accepted	Hours of Operation		
For Department Use Only					
License Continuation Date	Exceptions / Stipulations		Monitoring Plan:		
Additional Information:					
<input type="checkbox"/> Program established by school board <input type="checkbox"/> Horseback riding <input type="checkbox"/> Water activities <input type="checkbox"/> Adventure-based activities					
Code Section (Subsection)	Page	Date Reviewed	Code Section (Subsection)	Page	Date Reviewed
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Date(s) – Licensing Visit(s):					

LICENSEE INSTRUCTIONS

1. If the camp is in compliance with the specific rule, check "Met." Note: Some situations may have not yet occurred. However, check "Met" if you understand what your responsibilities are if the situation would arise.
2. If a specific rule does not apply to the camp, check "N/A" for not applicable.
3. The camp representative shall sign and date the completed checklist.
4. All items must be marked either "Met" or "N/A." If any items are left blank, your application will be considered incomplete.
5. If you have questions, contact your regional licensing office.

LICENSING SPECIALIST INSTRUCTIONS

1. If the camp is in compliance with the specific rule, check "Met."
2. If the camp is not in compliance with the specific rule, check "Not Met."
3. If a specific rule does not apply to the camp, check "N/A" for not applicable.
4. Write the date the rules were reviewed and the dates of the monitoring visits in the corresponding fields on the cover page.
5. Items that have an asterisk (*) to the left of the rule cite are items that must be in compliance before the probationary license may be issued, these items may or may not be specifically reviewed during the first probationary period.

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.05 LICENSING ADMINISTRATION	Met	N/A	Met	Not Met	N/A	
(1) Licensing procedures						
(1)(b) An applicant shall submit an application and other materials required for day camp licensure and license continuation on forms provided by the department at least:						
(1)(b)2. LICENSE CONTINUATION – TIME FRAME TO SUBMIT MATERIALS Thirty days prior to the end of the current license continuation period.						
* (1)(c) An applicant for an initial day camp license or a licensee continuing a regular license shall complete all forms truthfully and accurately, pay all fees and forfeitures due to the department, and submit all of the following materials to the department:						
(1)(c)1. STATEMENT OF PURPOSE A clearly defined statement of purpose as it relates to the provision of child care services.						
* (1)(c)2. LEGAL RESPONSIBILITY A signed statement by the applicant or licensee accepting legal responsibility for complying with this chapter.						
* (1)(c)3. ARTICLES OF INCORPORATION, BY-LAWS The articles of incorporation and by-laws if the camp is organized as a corporation, association or cooperative or, if the licensee is a limited liability company, a copy of the articles of organization and the operating agreement, if any.						
* (1)(c)4. INVESTIGATION AUTHORIZATION A signed authorization which permits the department to make whatever investigation it considers necessary for the verification of pertinent application information.						
* (1)(c)5. DESCRIPTION OF CAMP OR FIELD TRIP ITINERARY A general description of the camp area, geographic location and size of the base camp or the proposed itinerary of field trips if a program will consist primarily of field trips.						
* (1)(c)6. DELEGATION OF ADMINISTRATIVE AUTHORITY A written delegation of administrative authority signed by the licensee. The delegation of administrative authority shall describe the organizational structure of the camp and identify by position or name those persons on the premises in charge of the camp for all hours of operation.						
* (1)(c)7. CONTACT PERSON FOR PRE-CAMP LICENSING REVIEW The name, address, and telephone number of the person to be contacted by the licensing representative for the pre-camp licensing review.						
* (1)(c)8. DRINKING WATER TEST RESULTS A statement from the state laboratory of hygiene or a state approved laboratory indicating that the water from a private well providing drinking water has been tested and found to be safe.						
* (1)(c)9. LICENSE FEE The license fee required under s.48.65, Stats, applicable fees for child care background checks under s. 48.686, Stats., any unpaid forfeiture under s. 48.715(3) or 49.155(7m)(a)3., Stats., and any unpaid penalty under s. 48.76, Stats.						
* (1)(c)10. BACKGROUND CHECK REQUEST FORM For an initial license application, a completed background check request form provided by the department for the applicant and if the camp will be located in a residence, any household member 10 years of age and above. Note: The form background check request form is used for reporting background information. Information on how to request a background check is available on the department’s website http://dcf.wisconsin.gov .						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.05 LICENSING ADMINISTRATION (continued)	Met	N/A	Met	Not Met	N/A	
* (1)(c)11. STATEMENT OF COMPLIANCE A statement from the applicant that indicates the camp is in compliance with this chapter.						
* (1)(c)12. POLICIES & POLICY CHECKLIST A copy of all the policies required under s. DCF 252.41(1)(f) and a completed copy of the day camp policy checklist on a form provided by the department. Note: Information on how to obtain the form, Policy Checklist – Day Camps, is available on the department’s website http://dcf.wisconsin.gov , or from any of the regional offices in Appendix A.						
* (1)(c)13. BEACH WATER TEST RESULTS The test results from the water on any beach on the premises of the camp that will be used for waterfront activities by the children in care.						
* (1)(c)14. BUILDING INSPECTION REPORT A report indicating that any building used primarily for day camp purposes is in compliance with applicable commercial building codes.						
* (1)(c)15. OTHER MATERIALS DETERMINED BY DEPARTMENT Any other materials determined by the department as necessary to complete the department’s licensing investigation.						
(2) Amendment to License						
(2) LICENSE AMENDMENT – REQUEST A written request for an amendment to the license shall be submitted to the department by the licensee before changes are made in the conditions of the current license such as a change in the licensed capacity of the camp, age range of children, hours, days of the week, months of the year in operation or change in the name of the camp.						
(3) Terms of license						
(3)(a) LICENSE CAPACITY The number of children under 7 years of age in care of the center at any one time may not exceed the number for which the center is licensed.						
(3)(b) AGES SERVED The age of children served may not be younger or older than the age range specified in the terms of the license.						
(3)(c) HOURS, DAYS, MONTHS OF OPERATION The hours, days and months of a center’s operation may not exceed those specified in the license.						
(4) Additional License						
* (4) ADDITIONAL CENTER / CAMP LOCATIONS A licensee seeking licensure for an additional day camp or child care center location shall demonstrate compliance with applicable parts of this chapter in the operation of the existing center. The licensee shall pay any fines, forfeitures or other fees due to the department under s.48.715, Stats., on other facilities licensed by the department before the department issues an additional license.						
(10) General conditions for approval of a license						
(10)(a) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE Persons licensed to operate a day camp shall be responsible, mature individuals who are fit and qualified. In determining whether an applicant is fit and qualified, the department shall consider any history of civil or criminal violations or other offenses substantially related to care of children by the applicant, owner, manager, representative, employee, camp resident, or other individual directly or indirectly participating in the operation of the day camp. A determination of being unfit and unqualified includes substantiated findings of child abuse or neglect under ch. 48, Stats., or substantiated abuse under ch. 50, Stats., or under similar statutes in another state or territory whether or not it results in a criminal charge or conviction.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.05 LICENSING ADMINISTRATION (continued)	Met	N/A	Met	Not Met	N/A
(10)(b) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE The department shall issue a day camp license to an applicant within 60 working days after receipt and department approval of a properly completed application, satisfactory department investigation and determination that the applicant is fit and qualified. Continued licensure requires a licensee to remain fit and qualified.					
(10)(d) CONDITION FOR LICENSE APPROVAL – FORMS & FEES Prior to receiving a license, an applicant for a license under this chapter shall complete all application forms truthfully and accurately and pay all fees and forfeitures due to the department.					
(10)(e) CONDITION FOR LICENSE APPROVAL – OTHER LICENSES COMPLIANCE HISTORY The department may refuse to issue or continue a license if another program operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures.					
(10)(f) CONDITION FOR LICENSE APPROVAL – PHYSICAL / MENTAL HEALTH EXAM If the department has reason to believe that the physical or mental health of any person associated with the care of children at the camp or any household member of the camp might endanger children in care, the department may require that a written statement be submitted by a physician or, if appropriate, by a licensed mental health professional that shall certify the condition of the individual and the possible effect of that condition on the day camp or children in care.					
DCF 252.06 COMPLAINTS, INSPECTIONS AND ENFORCEMENT ACTIONS					
(2) Inspection					
(2) DEPARTMENT ACCESS TO CAMP Pursuant to s.48.73, Stats., the department may visit and inspect any day camp at any time during licensed hours. A department licensing representative shall have unrestricted access to the premises, whether temporary or permanent, which are identified in the license, children in care, staff and child records, and any other materials or individuals with information on the camp's compliance with this chapter.					
DCF 252.07 NON-DISCRIMINATION, CONFIDENTIALITY, AND REPORTING CHILD ABUSE OR NEGLECT					
(1) Discrimination prohibited					
(1)(a) DISCRIMINATION PROHIBITED – EMPLOYEES The licensee shall ensure that the day camp does not discriminate in employment against properly qualified individuals in a manner prohibited in ss.111.31 to 111.395, Stats.					
(1)(b) DISCRIMINATION PROHIBITED – CHILD / FAMILY The licensee shall ensure that the day camp does not discriminate against any enrolled child and family or any applicant for enrollment in admission, privilege of enrollment, or discharge condition on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry as provided in s.106.52, Stats.					
(2) Confidentiality of records					
(2)(a) CONFIDENTIALITY – COMPLIANCE WITH STATUTES & REGULATIONS The licensee is responsible for the day camp's compliance with s.48.78, Stats., and this subsection.					
(2)(b) DISCLOSURE OF PERSONAL INFORMATION Persons who have access to children's records may not discuss or disclose personal or other information about a child or a child's relatives.					

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DCF 252.07 NON-DISCRIMINATION, CONFIDENTIALITY, AND REPORTING CHILD ABUSE OR NEGLECT	Met	N/A	Met	Not Met	N/A
(2)(c) ACCESS TO RECORDS & REPORTS – PARENTS If a parent requests a record or report on the parent’s child, the day camp shall make the record or report accessible to the parent.					
(2)(d) ACCESS TO RECORDS – LICENSING REPRESENTATIVE All records required by the department for licensing purposes shall be made available to licensing representatives upon request.					
(3) Reporting child abuse or neglect					
(3)(a) MANDATED REPORTING – CHILD ABUSE & NEGLECT A licensee, employee, or volunteer at a day camp who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s. 48.02(1) or (12g), Stats., shall immediately contact the county department of social services under s. 46.22, Stats., the county department of human services under 46.23, Stats., or local law enforcement agency in compliance with s.48.981, Stats.					
* (3)(b) ANNUAL TRAINING – CHILD ABUSE & NEGLECT The licensee shall ensure that every employee or volunteer who comes in contact with the children at the day camp has received annual pre-camp training in all of the following:					
* (3)(b)1. CHILD ABUSE & NEGLECT TRAINING – LAWS Child abuse and neglect laws;					
* (3)(b)2. CHILD ABUSE & NEGLECT TRAINING – IDENTIFICATION Identification of children who have been abused or neglected; and					
* (3)(b)3. CHILD ABUSE & NEGLECT TRAINING – REPORTING PROCEDURE The process for ensuring known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.					
DCF 252.08 PETS AND OTHER ANIMALS					
* (1) PET HEALTH & IMMUNIZATION Pets that are kept on the premises of a day camp shall be maintained in good health and appropriately vaccinated against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.					
* (2) ILL PETS A pet that is suspected of being ill, or infested with external lice, fleas, ticks, or internal worms shall be inaccessible to children.					
* (3) ANIMAL BITES In the event that an animal bites a child, the parent shall be notified and a veterinarian shall be contacted by center personnel to determine a course of action in the diagnosis of possible rabies in the animal. Procedures for emergency care of children shall be followed. Parents shall be notified of any action taken by the veterinarian.					
* (4) PETS & ANIMALS – PROHIBITED ANIMALS Turtles, skunks, exotic animals, wild animals and poisonous reptiles may not be kept as pets on the premises of the day camp.					
* (5) CLEAN ANIMAL PENS Animal pens shall be kept clean.					
* (6) PETS & ANIMALS – SUPERVISION & HANDLING All contact between pets or animals and children shall be under the supervision of a camp counselor who is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or animal inappropriately. Pets shall be kept and handled in a manner which protects the well-being of both children and pets.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.08 PETS AND OTHER ANIMALS (continued)	Met	N/A	Met	Not Met	N/A	
(7) PETS & ANIMALS – FOOD AREA RESTRICTIONS Pets in rooms used by children shall be confined in cages while food is being prepared or served. Pets, cages and litter boxes are prohibited in kitchens, lunch rooms and other food storage areas. Pet and animal feeding dishes and litter boxes may not be placed in areas accessible to children.						
* (8) PERMANENTLY QUARTERED HORSES OR LIVESTOCK No horses or other livestock may be permanently quartered closer than 500 feet from any building in which the day camp is located.						
* (9) PETS & ANIMALS – RISK TO CHILDREN Pets that pose any risk to the children shall be restricted from the areas used by children.						
* (10) HEALTH POLICY – CONTACT WITH ANIMALS Procedures to be followed when children have contact with animals, other than pets, while in the care of the camp shall be included in the camp’s health policy.						
DCF 252.09 TRANSPORTATION						
The camp <input type="checkbox"/> provides regularly-scheduled transportation, <input type="checkbox"/> provides transportation for field trips, <input type="checkbox"/> does not transport.						
DCF 252.09 TRANSPORTATION Except as provided in par (b), this section applies to all transportation of children in care, including both regularly scheduled transportation to and from the center and field trip transportation, if any of the following apply: 1. The licensee owns or leases the vehicle used. 2. The licensee contracts with another person or organization that owns or leases the vehicle used. 3. Employees, parents, or volunteers are transporting children other than their own at the direction, request, or on behalf of the licensee.						
(1) Applicability						
* (1)(c) TRANSPORTATION POLICY - 3RD PARTY The licensee shall document in their policies that transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section.						
(2) Permission & Emergency Information						
(2) PERMISSION & EMERGENCY INFORMATION Before transporting a child, a licensee shall obtain signed permission from the parent for transportation and emergency information for each child. The form shall include all of the following information:						
(2)(a) PERMISSION - PURPOSE OF TRANSPORT The purpose of the transportation and the parent or guardian’s permission to transport the child for that purpose.						
(2)(b) EMERGENCY INFORMATION - PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.						
(2)(c) EMERGENCY INFORMATION - PHYSICIAN CONTACT The name, address, and telephone number of the child’s health care provider.						
(2)(d) EMERGENCY INFORMATION - EMERGENCY MEDICAL CONSENT Written consent from the child’s parent or guardian for emergency medical treatment. Note: the licensee may use the department’s form Child Care Enrollment, to obtain consent of the child’s parent for emergency medical treatment.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
DCF 252.09 TRANSPORTATION (continued)					
(3) Required Information for Each Trip The licensee shall ensure that written documentation of all of the following is maintained at the center and in any vehicle transporting children while the children are being transported:					
(3)(a) INFORMATION IN VEHICLE - LIST OF CHILDREN A list of the children being transported.					
(3)(b) INFORMATION IN VEHICLE - EMERGENCY INFORMATION A copy of the completed permission and emergency information form under sub. (2) for each child being transported.					
(3)(c) INFORMATION IN VEHICLE - ROUTE AND STOPS For transportation to or from a child's home or school, the transportation route and scheduled stops.					
(4) Driver					
* (4)(a) DRIVER - AGE, LICENSE The driver of a vehicle used to transport children in care shall be at least 18 years of age and shall hold a valid driver's license for the state where the driver resides and for the type of vehicle drive.					
* (4)(b) DRIVER TRAINING - REQUIREMENT Before a driver who is not the licensee first transports children, the licensee shall provide the driver with a training. The licensee shall review, document, and update the training as necessary with each driver annually. The training shall include all of the following:					
* (4)(b)1. DRIVER TRAINING - CHILD RESTRAINTS The procedure for ensuring that all children are properly restrained in the appropriate child safety seat.					
* (4)(b)2. DRIVER TRAINING - TRACKING CHILDREN The procedure for loading, unloading, and tracking of children being transported.					
* (4)(b)3. DRIVER TRAINING - EVACUATING CHILDREN The procedure for evacuating the children from a vehicle in an emergency.					
* (4)(b)4. DRIVER TRAINING - BEHAVIOR MANAGEMENT Behavior management techniques for use with children being transported.					
* (4)(b)5. DRIVER TRAINING - REVIEW OF RULES, STATUTES A review of this chapter and applicable statutes under s. 347.48, Stats.					
* (4)(b)6. DRIVER TRAINING - REVIEW OF POLICIES A review of applicable camp policies.					
* (4)(b)7. DRIVER TRAINING - FIRST AID First aid procedures.					
* (4)(b)8. DRIVER TRAINING - CHILD ABUSE & NEGLECT REPORTING A review of child abuse and neglect laws and center reporting procedures.					
* (4)(b)9. DRIVER TRAINING - SPECIAL NEEDS Information on any special needs a child being transported may have and the plan for how those needs will be met.					
* (4)(b)10. DRIVER TRAINING - VEHICLE ALARM USE A review of the use of the vehicle alarm, if applicable.					
* (4)(b)11. DRIVER TRAINING - OTHER RESPONSIBILITIES Any other job responsibilities as determined by the licensee.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.09 TRANSPORTATION (continued)	Met	N/A	Met	Not Met	N/A	
* (4)(c)1. DRIVER RECORD – OBTAIN & REVIEW Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.						
(4)(c)2. DRIVER RECORD - THREAT CONSIDERATIONS In determining whether a driver may pose a threat to the children, the licensee shall consider the totality of the driver’s record, any other relevant facts, and the following factors in combination: a. The seriousness of any accidents or violations. b. How much time has passed since an accident or violation occurred. c. The number of accidents or violations. d. The likelihood that a similar incident will occur.						
(4)(c)3. DRIVER RECORD – PROHIBITIONS A driver whose driving record poses a threat to the children may not transport children.						
(4)(d)1. CELLULAR DEVICE USE Except as provided in subd. 2., a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children, except when the vehicle is out of traffic, not in operation, and any of the following applies: a. The phone or device is used to call 911. b. The phone or device is used to communicate with emergency responders. c. The phone or device is used to communicate with the center regarding an emergency situation.						
(4)(d)2. NAVIGATION SYSTEM USE A navigation device may be used during transportation if the device is programmed to a destination when the vehicle is out of traffic and not in operation.						
(5) Vehicle. (a) The licensee shall ensure that each vehicle used to transport children is all of the following:						
(5)(a)1. VEHICLE REQUIREMENTS – REGISTRATION Registered with the Wisconsin department of transportation or the appropriate authority in another state.						
(5)(a)2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.						
(5)(a)3. In safe operating condition.						
* (5)(b) VEHICLE INSPECTION REPORT At 12-month intervals the licensee shall provide the department with evidence of a vehicle’s safe operating condition on a form provided by the department.						
* (5)(c) VEHICLE ALARM - INSPECTION At least once per year, the licensee shall make available to the department each vehicle that is required to have a child safety alarm under sub. (8)(a) to determine whether the child safety alarm is in good working order.						
(5)(d) SCHOOL BUS - COMPLAINTS Hired or contracted school buses used to transport children shall be in compliance with ch. Trans 300.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.09 TRANSPORTATION (continued)	Met	N/A	Met	Not Met	N/A	
(6) Seat Belts and Child Safety Restraints						
* (6)(a) CHILD SAFETY RESTRAINT SYSTEM No person may transport a child under the age of 8 in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child's age and size and in accordance with s. 347.48 Stats., and ch. Trans 310.						
(6)(b)1. SEAT BELT USE - CHILD Each child who is not required to be in an individual child car safety seat or booster seat when being transported under par. (a) shall be properly restrained by a seat belt in accordance with s. 347.68, Stats., and ch. Trans 315.						
(6)(b)2. SEAT BELT USE - ADULT Each adult in the vehicle shall be properly restrained by a seat belt in accordance with s. 347.68, Stats., and ch. Trans 315.						
(6)(b)3. SEAT BELT USE - SHARING Seat belts may not be shared.						
(6)(c) SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.						
* (6)(d) VEHICLE - FRONT SEAT USE Children under age 13 years who are in the care of the center may not ride in the front seat of a vehicle.						
(7) Vehicle Capacity and Supervision						
(7)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child from the time the child is placed in a vehicle until the children reaches his or her destination and is released to a person responsible for the child. A parent of a school age child may authorize a child to enter a building unescorted.						
(7)(b) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.						
(7)(c) VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who are either under 2 years of age or who have a disability that limits their ability to respond to an emergency.						
* (7)(d) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The licensee shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.						
(7)(e) TRANSPORTATION - LENGTH OF TIME No child may be in a vehicle for transport to or from a center, a field trip, or other center activity for more than 60 minutes each direction.						
(8) Vehicle Safety Alarm						
* (8)(a) VEHICLE SAFETY ALARM - INSTALLED A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply: 1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer. 3. The vehicle is used to transport children in care.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.09 TRANSPORTATION (continued)	Met	N/A	Met	Not Met	N/A	
(8)(b) VEHICLE SAFETY ALARM - PROMPTS INSPECTION OF VEHICLE No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.						
(8)(c) VEHICLE SAFETY ALARM - WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.						
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS						
(1) Administration. The licensee shall do all of the following:						
* (1)(a) COMPLIANCE WITH LAWS Comply with all laws governing the camp and its operation.						
(1)(b) COMPLIANCE WITH RULES Comply with all requirements in this chapter.						
(1)(bm) ACCURATE INFORMATION TO DEPARTMENT Ensure that all information provided to the department is current and accurate.						
(1)(br) COMPLIANCE WITH CONDITIONS Comply with all conditions placed on the license.						
* (1) (c) IN-STATE REPRESENTATIVE Designate, in writing, as part of the application under s. DCF 252.05(1), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements in this chapter, if the licensee resides in another state.						
* (1)(d) MEET WITH LICENSING REPRESENTATIVE Meet, upon request, with the licensing representative on matters pertaining to licensing.						
* (1)(e) INSURANCE CERTIFICATE Provide documentation of insurance coverage by the submission of a certificate of insurance reflecting current dates of coverage for:						
* (1)(e)1. INSURANCE COVERAGE – GENERAL LIABILITY General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.						
* (1)(e)2. INSURANCE COVERAGE – VEHICLE LIABILITY Vehicle liability insurance, when transportation is provided, with minimums no less than those specified in s.121.53, Stats.						
* (1)(e)3. INSURANCE COVERAGE – NON-OWNED VEHICLE LIABILITY Vehicle liability insurance for non-owned vehicles with minimums not less than the amounts specified under s. 121.53, Stats., if transportation is provided in vehicles that are not owned by the camp and are not public transportation vehicles or chartered vehicles.						
* (1)(e)4. INSURANCE COVERAGE – ADVENTURE-BASED ACTIVITIES Specific adventure-based activities identified in s. DCF 252.44(13) when offered as part of the camp program.						
* (1)(f) POLICIES & PROCEDURES SUBMITTED FOR REVIEW & IMPLEMENTED Develop, submit to the department, and implement written policies and procedures consistent with this chapter on all of the following subjects:						
* (1)(f) 1. POLICY SUBMITTED & IMPLEMENTED – DISCHARGE OF ENROLLED CHILDREN Discharge of enrolled children.						
* (1)(f) 2. POLICY SUBMITTED & IMPLEMENTED – FEE PAYMENT & REFUND Fee payments and refunds.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A
* (1)(f) 3. POLICY SUBMITTED & IMPLEMENTED – PERSONNEL Personnel policies including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall also contain a procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next working day when any of the following occurs:					
<p>a. The employee has been convicted of a crime. b. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client’s property. c. The employee has a governmental finding substantiated against them of abuse or neglect of a child or adult or of misappropriation of a client’s property. d. When a professional license held by a provider has been denied, revoked, restricted or otherwise limited.</p>					
* (1)(f)4. POLICY SUBMITTED & IMPLEMENTED – ADMISSION Admission, including a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.					
* (1)(f)5. POLICY SUBMITTED & IMPLEMENTED – PROGRAM OBJECTIVES & ACTIVITIES Program objectives and a description of activities designed to carry out the program objectives.					
* (1)(f)6. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation if children may be transported to and from the camp or for field trips. The policy shall include a procedure to ensure that no child has been left unattended in a vehicle.					
* (1)(f)7. POLICY SUBMITTED & IMPLEMENTED – EMERGENCY PLANS Plans to be followed in the event of a fire, tornado, missing child, or other emergency. If an open-sided shelter is used as a base camp, the plan shall identify the location of a designated tornado shelter and the procedure to ensure the camp receives information about tornado watches or warnings. The plan shall include a procedure to ensure that children reach the tornado shelter in a timely fashion.					
* (1)(f)8. POLICY SUBMITTED & IMPLEMENTED – PRE-CAMP TRAINING PLAN The plan for providing pre-camp training to staff.					
* (1)(f)9. POLICY SUBMITTED & IMPLEMENTED – WATER / WATERFRONT ACTIVITIES The plan for supervising children during water activities and waterfront activities including emergency procedures to be carried out if a child participating in water activities cannot be found.					
* (1)(f)10. POLICY SUBMITTED & IMPLEMENTED – CHILD GUIDANCE Child guidance, including ways to manage crying, fussing, or distraught children.					
* (1)(f)11. POLICY SUBMITTED & IMPLEMENTED – HEALTH Health, including procedures to be followed when there is contact with animals.					
* (1)(f)12. POLICY SUBMITTED & IMPLEMENTED – NUTRITION Nutrition.					
* (1)(i) ACCURATE WRITTEN MATERIALS Ensure that all published statements such as brochures and publicity are accurate.					
(1)(k) LICENSE POSTED & VISIBLE Post the day camp license at the base camp in an area visible to parents and the public.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A
(1)(L) MONITORING RESULTS, STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Post next to the day camp license all of the following:					
(1)(L)1.a. MONITORING RESULTS POSTED The current licensing statement of compliance or a noncompliance statement and correction plan, including rule violations the department has not verified as corrected and in compliance.					
(1)(L)1.b. DEPARTMENT NOTICES POSTED Any notice from the department regarding rule violations, such as a warning letter or enforcement action.					
(1)(L)1.c. STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.					
(1)(L)2. ITEMS POSTED - VISIBLE TO PARENTS All items posted as required under this paragraph shall be visible to parents.					
(1)(m) HEALTH, SAFETY & WELFARE OF CHILDREN Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the day camp does not adversely affect the health, safety or welfare of any child under the care of the licensee.					
(1)(n) BACKGROUND CHECK REQUEST FORM Submit to the department by the department's next business day a completed background check request form for any of the following:					
(1)(n)1. BACKGROUND CHECK REQUEST FORM - CHANGE IN BOARD There is a change in the board president or chairperson.					
(1)(n)2. BACKGROUND CHECK REQUEST FORM - CHANGE IN DESIGNEE A corporation or limited liability company designates a new person to be subject to the child care background check.					
(1)(n)3. BACKGROUND CHECK REQUEST FORM - HOUSEHOLD MEMBER TURNS 18 A household member turns 18 years of age, unless the household member has previously submitted a background check request form.					
(1)(n)4. BACKGROUND CHECK REQUEST FORM - HOUSEHOLD MEMBER TURNS 10 A household member turns 10 years of age.					
(1)(o) BACKGROUND CHECK REQUEST FORM – POTENTIAL HOUSEHOLD MEMBER Submit to the department a completed background check request form for each potential household member prior to the date on which the individual becomes a household member, unless the person is less than 10 years of age.					
* (1)(p) DELEGATION OF ADMINISTRATIVE AUTHORITY Submit a current delegation of administrative authority signed by the licensee that describes the organizational structure of the camp. The delegation of administrative authority shall identify by position or name those persons that will be on the premises and in charge of the camp for all hours of operation.					
(2) Reports					
(2) WRITTEN REPORT TO DEPARTMENT The licensee shall report all of the following to the department via fax, email, or letter via telephone with a follow-up written report to the appropriate regional licensing office within 5 business days.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A	
(2)(a) REPORT – INCIDENT OR ACCIDENT Any accident or incident that occurs while the child is in the care of the camp that results in professional medical evaluation, within 24 hours of the licensee becoming aware of the medical evaluation.						
(2)(am) REPORT - DEATH Any death of a child in care, within 24 hours after the death.						
(2)(ar) REPORT - ANIMAL BITE Any injury caused by an animal to a child in care, within 24 hours after the occurrence.						
(2)(b) REPORT – DAMAGE TO BASE CAMP Any damage to the base camp that may affect compliance with this chapter, or any incident at the base camp that results in the loss of utility services, within 24 hours after the occurrence.						
(2)(d) REPORT – CHANGE IN CAMP DIRECTOR A change of the day camp director, within 7 days after the change.						
(2)(e) REPORT – STATISTICAL DATA Statistical data required by the department on forms provided by the department.						
(2)(f) REPORT – CONVICTIONS, PENDING CHARGES, OTHER OFFENSES Any known convictions, pending charges, or other offenses of the licensee, day camp employees, or other persons subject to a child care background check which could potentially relate to the care of children at the camp or the activities of the camp by the department’s next business day.						
(2)(g) REPORT – ABUSE, NEGLECT Any suspected abuse or neglect of a child by a staff member that was reported under s. DCF 252.07(3)(a), including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, by a staff member during the child’s hours of attendance, within 24 hours after the occurrence.						
(2)(gm) REPORT – PROHIBITED ACTIONS Any prohibited actions specified in s. DCF 252.44(2)(c) by a staff member to a child during the child’s hours of attendance, within 24 hours after the incident.						
(2)(h) Any incident involving law enforcement within 24 hours after the occurrence in which any of the following occurs:						
(2)(h)1. REPORT – LAW ENFORCEMENT CONTACT – HARM A licensee, a household member or an employee of the camp is involved in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the camp.						
(2)(h)2. REPORT – LAW ENFORCEMENT CONTACT – TRAFFIC A person responsible for transporting children is involved in a traffic-related incident.						
(2)(i) REPORT – CHANGE IN ROOM USAGE Any change in room usage in the base camp, such as using rooms or areas not previously approved for use by children at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.						
(2)(j) REPORT – LOST OR MISSING CHILD Any incident related to a child who leaves the premises of the camp without the knowledge of a counselor or any incident which results in a counselor not knowing the whereabouts of a child in attendance at the camp within 24 hours after the occurrence.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A
(2)(k) REPORT – PLAN OF CORRECTION If requested by the department, a plan of correction for cited violations of this chapter or ch. 48., Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and the plan shall be approved by the department licensing representative.					
(2)(L) REPORT – CONSTRUCTION OR REMODELING Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be in writing before the construction or remodeling begins.					
(2)(m) COMMUNICABLE DISEASE - REPORTING Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the day camp or any person in contact with children at the camp, within 24 hours after the camp is notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the camp is notified of the diagnosis.					
(2)(n) REPORT - CHANGE IN MEAL PREP ARRANGEMENTS Any change in meal preparation arrangements, at least 5 calendar days prior to the change. Camps adding meal preparation after an initial license has been issued shall document compliance with building codes related to kitchens before beginning to prepare meals.					
(2)(o) REPORT - CHANGE IN TRANSPORTATION SERVICES Any change in transportation services, at least 5 calendar days prior to the change.					
(2)(p) REPORT – EXPECTED TEMPORARY CLOSURES Expected temporary closures lasting more than 2 weeks, at least 5 calendar days before the closure.					
(2)(q) REPORT – UNEXPECTED TEMPORARY CLOSURES Unexpected closures lasting more than 2 weeks, within 24 hours after the camp has been closed for a 2-week period.					
(2)(r) REPORT – CHANGE IN ADVENTURE-BASED ACTIVITIES Any change in swimming or water activities, boating, firearms and archery, horseback riding, or adventure-based activities, at least 20 working days prior to the change.					
(4) Children’s records files					
(4)(a) CHILD RECORD – MAINTENANCE, AVAILABILITY, REQUIREMENTS The licensee shall create and maintain at the camp a current written record for each child before the child’s first day of attendance or subsequent re-enrollment. The licensee shall make the record available to the licensing representative. Each child’s file shall include all of the following:					
(4)(a)1. CHILD RECORD – ENROLLMENT INFORMATION Enrollment information consisting of:					
a. The name and birthdate of the child. b. Names and contact information for the child’s parents. c. The child’s home address and telephone number. d. Address and telephone number where a parent can be reached while the child is in care. e. Name, address, telephone number and relationship to the child of the person to be notified in an emergency, when a parent cannot be reached immediately. f. Names, address and telephone number of the physician or medical facility caring for the child. g. Names, addresses and telephone numbers of persons authorized to pick-up the child or to accept the child who is dropped off. h. Dates of camp session in which the child is enrolled.					
(4)(a)2. CHILD RECORD – EMERGENCY MEDICAL CONSENT Consent from the parent for emergency medical care or treatment;					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A
(4)(a)4. CHILD RECORD – FIELD TRIP AUTHORIZATION Authorization from the parent for the child to participate in field trips and other off-premises activities, if these are part of the camp program;					
(4)(a)5. CHILD RECORD – RESEARCH / TESTING CONSENT Specific written informed consent from the parent for each incident of participation by a child in any research or testing project. The day camp shall obtain and make available to the department and to the parent a statement indicating the sponsor, the subject matter, the specific purpose and the proposed use of results with respect to each project.					
(4)(a)6. CHILD RECORD – HEALTH HISTORY Health history information that includes all the following:					
<p>a. The name and birthdate of the child. b. The full names of the child’s parents. c. A telephone number where the parent can be reached while the child is in care. d. The name, address, and telephone number of the physician or medical facility caring for the child. e. The child’s medical conditions, such as asthma, cerebral palsy, diabetes, epilepsy, food allergies, or gastrointestinal or feeding concerns. If the child has a milk allergy, a statement from a medical professional indicating an acceptable alternative. f. If the child has a medical condition, triggers that may cause a problem, signs or symptoms for the counselor to watch for, steps a counselor should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identification of all counselors who have received specialized training or instructions to help treat symptoms.</p>					
(4)(a)6m. CHILD RECORD - IMMUNIZATION HISTORY Documentation of each child’s immunization history that indicates compliance with s. 252.04, Stats., and ch. DHS 144.					
(4)(a)7. CHILD RECORD – ALTERNATE ARRIVAL / RELEASE AGREEMENT Authorization from the parent outlining the plan for a child to come to the camp from school, home or other activities and to go from the camp to school, home or other activities unless the child is accompanied by a parent or other authorized pick-up person.					
(4)(a)8. CHILD RECORD – SWIMMING ABILITY ASSESSMENT Assessment of the child’s swimming ability, if swimming is included in the program of activities.					
(4)(c) CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee shall maintain a current, accurate, written record of the daily attendance and birthdate for each child enrolled in the program. If the hours of arrival and departure of the children vary, the actual time of arrival and departure for each child shall be recorded. Each record shall be maintained as long as the child is enrolled in the program.					
(5) Parents					
(5)(a) The camp director shall notify the parents of an enrolled child of all of the following:					
(5)(a)1. PARENT NOTIFICATION – ILLNESS The child becomes ill.					
(5)(a)2. PARENT NOTIFICATION – MEDICAL EVALUATION The child needs professional evaluation of an injury.					
(5)(a)3. PARENT NOTIFICATION – INJURY, CONSUMPTION OF ALLERGEN, INCORRECT MEDICATION The child experiences a head injury, has a seizure, consumes incorrect breastmilk, consumes food or drink that may contain the child’s allergen, consumes or comes in contact with poisonous materials, or is given incorrect medication. For purposes of this subdivision, a “head injury” means a bump, blow, or jolt to the head.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.41 OPERATIONAL REQUIREMENTS FOR DAY CAMPS (continued)	Met	N/A	Met	Not Met	N/A
(5)(a)4. PARENT NOTIFICATION – MISSING CHILD The child’s whereabouts are unknown.					
(5)(a)5. PARENT NOTIFICATION – INAPPROPRIATE GUIDANCE The child was subject to child guidance that is prohibited under s. DCF 252.44(2)(c) and (d).					
(5)(b) PARENT NOTIFICATION - COMMUNICABLE DISEASE If a child in care has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact, the camp director shall notify the child’s parents when the information becomes known to the camp.					
(5)(c) PARENT NOTIFICATION - MINOR INJURY The child has sustained a minor injury that does not appear to require professional medical evaluation. Notification may be made when the child is picked up at the camp or delivered to the parent or other authorized person.					
* (5)(d) NOTIFICATION OF RELIGIOUS OBSERVANCES / TRAINING The camp shall notify the parents of any religious training that is part of the camp program. The reference to the religious component shall be included in any publicity and program objectives and activities.					
* (5)(e) COPY OF RULES POSTED A copy of this chapter shall be posted or made available in an area of the camp where parents are likely to see it.					
* (5)(f) COPY OF POLICIES AVAILABLE A copy of the child care policies of the camp shall be made available to the parents in an area of the camp accessible to parents. Personnel policies do not need to be available to parents.					
DCF 252.42 PERSONNEL					
(1) Staff records					
* (1)(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee and contracted employee that shall be available for examination by the licensing representative. Each employee’s file shall include all of the following:					
(1)(a)1. STAFF FILE – STAFF INFORMATION The employee’s name, address, date of birth, education, position, previous experience in child care including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.					
(1)(a)2. STAFF FILE – TRAINING & CERTIFICATIONS Documentation of any pertinent certification or training required for the position, including department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children in care, if the person will provide care to children under age 5 years.					
(1)(a)3. STAFF FILE –BACKGROUND CHECK RESULTS A Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13 and the person is eligible to work in a child care program.					
(1)(a)4. STAFF FILE – PRE-CAMP TRAINING Documentation of successful completion of pre-camp training.					
(1)(a)5. STAFF FILE – DAYS & HOURS WORKED Documentation of the days and hours worked when the person was included in the counselor-to-child ratio.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist			
DCF 252.42 PERSONNEL (continued)	Met	N/A	Met	Not Met	N/A	
(1)(a)6. STAFF FILE - HIGH SCHOOL DIPLOMA OR EQUIVALENT Documentation of a high school diploma or its equivalent as determined by the Wisconsin department of public instruction.						
* (1)(b) STAFF EMERGENCY CONTACT INFORMATION AT BASE CAMP The licensee shall maintain a listing at the base camp of the name, address, and telephone number of the person to be notified in the event of an emergency involving an employee.						
(1)(c) STAFF FILE – STAFF COMPENSATED FROM OTHER SOURCES The licensee shall maintain a staff record which meets the requirements specified in par. (a)1. to 6. for each student teacher or person who works at the camp and is compensated from sources other than the camp.						
(2) Camp staff						
(2)(a) STAFF COMPETENCY Camp staff members, including the camp director, counselors, and volunteers, shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.						
* (2)(b)1. CAMP DIRECTOR – RESPONSIBILITIES Each day camp shall have a person designated as camp director. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.						
* (2)(b)2. CAMP DIRECTOR – AGE & EXPERIENCE / EDUCATION The camp director shall be at least 21 years of age and shall have at least one of the following:						
a. The Wisconsin Afterschool and Youth Development Credential b. A bachelor’s degree in outdoor education, recreation, coaching, juvenile justice, social work, psychology, child development, or education, or another camp-related field. c. Two or more years of supervisory or administrative experience in an organized camp or children’s program.						
(2)(d) CAMP COUNSELOR – MINIMUM AGE, HIGH SCHOOL COMPLETION OR EQUIVALENT Counselors who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have a high school diploma or the equivalent, as determined by the department of public instruction.						
(2)(e) SUBSTITUTES In the absence of a regular staff member, there shall be a similarly qualified staff member or substitute to replace the absent staff member.						
(3) Staff training						
* (3)(a) PRE-CAMP TRAINING PLAN – SUBMIT, APPROVAL Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department and implemented. The plan shall include all of the following:						
* (3)(a)1. PRE-CAMP TRAINING – REVIEW OF RULES A review of the applicable parts of this chapter.						
* (3)(a)2. PRE-CAMP TRAINING – POLICIES & PROCEDURES A review of camp policies and procedures as required under s. DCF 252.41(1)(f).						
* (3)(a)3. PRE-CAMP TRAINING – JOB RESPONSIBILITIES Job responsibilities in relation to job descriptions.						

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
DCF 252.42 PERSONNEL (continued)					
* (3)(a)4. PRE-CAMP TRAINING – ILLNESS RECOGNITION, INFECTIOUS DISEASE CONTROL Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids.					
* (3)(a)5. PRE-CAMP TRAINING – DAILY SCHEDULES Daily activity plans and schedules.					
* (3)(a)6. PRE-CAMP TRAINING – FIRST AID First aid procedures.					
* (3)(a)7. PRE-CAMP TRAINING – CAMP POLICIES, PROCEDURES & PLANS A review of plans required under ss. DCF 252.41(1)(f)7. and 8., and 252.43(2), including the plan for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable.					
* (3)(a)8. PRE-CAMP TRAINING – PROCEDURE FOR TRACKING CHILDREN The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.					
* (3)(a)9. PRE-CAMP TRAINING – FIRE EXTINGUISHER USE, RECOGNIZING LOCAL HAZARDS Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.					
* (3)(a)10. PRE-CAMP TRAINING – CHILD ABUSE & NEGLECT LAWS, REPORTING A review of child abuse and neglect laws and the camp reporting procedures under s. DCF 252.07(3).					
* (3)(a)11. PRE-CAMP TRAINING – SPECIAL HEALTH CARE NEEDS Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child’s special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day.					
* (3)(a)12. PRE-CAMP TRAINING – CHILD MANAGEMENT TECHNIQUES Child management techniques.					
* (3)(a)13. PRE-CAMP TRAINING – ABUSIVE HEAD TRAUMA For any person who will be provided care and supervision to children under 5 years of age, department-approved training in shaken baby syndrome and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children.					
(3)(b) PRE-CAMP TRAINING REQUIREMENT – STAFF COUNTED IN RATIOS All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.					
(3)(c) PRE-CAMP TRAINING REQUIREMENT – PARENT / VOLUNTEER NOT IN RATIOS Volunteers who are not used to meet the counselor-to-child ratio may be exempted from the 24 hour pre-camp training if all of the following conditions are met:					
(3)(c)1. PARENT / VOLUNTEER PRE-CAMP TRAINING – HOURS The volunteer receives at least 4 hours of training in day camp programming required under par. (a), including orientation at the base camp.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
DCF 252.42 PERSONNEL (continued)					
(3)(c)2. PARENT / VOLUNTEER PRE-CAMP TRAINING – SUPERVISION The volunteer works under the supervision of a counselor who has met the training requirements specified in par. (b).					
(3)(d) STAFF MEETINGS The camp director shall plan and implement monthly staff meetings that provide ongoing supervision and in-service training for the staff.					
(3)(e) CARDIOPULMONARY RESUSCITATION TRAINING All camp staff in regular contact with the children, including the camp director and each counselor, shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR), including department-approved training in the use of an automatic external defibrillator prior to working with children. The CPR training may be included in pre-camp training.					
(3)(f) VOLUNTEER COUNTED IN RATIO – SCHEDULE OF HOURS The camp director shall coordinate the volunteer program and keep on file documentation of the hours worked for volunteers who are included for meeting the required counselor-to-child ratio.					
(4) Health					
(4)(a) CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor, or parent with symptoms of communicable disease reportable under ch. DHS 145 or serious illness that presents a safety or health risk to children may be in contact with the children in care.					
(4)(b)1. CONTACT WITH PERSON – BEHAVIOR No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care.					
(4)(b)2. CONTACT WITH PERSON – MENTAL HEALTH EXAMINATION The department may require a licensee, employee or other person in contact with the children in care whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.					
(4)(c) CONTACT WITH PERSON – DIARRHEAL DISEASE No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a camp until it is determined by appropriate tests that the person is not a carrier of the disease.					
DCF 252.425 SUPERVISION AND GROUPING OF CHILDREN					
(1) Supervision					
(1)(a) SUPERVISION OF CHILDREN Each child shall be supervised at all times to guide the child's behavior and activities, prevent harm, and ensure safety.					
* (1)(b) CHILD TRACKING PROCEDURE All children in care shall be assigned to a counselor. The camp shall implement a procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.					
(1)(c)1. CAMP COUNSELOR - 12-HOUR CARE LIMIT Counselors who are included for meeting the required counselor-to-child ratio may not provide care to children more than 12 hours in any 24-hour period.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist												
	Met	N/A	Met	Not Met	N/A										
DCF 252.42 PERSONNEL (continued)															
(1)(c)2. CAMP COUNSELOR - CARE LIMIT - OVERNIGHT ACTIVITIES Notwithstanding subd. 1., camps that provide an occasional overnight activity for children enrolled in the camp may allow a counselor to provide care for children for more than 12 hours in the 24-hour period to permit the counselor to remain with the children during the overnight session.															
(1)(d) ALCOHOL OR CONTROLLED SUBSTANCE CONSUMPTION OR UNDER THE INFLUENCE No licensee, employee, volunteer, or other individual in contact with children may consume alcoholic beverages or any non-prescribed controlled substance specified in ch. 961 Stats., on the premises of the camp or be under the influence of any alcohol or non-prescribed controlled substance, during the hours of the camp's operation.															
(1)(e) RELEASE OF CHILD – AUTHORIZATIONS A child may not be released to any person who has not been previously authorized by the parent.															
(1)(f) PROCEDURE IF ABSENT WITHOUT PRIOR NOTIFICATION The camp shall implement a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.															
(1)(g) CHILDREN - 14 HOUR CARE LIMIT A child may not be in care for more than 14 hours in any 24-hour period.															
(1)(h) CAMP DIRECTOR - PRESENT, ACCESSIBLE, AUTHORIZED DELEGATE The camp director shall be at the camp during the hours of operation, except if any of the following conditions are met: a. The camp director is on a field trip with all of the children. b. The camp director is on a field trip with some of the children and has a reliable method of communicating easily with the camp. c. Another qualified person that is identified in the written delegation of administrative authority under s. DCF 252.41 (1) (p) is present at the camp and is authorized to make decisions for the camp.															
(1)(i) SECOND ADULT AVAILABILITY When 9 or more children are present at the camp, there shall be at least 2 adults available at all times and at least one of the adults shall be a counselor.															
(2) Grouping of children															
(2)(a)1. COUNSELOR-TO-CHILD RATIOS Except as provided in subd. 2., 3., and 4., the ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.425.															
<p>TABLE DCF 252.425</p> <p>COUNSELOR-TO-CHILD RATIO FOR CHILDREN IN A DAY CAMP</p> <table border="1"> <thead> <tr> <th><u>Age of Children</u></th> <th><u>Minimum Number of Counselors to Children</u></th> </tr> </thead> <tbody> <tr> <td>3 years to 4 years</td> <td>1:4</td> </tr> <tr> <td>4 years to 5 years</td> <td>1:6</td> </tr> <tr> <td>5 years and 6 years</td> <td>1:12</td> </tr> <tr> <td>7 years and over</td> <td>1:18</td> </tr> </tbody> </table>						<u>Age of Children</u>	<u>Minimum Number of Counselors to Children</u>	3 years to 4 years	1:4	4 years to 5 years	1:6	5 years and 6 years	1:12	7 years and over	1:18
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4 years to 5 years	1:6														
5 years and 6 years	1:12														
7 years and over	1:18														
(2)(a)2. COUNSELOR-TO-CHILD RATIOS - MIXED AGE GROUP When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a pro rata basis, according to age.															

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.43 BASE CAMP AND FACILITIES (continued)	Met	N/A	Met	Not Met	N/A
(2)(a)4. COUNSELOR-TO-CHILD RATIO – FIELD TRIP When 9 or more children are on a field trip, at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.425 shall be met on field trips.					
(2)(b) SUPPORT STAFF IN RATIOS - ATTENTION TO CHILDREN Support staff, such as maintenance, clerical, housekeeping, and food service staff, may only be considered in determining counselor-to-child ratios if the support staff meet the qualifications of a camp counselor and are giving full attention to the care and supervision of children.					
(2)(c) COUNSELOR-TO-CHILD RATIO - ENGAGING IN OTHER DUTIES A camp counselor may not engage in any duties that are not related to caring for children while he or she is counted in meeting the required counselor-to-child ratios.					
(2)(d) COUNSELOR-TO-CHILD RATIO - CHILDREN OF STAFF Children of staff who attend the camp and who are on the premises for supervision and care shall be counted in the determination of counselor-to-child ratios.					
DCF 252.43 BASE CAMP AND FACILITIES					
(1) Site and building					
* (1)(a) BASE CAMP ENVIRONMENT The licensee shall identify a base camp that provides an environment that allows the program to be oriented to the out-of-doors. The base camp shall be maintained in a clean and sanitary condition at all times.					
* (1)(b) PROVISIONS FOR SHELTER DURING INCLEMENT WEATHER The base camp shall have a building or shelter for use by the camp during inclement weather. If the shelter is not enclosed, the camp shall implement a procedure for ensuring that children are protected from the elements.					
* (1)(c) BASE CAMP DRAINAGE The base camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health or safety of the occupants. No camp may be located in an area that is situated so that drainage for any source of filth, such as garbage or animal waste disposal, can be deposited on the site.					
* (1)(d) BASE CAMP BUILDINGS Buildings and shelters on sites used or constructed primarily for day camp purposes shall comply with the applicable Wisconsin Commercial Building Code and applicable local ordinances. A copy of the building inspection report shall be on file with the department.					
* (1)(e) BUILDING EXITS All buildings and structures used by children for day camp purposes shall have not less than 2 plainly marked exits that are free of obstruction.					
(1)(f) BASE CAMP PREMISES & STRUCTURES - CONDITION, MAINTENANCE, SAFE The base camp premises and any structures used by children on the premises shall be free of litter, safe, well maintained, in good repair, and clean.					
(1)(g) TEMPERATURE OF BUILDINGS USED BY CHILDREN If the base camp includes an enclosed building used by children, the inside temperature of the building may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the licensee shall provide for air circulation with fans or by other means.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.43 BASE CAMP AND FACILITIES (continued)	Met	N/A	Met	Not Met	N/A
(1)(h) PAINTED SURFACES - LEAD FREE & MAINTAINED Painted exterior and interior surfaces accessible to children shall be free of flaking or deteriorating paint and finished with lead-free paint or other non-toxic material.					
(1)(i) GARBAGE CONTAINERS, STORAGE, & DISPOSAL Garbage and refuse at the base camp shall be kept in rigid, watertight, and leak-proof containers with tight-fitting covers and disposed of as necessary to prevent decomposition and overflow.					
(1)(j) AREA AROUND GARBAGE CONTAINERS The areas around garbage and refuse containers shall be clean and dry.					
(1)(k) SOLID WASTE DISPOSAL SITES ON THE PREMISES Solid waste disposal sites on the premises must be licensed by the department of natural resources.					
(1)(L) MAINTENANCE OF VEGETATION AT BASE CAMP - ANIMALS The growth of brush, weeds, grass, and plants shall be controlled in the base camp area to prevent the harborage of noxious insects, rodents, and any other animals.					
(1)(m) INSECT, WEED, & RODENT CONTROL MEASURES Chemical and other insect, weed, and rodent control measures shall be used in accordance with label instructions.					
(2) Protective measures					
(2)(a) RECALLED PRODUCTS Children shall be protected from indoor and outdoor hazards, including any recalled products.					
* (2)(b) ACCESSIBLE TOXIC SUBSTANCES, POWER TOOLS Materials harmful to children, including drugs, pesticides, flammable or combustible materials, insecticides, matches, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous materials shall be stored in the original, covered, and labeled container in areas not accessible to children. Power tools shall be stored so they are inaccessible to children.					
* (2)(c) MOTOR VEHICLE AVAILABILITY A motor vehicle shall be immediately available at the camp in case of emergency if a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call.					
(2)(d) SMOKING ON PREMISES Smoking is prohibited anywhere on the premises or in a vehicle used to transport children when children are in care.					
* (2)(e) AVAILABLE TELEPHONE & EMERGENCY TELEPHONE NUMBERS The camp shall have a working telephone at the camp during the hours of operation. A list of emergency telephone numbers, including fire, law enforcement, and poison control shall be in a location known to all camp counselors. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.					
(3) Emergency plans and drills					
* (3)(a) EMERGENCY PLANS - REQUIREMENTS Each camp shall have a written plan for taking appropriate action in the event of an emergency situation, including fire, tornado, or natural disaster, extreme heat or cold, lost or missing children, missing swimmer, accident, illness, allergic reactions, human-caused events, such as threats to the premises or its occupants, or other circumstances requiring immediate attention. The plan shall include specific procedures that address all of the following:					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.43 BASE CAMP AND FACILITIES (continued)	Met	N/A	Met	Not Met	N/A
(3)(a)1. EMERGENCY PLANS - EVACUATION, RELOCATION Evacuation, relocation, shelter-in-place, and lock-down.					
(3)(a)2. EMERGENCY PLANS - CHILDREN WITH DISABILITIES Procedures for ensuring that the needs of children with disabilities are met.					
(3)(a)3. EMERGENCY PLANS - COMMUNICATION WITH PARENTS Communication with parents.					
(3)(a)4. EMERGENCY PLANS - CONNECTING Connecting children with their parents if the camp is required to evacuate the premises.					
(3)(b) STAFF KNOWLEDGE OF DUTIES DURING EMERGENCY Each staff member shall be informed of and knowledgeable about his or her duties in the event of an emergency and appropriate evacuation routes.					
* (3)(c) FIRE PROTECTION FACILITIES & EQUIPMENT MAINTENANCE & INSPECTIONS All fire protection facilities and equipment, including fire extinguishers, shall be operable and maintained in working order by a qualified person. Fire extinguishers shall be inspected once per year by a qualified person and have a label indicating its present condition and the date of the last inspection.					
* (3)(d) FIRE DEPARTMENT OR FOREST SERVICE NOTIFICATION Before camp opens, written notification of the camp operation shall be given to the nearest fire department or forest ranger service for protection in case of fire. The notification shall include the dates the camp will be operational and the number and ages of children in care.					
* (3)(e) FIRE PERMITS Any necessary permits required for operation of incinerators or for open fires shall be secured and available for review by a licensing representative.					
* (3)(f) CLEAR AREA AROUND OPEN FIRES The clearing around open fires shall be free of burnable materials for a radius of 6 feet.					
(3m) Food preparation, service, and storage					
* (3m)(a) KITCHEN AREA – REQUIRED EQUIPMENT When meals are prepared or heated on the premises, the kitchen area shall be equipped with a microwave or stove, a refrigerator, a sink, and utensils that are necessary to prepare and serve meals. The sink shall be used exclusively for food preparation and dishwashing.					
* (3m)(c) FOOD PREPARATION EQUIPMENT & UTENSILS – CONDITION & MAINTENANCE All equipment and utensils used for preparing, serving, or storing food shall have smooth hard surfaces, be easily cleanable, in good repair, durable, non-toxic, and free of cracks, seams, chips, and roughened areas, and shall be maintained in a clean and sanitary condition.					
* (3m)(d) SINGLE-SERVICE UTENSILS & FOOD CONTAINERS Single-service utensils and food containers may not be reused.					
(3m)(e) FOOD STORAGE – TEMPERATURES Foods shall be stored at temperatures which protect against spoilage. Milk shall be maintained at or below 40 degrees Fahrenheit.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.43 BASE CAMP AND FACILITIES (continued)	Met	N/A	Met	Not Met	N/A
* (3m)(f) FOOD STORAGE – PROTECTION FROM CONTAMINATION OR ADULTERATION Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents, or animals. Dry foods, such as cereals, crackers, and pasta shall be stored in bags with zip-type closures or metal, glass, or food-grade plastic containers with tight-fitting covers and shall be labeled and dated. In this paragraph, “food-grade plastic” means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.					
(3m)(fm) SAFE FOOD Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding, and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs, and dairy products shall be from an inspected source.					
(3m)(g) WASHING RAW FRUITS & VEGETABLES Raw fruits and vegetables shall be washed before being served or cooked.					
* (3m)(h) MEAL PREPARATION – LOCATION / TRANSPORTATION REQUIREMENTS Meals shall be prepared at the base camp in a central kitchen operated by the camp or in another location that has been inspected by a representative of a state agency. Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40 degrees Fahrenheit and containers for hot food shall be capable of maintaining the temperature at or above 140 degrees Fahrenheit.					
(3m)(i) FOOD - LEFTOVER PREPARED FOOD Extra food that was prepared but not served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for use within 6 months.					
(4) Water					
* (4)(a) DRINKING WATER AVAILABILITY A supply of safe drinking water shall be available to children and staff at all times from a drinking fountain of the angle jet type or by use of a disposable cup or reusable cup or water bottle. Common use of drinkware is prohibited.					
* (4)(b)1. a. PRIVATE WELL - ANNUAL BACTERIA TEST At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for total coliform and Escherichia coli (E. coli) bacteria using a laboratory certified by the department of agriculture, trade and consumer protection as specified in ch. ATCP 77. The laboratory report shall be available to the department upon request.					
* (4)(b)1. b. PRIVATE WELL - ANNUAL BACTERIA TEST UNSAFE RESULTS If the water test results indicate the presence of total coliform or E. coli bacteria, the water system shall be appropriately disinfected or treated and retested until it is determined to be free of bacteria. An alternative source of water shall be used for drinking and preparing food until the well is free from bacteria.					
* (4)(b)2. a. PRIVATE WELL - ANNUAL NITRATE TEST At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for nitrate using a laboratory certified under ch. NR 149. The laboratory report shall be available to the department upon request.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.43 BASE CAMP AND FACILITIES (continued)	Met	N/A	Met	Not Met	N/A
* (4)(b)2.b. PRIVATE WELL - ANNUAL NITRATE TEST UNSAFE RESULTS If water test results indicate nitrate levels are above 10 mg/L, an alternative source of water shall be used for drinking and preparing food until nitrate levels are below 10 mg/L.					
* (4)(b)3.a. PRIVATE WELL - LEAD TEST The camp shall have the well tested for lead every five years using a laboratory certified by the department of natural resources under ch. NR 149. The laboratory report shall be available to the department upon request.					
* (4)(b)3.b. PRIVATE WELL - LEAD TEST UNSAFE RESULTS If water test results indicate lead levels are above 15 micrograms per liter (µg/L), an alternative source of water shall be used for drinking and preparing food until action is taken to reduce lead levels below 15 µg/L as confirmed by an additional water test.					
* (4)(c)1. DRINKING WATER CONTAINER When running water is not available, a camp shall use a covered drinking water container that is all of the following:					
a. Easily distinguishable from other containers. b. Constructed of a food grade material that does not permit the water to become contaminated by dirt, insects, or animals. c. Suitable for pouring or equipped with a faucet.					
(4)(c)2. DRINKING WATER CONTAINER - MAY NOT DIP No one may dip into the water in the water container.					
(4)(c)3. DRINKING WATER CONTAINER - CLEANED AND SANITIZED The water container shall be cleaned and sanitized daily.					
(4)(c)4. DRINKING WATER CONTAINER - MEET ALL WATER REQUIREMENTS The water in the container shall meet the requirements under par. (a) and (b).					
(5) Washrooms and toilet facilities					
* (5)(a) SINK & TOILET AVAILABILITY Handwashing and toileting facilities shall be provided and accessible to children.					
* (5)(b) TOWELS AVAILABILITY Single-use disposable towels shall be provided and accessible to children.					
* (5)(c) SOAP, TOILET PAPER AVAILABLE & ACCESSIBLE Soap, toilet paper and wastepaper container shall be provided and accessible to children.					
* (5)(d) OUTDOOR TOILETS REQUIREMENTS Outdoor toilets, when used, shall be constructed according to the requirements of the applicable Wisconsin commercial building codes and maintained in good repair.					
* (5)(e) USE OF ALTERNATE TOILETS & PERMITS A portable toilet shall be in compliance with s. SPS 391.13 and local ordinances.					
* (5)(f) PLUMBING COMPLIANCE Plumbing shall comply with all applicable sections of Wisconsin plumbing codes.					
* (5)(g) LIQUID WASTE DISPOSAL Liquid waste disposal shall be connected to a public sewer, if available. If not available, liquid waste disposal shall be in accordance with chs. SPS 382, 383, and 384.					
(5)(h) SANITARY TOILET & SINK FACILITIES Handwashing and toilet facilities shall be in clean and sanitary condition.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.44 PROGRAM	Met	N/A	Met	Not Met	N/A
(1) Program planning and implementation					
* (1)(a) PLANNED PROGRAM OF ACTIVITIES Each day camp shall have a written program of activities that shall be planned according to the developmental level of each child and each group of children and intended to expose children to a variety of cultures. The needs of children with disabilities shall be considered when planning the programming and activities for enrolled children. The program of activities shall focus on the out-of-doors and the natural environment and shall reflect the camp's written policies. The program shall provide each child with experiences which will promote all of the following:					
(1)(a)1. PROGRAM OF ACTIVITIES – PROMOTE APPRECIATION OF NATURAL ENVIRONMENT An appreciation and understanding of the natural environment.					
(1)(a)2. PROGRAM OF ACTIVITIES – PROMOTE LARGE / SMALL MUSCLE DEVELOPMENT Large and small muscle development.					
(1)(a)3. PROGRAM OF ACTIVITIES – PROMOTE INTELLECTUAL GROWTH Intellectual growth.					
(1)(a)4. PROGRAM OF ACTIVITIES – ENCOURAGE SELF-ESTEEM Self-esteem and positive self-image.					
(1)(a)5. PROGRAM OF ACTIVITIES – PROMOTE RECREATION OPPORTUNITIES Opportunities for recreation.					
(1)(a)6. PROGRAM OF ACTIVITIES – ENCOURAGE SOCIAL INTERACTION Social interaction.					
(1)(a)7. PROGRAM OF ACTIVITIES – ENCOURAGE CREATIVE EXPRESSION Creative expression.					
(1)(a)8. PROGRAM OF ACTIVITIES – PROMOTE SELF-EXPRESSION, COMMUNICATION Self-expression and communication skills.					
(1)(a)9. PROGRAM OF ACTIVITIES – PROMOTE LITERACY Literacy skills.					
(1)(b) The program shall:					
(1)(b)1. PROGRAM REQUIREMENT – PROTECTION FROM FATIGUE & OVERSTIMULATION Protect the children from excessive fatigue and from overstimulation.					
(1)(b)2. PROGRAM REQUIREMENT – ENCOURAGE SPONTANEOUS ACTIVITIES Encourage spontaneous activities.					
(1)(b)3. Be planned to provide a flexible balance each day of:					
(1)(b)3.a. PROVIDE ACTIVE & QUIET ACTIVITIES Active and quiet activities.					
(1)(b)3.b. PROVIDE INDIVIDUAL & GROUP ACTIVITIES Individual and group activities.					
(1)(b)4. PROVIDE DAILY OUTDOOR PLAY OPPORTUNITIES Provide daily opportunities for children to play outdoors except during inclement weather or when not advisable for health reasons.					
(1)(b)5. PROVIDE REGULARITY OF DAILY SCHEDULE Provide reasonable regularity in eating, resting and other routines.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.44 PROGRAM (continued)	Met	N/A	Met	Not Met	N/A
(1)(b)6. PROVIDE VARIETY OF ACTIVITIES FROM WHICH TO SELF-SELECT Provide daily periods when a variety of experiences are concurrently available for the children to select their own activities.					
(1)(b)7. LIMIT WAIT TIME & INTERVALS BETWEEN ACTIVITIES Limit the amount of time that children are kept waiting in lines or assembled in large groups during routines such as toileting and eating and intervals between activities.					
(2) Child guidance					
* (2)(a) POLICY – CHILD GUIDANCE Each day camp shall have a written policy on guiding children’s behavior which provides for positive guidance, redirection and the setting of clear-cut limits. The policy shall be designed to help each child develop self-control, self-esteem, and respect for the rights of others.					
* (2)(b)2. TIME-OUT PERIODS A camp may use a time-out period to handle a child’s unacceptable behavior only if all of the following conditions are met:					
* a. The counselor offers the child the time-out period in a non-humiliating manner. b. The time-out period does not exceed 3 minutes. c. The child is not isolated. d. The child is not removed from group location.					
* (2)(b)3. TIME OUT PROCEDURES IN GUIDANCE POLICY The procedures for a time-out period shall be included in the camp guidance policy under par. (a).					
(2)(c) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:					
(2)(c)1. PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.					
(2)(c)2. PROHIBITED ACTIONS – VERBAL ABUSE Verbal abuse, threats or derogatory remarks about the child or the child’s family.					
(2)(c)3. PROHIBITED ACTIONS – RESTRICTING MOVEMENT, CONFINEMENT Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.					
(2)(c)4. PROHIBITED ACTIONS – WITHHOLDING FOOD OR REST Withholding or forcing meals, snacks or naps.					
(2)(c)5. PROHIBITED ACTIONS – AVERSIVE, CRUEL, FRIGHTENING, HUMILIATING Actions that are aversive, cruel, frightening or humiliating.					
(2)(d) PROHIBITED PUNISHMENT – TOILET TRAINING Children shall not be punished for lapses in toilet training.					
(3) Equipment and furnishings					
* (3)(a) VARIETY & QUANTITY OF EQUIPMENT The camp shall provide program equipment and furnishings in a variety and quantity that allows staff to implement activities outlined in the written policy on program objectives and activities required under s. DCF 252.41(1)(f)5. and meets all of the following criteria:					
1. Provides for large muscle development. 2. Provides construction activities and for the development of manipulative skills. 3. Encourages social interaction. 4. Provides intellectual stimulation. 5. Encourages creative expression.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
DCF 252.44 PROGRAM (continued)					
(b) All equipment and furnishings, whether or not owned by the camp, shall be:					
* (3)(b)1. EQUIPMENT SIZE Scaled to the developmental level, size and ability of the children.					
* (3)(b)2. EQUIPMENT SAFETY Safe, durable, of sturdy construction with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.					
* (3)(b)3. EQUIPMENT PLACEMENT Placed to avoid danger of accident and collision and to permit freedom of action.					
* (3)(b)4. INDOOR EQUIPMENT - INTENDED USE Used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care.					
* (3)(c) EQUIPMENT – CULTURAL & ETHNIC DIVERSITY Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.					
(3)(d) TRAMPOLINES & INFLATABLE BOUNCE SURFACES No trampolines or inflatable bounce surfaces on the premises may be accessible to children or used by children in care.					
(4) Rest					
* (4) REST PERIODS FOR CHILDREN UNDER AGE 5 When a session is more than 4 hours in length, there shall be a rest period or period of quiet activities of at least 30 minutes for all children under 5 years of age.					
(5) Meals, snacks, and food service					
* (5)(a) MEALS & SNACKS – NUMBER & FREQUENCY Food shall be provided in accordance with Table DCF 252.44 which is based on the amount of time children are present. Food may be served at flexible intervals, but no child may go without nourishment for longer than 3 hours.					
TABLE 252.44 MEAL AND SNACK REQUIREMENTS FOR EACH CHILD AT A DAY CAMP					
<u>Time Children Are Present</u>		<u>Number of Meals and Snacks</u>			
2½ to 4 hours		1 snack			
4 to 8 hours		1 snacks and 1 meal			
8 to 10 hours		2 snacks and 1 meal			
10 hours or more		2 meals and 2 or 3 snacks			
(5)(b) MEALS & SNACKS – TRANSPORTATION Camp-provided transportation time shall be included in determining the total number of hours a child is present for the purpose of par. (a).					
(5)(c) FOOD ALLERGY REPORTING Food allergies of specific children shall be reported to cooks, counselors and substitutes having direct contact with children.					
(5)(d) Menus for meals and snacks provided by the camp shall:					
(5)(d)1. MENUS – POSTED & ACCESSIBLE Be posted in the kitchen and in a conspicuous place accessible to parents.					
* (5)(d)2. MENUS – PLANNING & RECORD KEEPING Be planned at least one week in advance, dated and kept on file for 3 months.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
DCF 252.44 PROGRAM (continued)					
(5)(d)3. MENUS – AVAILABLE TO DEPARTMENT Be available for review by the department.					
(5)(d)4. MENUS – DIVERSE FOOD TYPES Include diverse types of food.					
* (5)(e) MEALS & SNACKS - USDA MINIMUM MEAL REQUIREMENTS At a minimum, each meal and snack provided to children shall meet the U.S. department of agriculture child and adult care food program minimum meal requirements for amounts and types of food. Additional portions of vegetables, fruits, bread, and milk shall be available.					
(5)(f) MEALS & SNACKS - PROVIDED BY PARENTS When food for a child is provided by the child's parent, the camp shall provide the parent with information about requirements for food groups and quantities specified by the U.S. department of agriculture child and adult care food program minimum meal requirements.					
(5)(g) SPECIAL DIET REQUIREMENT A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. A special diet based on a food allergy may be served upon the written request of the parent.					
(6) Health					
(6)(a) HEALTH OBSERVATION & ILL CHILD PROCEDURE Each child upon arrival at the camp shall be observed by a staff person for symptoms of illness. For an apparently ill child, the procedure under par. (c) shall be followed.					
* (6)(b) HEALTH SUPERVISOR REQUIREMENTS & QUALIFICATIONS There shall be an adult at the camp at all times who is responsible for health supervision. The on-site health supervisor shall be one of the following:					
1. A physician licensed in Wisconsin. 2. A registered nurse or practical nurse licensed in Wisconsin. 3. A physician assistant licensed in Wisconsin. 4. An emergency medical technician. 5. A person currently certified as having completed the American Red Cross Standard First Aid course or equivalent.					
* (6)(bm) FIRST RESPONDER REQUIREMENT IF EMERGENCY / RESCUE VEHICLE NOT NEARBY If a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified by the department as a first responder under ch. DHS 113 must be on the premises during the hours when children are present. This person may serve as the camp health supervisor.					
(6)(c) Ill child procedure					
* (6)(c)1. ILL CHILD ISOLATION AREA There shall be an isolation or first aid area for the care of children who become ill. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.					
(6)(c)2. When an apparently ill child is observed in the day camp, the following procedures shall apply:					
* (6)(c)2.a. ILL CHILD – ISOLATION PROCEDURE A child with symptoms of illness or a condition such as vomiting or diarrhea, shall be isolated and shall be made comfortable, with a place to lie down available, with a staff member within the sight or hearing of the child. Isolation shall be used until the child can be removed from the camp.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.44 PROGRAM (continued)	Met	N/A	Met	Not Met	N/A
(6)(c)2.b. ILL CHILD – REMOVAL FROM CAMP The child’s parent, or a designated responsible person when parents cannot be reached, shall be contacted as soon as possible after the illness is discovered to take the child from the camp.					
(6)(d) Communicable disease					
(6)(d)1. COMMUNICABLE DISEASE - EXCLUSIONS No child or any other person with a reportable communicable disease specified in ch. DHS 145 may be admitted or readmitted to a camp, permitted to remain in a camp, or to have contact with children in care during the period when the disease is communicable.					
(6)(d)3. COMMUNICABLE DISEASE – RE-ADMITTANCE TO CAMP A person in contact with children or a child may be allowed to return to a camp if the person’s physician provides a written statement that the condition is no longer contagious or the person has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the department.					
(6)(e) Medication					
(6)(e)1. Camp staff may give prescription and non-prescription medication to a child only under the following conditions:					
(6)(e)1.a. MEDICATION ADMINISTRATION – PARENTAL AUTHORIZATION A signed, dated, written authorization that includes the child’s name and birthdate, name of the medication, administration instructions, medication intervals, and the length of the authorization from the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.					
(6)(e)1.b. MEDICATION ADMINISTRATION – CONTAINER & LABEL The medication is in the original container and labeled with the child’s name, and the label includes the dosage and directions for administering.					
* (6)(e)2. MEDICATION STORAGE – ACCESSIBILITY All medications shall be stored so that they are not accessible to the children.					
* (6)(e)3. MEDICATION STORAGE – TEMPERATURE Medications shall be stored at the appropriate temperature as indicated on the label.					
* (6)(e)3m. MEDICATION - ADMINISTER AS LABELED All medication for a child in care shall be administered by the camp as directed on the label and as authorized by the parent.					
* (6)(e)4. MEDICATION STORAGE – CURRENT AUTHORIZATION No medication may be kept at the camp without a current authorization from the parent.					
* (6)(e)5. AUTHORIZATION FOR CHILD TO CARRY MEDICATION Bee sting medication, inhalers, an insulin syringe, or other medication or device used in the event of a life-threatening situation may be carried by a child over the age of 7 years with written authorization from the parent and the child’s physician.					
(6)(f) Injury. Written procedures for the treatment of children who are in accidents or otherwise injured shall be available, made known to staff, and carried out as follows:					
(6)(f)1. PARENTAL PERMISSION FOR EMERGENCY MEDICAL CARE ON FILE Written permission from the parent to call a child’s physician or refer the child for medical care in case of injury shall be on file at the camp. The camp shall contact the parent as soon as possibly after an emergency has occurred, or if the injury is minor, when the parent picks up the child.					

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(6)(f)2. SOURCE OF EMERGENCY CARE DESIGNATED Prior to the opening of camp, a planned source of emergency medical care, such as a hospital emergency room, clinic, or other constantly staffed medical facility, shall be designated and made known to staff and parents.					
* (6)(f)3. PROCEDURE FOR TRANSPORTING INJURED CHILD A camp shall establish and follow written procedures for treating minor injuries and for taking a child to an emergency medical care facility.					
* (6)(f)4. FIRST AID EQUIPMENT First aid equipment shall be available at a designated location at the base camp.					
(6)(f)5. INJURY TREATMENT – FIRST AID PROCEDURES Standard first aid procedures shall be followed for injuries.					
(6)(f)6. INJURY TREATMENT – CARE OF SUPERFICIAL WOUNDS Superficial wounds may be cleaned with soap and water only and protected.					
(6)(f)7. INJURY TREATMENT – POISONS Suspected poisoning shall be treated only after consultation with a poison control center.					
* (6)(g)1. MEDICAL LOG - REQUIREMENT, MAINTENANCE The licensee shall maintain a medical log book that has a stitched binding with pages that are lined and numbered.					
(6)(g)2. MEDICAL LOG - REQUIREMENTS Pages may not be removed from the medical log under subd. 1 and lines may not be skipped. Each entry in the log book shall be in ink, dated, and signed or initialed by the person making the entry.					
(6)(g)3. MEDICAL LOG - REQUIRED ENTRIES A provider shall record all of the following in the medical log under subd. 1:					
(6)(g)3.a. MEDICAL LOG - OBSERVATION OR EVIDENCE OF INJURY Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received in or out of the care of the camp.					
(6)(g)3.b. MEDICAL LOG - INJURIES IN CARE Any injuries received by a child while in the care of the camp on the date the injury occurred. The record shall include the child's name, the date and time of the injury, and a brief description of the facts surrounding the injury.					
(6)(g)3.c. MEDICAL LOG - MEDICATION ADMINISTRATION Any medication dispensed to a child, on the date the medication is dispensed. The record shall include the name of the child, type of medication given, dosage, time, date, and the initials or signature of the person administering the medication.					
(6)(g)3.d. MEDICAL LOG - INCIDENT OR ACCIDENT IN CARE Any incident or accident that occurs when the child is in the care of the center that results in professional medical evaluation.					
(6)(g)4. MEDICAL LOG - REVIEW The director or a designee shall review records of injuries with staff monthly during camp operations to ensure that all possible preventive measures are being taken. The reviews shall be documented in the medical log book under subd. 1.					
(6)(i) Health and personal cleanliness					
(6)(i)1. PERSONAL CLEANLINESS – CHILD HANDWASHING A child's hands shall be washed with soap and running water before meals and snacks and after handling animals and toileting or diapering.					

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(6)(i)2. PERSONAL CLEANLINESS – WORKER HANDWASHING Persons working with children shall wash their hands with soap and running water before handling food, after assisting with toileting and after wiping bodily secretions from a child.					
(6)(i)3. PERSONAL CLEANLINESS – USE OF WET WIPES, HAND SANITIZER Soap and water-based wet wipes may be used to wash hands when there is no running water immediately available. Disinfecting hand sanitizers may not replace the use of soap and water when washing hands.					
(6)(i)4. CONDITION & SHARING OF PERSONAL CARE ITEMS Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in a sanitary condition.					
(6)(i)5. WET OR SOILED CLOTHING & DIAPERS Children shall be clothed to ensure body warmth and comfort. Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.					
* (6)(i)6. SUPPLY OF DRY & CLEAN CLOTHING & DIAPERS There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all children at the camp.					
(6)(i)7. SUN PROTECTION, SUN SCREEN, INSECT REPELLENT As appropriate, children shall be protected from sunburn and insect bites with protective clothing, if not protected by sunscreen or insect repellent. Sunscreen and insect repellent may only be applied on the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. If parents provide the sunscreen or insect repellent, the sunscreen or repellent shall be labeled with the child’s name. Children may apply their own sunscreen or insect repellent with written parental authorization. Recording the application of sunscreen or insect repellent is not required.					
(6)(i)8. USE OF UNIVERSAL PRECAUTIONS Center staff shall follow universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges.					
(6)(i)9. USE OF DISPOSABLE GLOVES Single use disposable gloves shall be worn if there is contact with blood-containing bodily fluids or tissue discharges. Gloves shall be discarded in plastic bags.					
(6)(j) Diapering. When children are diapered, the camp counselor shall do all of the following:					
(6)(j)1. DIAPERING – TOILET TRAINING PLAN Consult with the child’s parent to develop a toilet training plan so that a child’s toilet routine is consistent between the camp and the child’s home, if the child is in the process of becoming toilet trained.					
(6)(j)2. DIAPERING – CHANGING WET OR SOILED DIAPERS & CLOTHING PROMPTLY Change wet or soiled diapers and clothing promptly.					
* (6)(j)3. DIAPERING SURFACE – CLEAN & DISINFECT Change each child on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.					
* (6)(j)4. DIAPERING SURFACE – BARRIER & SUPERVISION If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.					

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DCF 252.44 PROGRAM (continued)	Met	N/A	Met	Not Met	N/A
* (6)(j)5. DIAPERING – IMMEDIATE DISPOSAL & CONTAINER REQUIREMENTS Place disposable soiled diapers and gloves, if used, in a plastic-lined, hands-free, covered container immediately.					
(6)(j)6. DIAPERING – DISPOSAL OF SOILED DIAPERS & CONTAINER CLEANLINESS Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.					
(6)(j)7. DIAPERING – APPLICATION OF LOTIONS, POWDERS, SALVES Apply lotions, powders or salves to a child during diapering only at the specific written direction of the parent or the child’s physician. The directions shall be posted in the diapering area. The application of diapering lotions, powders or salves is not required to be recorded in the camp medical log.					
(6)(j)8. DIAPERING – WASHING DIAPER AREA Wash the child’s diaper area before each diapering with a disposable or fabric towel used only once.					
(7) Swimming and water activity areas.					
(7)(am) Swimming area					
* (7)(am)1. SWIMMING AREAS – COMPLIANCE Pools and other swimming areas used by children shall be located, constructed, equipped and operated according to the requirements of chs. Comm 90 and DHS 172 for pools and water attractions. A beach shall be in compliance with applicable local ordinances.					
* (7)(am)2.a. SWIMMING POOLS ENCLOSURE Swimming pools shall be enclosed with a 5 foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 3½ inches or less. In addition, all of the following restrictions apply when the pool is not in use by children.					
* (7)(am)2.b. SWIMMING POOL ENCLOSURE – ACCESS THROUGH GATE If access to the pool is through a gate, the gate shall be closed and locked.					
* (7)(am)2.c. SWIMMING POOL ENCLOSURE – ACCESS THROUGH DOOR If access to the pool is through a door, the door shall be closed, visibly locked and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.					
* (7)(am)2.d. SWIMMING POOL ENCLOSURE – LOCKS Locks shall be located so that the locks cannot be opened by children.					
* (7)(am)2.e. SWIMMING POOL ENCLOSURE – ABOVE-GROUND POOL The free-standing wall of an above ground pool may not serve as an enclosure unless it is at least 5 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.					
* (7)(am)2.f. SWIMMING POOL ENCLOSURE – CLEAR PERIMETER The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.					

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DCF 252.44 PROGRAM (continued)	Met	N/A	Met	Not Met	N/A
* (7)(am)3. DESIGNATED SWIMMING AREAS The swimming area used by a day camp shall have designated areas for non-swimmers, intermediate swimmers, advanced swimmers and divers. A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.					
* (7)(am)4. WATER ACTIVITY AREAS – CONTROLLED ACCESS & CLEARLY MARKED Access to a water activity area or beach shall be controlled so that children may not enter the area without the knowledge of waterfront staff and any area used for swimming shall be clearly marked.					
* (7)(am)5. WATER ACTIVITY AREAS – HAZARDS & EQUIPMENT CONDITION Equipment in water activity areas, including docks, ladders, rafts, diving boards, boats, life jackets, and paddles, shall be maintained and in good repair.					
* (7)(am)6. WATER ACTIVITY AREAS – RESCUE EQUIPMENT AVAILABLE & MAINTAINED Rescue equipment, including a shepherd's crook type pole, a backboard, ring buoy, and rescue tube shall be maintained and immediately available at each water activity area as specified in s. DHS 172.26.					
(7)(b) Waterfront supervisor					
* (7)(b)1. WATERFRONT SUPERVISOR – REQUIREMENT & RESPONSIBILITIES Each day camp offering swimming, boating, canoeing, or other water activities whether at a pool or a beach shall designate a staff person as waterfront supervisor. All water activities, whether on or off the premises, shall be under the direction of the waterfront supervisor or an equally qualified adult who is present at the waterfront during water activities. The waterfront supervisor shall:					
* (7)(b)1.a. WATERFRONT SUPERVISOR– AGE Be 18 years of age or older; and					
* (7)(b)1.b. WATERFRONT SUPERVISOR – LIFEGUARD CERTIFICATION Hold a current certification as a lifeguard from a nationally recognized certifying agency.					
(7)(b)1m. WATERFRONT SUPERVISOR – OFF PREMISES If the center uses a pool, beach, or other water attraction that is not located on the center premises and certified lifesaving personnel are on duty, the waterfront supervisor is not required to meet the qualification in subd. 1. b.					
(7)(b)2. LIFEGUARD & COUNSELOR TO CAMPER RATIO WHILE SWIMMING The camp shall maintain a ratio of one person with a current Red Cross certified lifesaving certificate per 25 children in the water, except where a public swimming place has lifesaving personnel on duty. While children are in the water, only staff who can swim may be included when determining counselor-to-child ratios under Table DCF 252.425.					
(7)(b)3. WATERFRONT SUPERVISOR ON DUTY The waterfront supervisor or an equally qualified person shall be on duty at all times whenever children are in the water.					
* (7)(b)4. WATERFRONT SUPERVISION PLAN The waterfront supervisor shall establish and enforce a method for supervising children in the water such as the buddy system, the colored cap system or another method of supervising children. The supervision plan shall be included in the camp's written waterfront plan and reviewed during pre-camp training.					

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* (7)(b)5. WATERFRONT CHECK-IN / CHECK-OUT PROCEDURE The waterfront supervisor shall establish and enforce a method for checking persons in and out of the water. The check-in and check-out procedures shall be included in the camp's written waterfront plan and reviewed during pre-camp training.					
* (7)(b)5m. PROCEDURE FOR SUPERVISION OF WATERFRONT ACTIVITIES The waterfront supervisor shall establish and enforce procedures for ensuring that children who have access to a beach or are engaged in fishing or other shoreline activities are properly supervised.					
(7)(b)6. WATERFRONT SUPERVISOR – COUNTING IN COUNSELOR-TO-CHILD RATIO The waterfront supervisor or person acting as the waterfront supervisor may not be included when determining counselor-to-child ratios during any period when children are in the water.					
(7)(c) Swimming procedures					
(7)(c)1. ASSESSMENT OF SWIMMING ABILITY The swimming ability of each child shall be assessed by either the parent or the camp. Documentation of the assessment shall be kept in the child's file.					
(7)(c)2. CHILDREN RESTRICTED TO AREAS RELATED TO SWIMMING ABILITY Children shall be restricted to swimming areas within their swimming classification.					
(7)(d) BOATING PROHIBITED IN SWIMMING AREAS Except in an emergency, no rowboat, canoe, motor boat or other craft, except a lifeboat used by lifeguards, is permitted in a swimming area, pursuant to s.30.68(7), Stats.					
(8) Boats					
(8)(am) BOATS – COMPLIANCE All boats shall comply with ch. NR 5.					
* (8)(b) BOATS – PERSONAL FLOATATION DEVICES Each occupant of a boat shall wear a type I or II coast guard-approved personal flotation device which is appropriate to the weight of the person wearing it as specified in s.30.62(3)(a), Stats., and s. NR 5.13.					
(8)(c) BOATS – ADULT SUPERVISION WHEN IN USE There shall be at least one adult in each boat who is a competent swimmer as determined by the waterfront supervisor. When children are using single-seat boats, such as kayaks, a counselor who is a competent swimmer shall be close enough to the children to provide assistance if necessary.					
(8)(d) BOATS – CHILDREN WHO HAVE NOT DEMONSTRATED ADVANCED SWIMMING SKILLS Children who have not demonstrated advanced swimming skills shall be limited to the use of the rowboats only.					
* (8)(e) BOATS, OARS, PADDLES – MAINTAINED & INSPECTED All boats, oars and paddles shall be in good repair and inspected annually for safety.					
(9) Firearms and archery					
(9) FIREARMS & ARCHERY – RESTRICTIONS & REQUIREMENTS Firearms and archery equipment may not be used by children under 7 years of age. When firearms and archery equipment are used by children 7 years of age and older, the following precautions shall apply:					
* (9)(a) FIREARMS & ARCHERY - SUPERVISION BY TRAINED INSTRUCTOR The archery or shooting range may be used only under the supervision of a trained adult instructor who holds a certification in bowhunter or hunter safety, respectively.					

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DCF 252.44 PROGRAM (continued)	Met	N/A	Met	Not Met	N/A
* (9)(b) FIREARMS & ARCHERY RANGE – FENCE, SIGNAGE Other program activities shall be in an area away from the designated archery or shooting range. The range shall be fenced in with rope or wire and marked with danger signs or flags.					
* (9)(c) FIREARMS & ARCHERY – EQUIPMENT STORAGE Firearms, ammunition, and archery equipment shall be stored under lock and key when not in use.					
(9)(d) FIREARMS & ARCHERY – CLOSE SUPERVISION All firearms, archery equipment, and unused ammunition shall be returned to the instructor.					
(10) Tools					
(10)(a) POWER TOOL USE – CHILDREN UNDER AGE 7 Power tools shall not be used by children under 7 years of age.					
(10)(b) CHILDREN UNDER AGE 7 NOT IN AREA WHERE POWER TOOLS USED Children under 7 years of age shall not be allowed in areas where power tools are in use.					
* (10)(c) POWER TOOL STORAGE When power tools and other tools are not in use, they shall be stored in an area not accessible to children.					
(11) Horseback riding					
* (11)(b) HORSEBACK RIDING SUPERVISION & LOCATION Children may ride horseback only in a ring or other enclosed area.					
* (11)(c) HORSEBACK RIDING GEAR – APPROPRIATENESS & MAINTENANCE The riding tack shall be maintained in good repair to provide maximum safety for children. It shall be appropriate to the age, size, and ability of the rider.					
* (11)(d) HORSEBACK RIDING INSURANCE Horseback riding shall be specifically covered by the camp's liability insurance.					
(12) Field trips. For field trips away from the base camp:					
(12)(a) EMERGENCY CONTACT & MEDICAL PERMISSION CARRIED ON FIELD TRIPS Staff shall carry emergency contact information and signed parental permission for the emergency medical care of all children on the field trip.					
(12)(b) FIELD TRIP – COUNSELOR-TO-CHILD RATIOS The counselor-to-child ratio under Table DCF 252.425 shall be maintained, except that the number of adults accompanying children away from the base camp shall be no fewer than 2.					
* (12)(c) FIELD TRIP – PLANNED SOURCE OF EMERGENCY MEDICAL CARE A planned source of emergency medical care in the area to be visited shall be known to staff.					
(12)(d) FIELD TRIP – LIST OF PARTICIPATING CHILDREN A list of children participating in the field trip shall be maintained by the camp director and a counselor accompanying the children.					
(12)(e) FIELD TRIP – PARENTAL NOTIFICATION Parents shall be notified in advance of the times and location of each field trip.					
* (12)(f) FIELD TRIP – FIRST AID SUPPLIES First aid supplies shall be taken on all field trips.					

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(13) Adventure-based activities					
* (13)(b) ADVENTURE-BASED ACTIVITIES – TRAINING & EXPERIENCE The licensee shall ensure that personnel leading and providing training to children are trained and have experience for the type of adventure-based experience they are supervising.					
* (13)(c) ADVENTURE-BASED ACTIVITIES – EQUIPMENT Equipment used in adventure-based activities shall be properly installed, maintained in good condition and working order and appropriate to the size, developmental and ability level of the children using the equipment.					
(13)(d) ADVENTURE-BASED ACTIVITIES – REQUIREMENTS FOR PARTICIPATION Before a child is permitted to participate in an adventure-based activity, the licensee shall ensure that the child’s medical history does not prohibit participation in the type of activity planned. If there is a question about a child’s ability to participate for medical reasons, the licensee shall not permit participation without the written approval of the child’s physician and written authorization from the child’s parent.					
(13)(e) ADVENTURE-BASED ACTIVITIES – COUNSELOR-TO-CHILD RATIOS Counselor-to-child ratios shall be adequate to manage and supervise the adventure-based activity based upon the number of children participating and type of activity. At no time, shall the counselor-to-child ratio be less than that specified in Table DCF 252.425.					

SIGNATURE – Center Representative

Date Signed