

APPENDIX E
REQUIRED ITEMS FOR FAMILY CHILD CARE CENTERS

A. Items to be Submitted to Regional Office at Time of Initial Application

1. Completed form, *Initial Licensing Checklist – Family Child Care Centers*, and all items listed on the last page.
2. Supporting documentation regarding organizational structure.
 - a. If the licensee is organized as a corporation, association or cooperative, the Articles of Incorporation and a list that provides the name, title, address, telephone number and dates of office of each member of the board of directors, its committees and its officers.
 - b. If the licensee is organized as a partnership or limited liability company, the Articles of Organization and a list of the full name and address of each partner / member.

B. Items to be Submitted to Regional Office at Time of License Continuation

1. Completed form, *License Application – Family Child Care Centers*.
 - a. A list that provides the name, title, address, telephone number and dates of office of each member of the board of directors/governing board.
 - b. A copy of the results of the annual bacteriological water test—including nitrate level test if caring for infants under 6 months of age—if the center uses a private well.
 - c. List of support staff (e.g. cooks, maintenance personnel, etc.) that includes each person’s name and title.
 - d. If the center will transport children, the results of vehicle safety inspection for each vehicle used to transport children in care.
 - e. Any center policies and procedures that have been changed since the last licensing period along with completed form, *Policy Checklist – Family Child Care Centers*.
 - f. If dogs and cats are allowed in areas of the center accessible to children, current proof of liability insurance specifically covering the presence of dogs and cats.
2. Caregiver Background Check Information:
 - a. Completed form, Background Information Disclosure, for licensee and household members age 10 and older.
 - b. Caregiver Background Check fee for licensee and any adult household members if “Caregiver Background Check Fee(s) Due” appears on the continuation packet cover letter.
3. Licensing fee.
4. Completed form, *Licensing Checklist – Family Child Care Centers*.

C. Items to be Kept in Children’s Files

1. Completed form, *Child Care Enrollment*, for each child enrolled in the center.
 - a. Field Trip Permission. If the box is checked on the form, *Child Care Enrollment*, nothing additional is required. Form, *Field Trip or Other Activity Notification / Permission – Child Care Centers*, may also be used for this purpose.
2. Completed form, *Child Care Intake for Child Under 2 Years*, for each child under 2 years of age.
3. A written agreement, signed by the parent, outlining the plan for a child to come to the center from school, home or other activities and to go from the center to school, home or other activities unless the child is accompanied by a parent or other authorized person or the child is transported by the center. Form, *Alternate Arrival/Release Agreement – Child Care Centers*, or the licensee’s own form may be used to secure the parent’s signed agreement.
4. Completed form, *Health History and Emergency Care Plan*, for each child enrolled in the center.
5. Form, *Day Care Immunization Record*, electronic printout from a registry maintained by a health care provider, or other parent-provided record documenting the child’s immunization history.
6. If the center is licensed to care for mildly ill children, written parental consent for the center to care for the child when mildly ill.
7. If a child requires medication, completed form, *Authorization to Administer Medication*, signed and dated by the parent to administer medication to a child.
8. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength.
9. Form, *Child Health Report – Child Care Centers*, documenting the results of a child’s most recent physical exam (required every 6 months for children under age 2 and every 2 years for children over age 2, except that school age children do not need a physical exam report) and signed and dated by an approved health care provider.
10. Written authorization from child’s physician if a child under age 1 is to be put to sleep in a position other than on his or her back in a crib.

11. Written authorization from the child's physician if the child must be provided with another type of milk or milk substitute.

D. Items to be Kept in Staff Files

1. Completed form, *Staff Record – Child Care Centers*.
2. The Registry certificate (required for persons licensed or beginning work with children on or after January 1, 2009). If certificate is not required, then a. and b. must be in the file.
 - a. Documentation of the entry-level training required under DCF 250.05(1)(b).
 - b. Documentation of the training required under 250.05(1)(b)7. in shaken baby syndrome prevention if center is licensed to care for children under age 5.
3. Caregiver background check information for employees.
 - a. Form, *Background Information Disclosure (BID)*, for employees 18 and older; adults compensated from other sources; substitute caregivers and volunteers age 18 and older used to meet staff to child ratios (completed prior to the first day of work and every 4 years thereafter). Note: BID form is the only caregiver background check information required in the file for the emergency backup provider.
 - b. Results of the complete caregiver background check including the DOJ criminal history results and Department of Health Services / Department of Regulation and Licensing (DHS/DRL) results (completed within 60 days from the date of hire and at least every 4 years thereafter).
 - c. Results of any out-of-state background checks required.
 - d. Results of any subsequent investigations.
4. Form, *Staff Health Report – Child Care Centers*, that was completed within 12 months prior to, or 30 days after, the person became licensed to, or began working with, children.
5. Documentation of the actual hours a provider, substitute, employee or volunteer has worked and whose time is used to meet the applicable staff-to-child ratio under Table DCF 250.05.
6. For persons who transport children, a copy of the person's driver's license and driving record that is obtained by the licensee under s. DCF 250.08(3)(b).
7. Completed form, *Staff Orientation Checklist – Family Child Care Centers*, documenting orientation for any child care provider or substitute who is not the licensee.
8. Completed *Staff Continuing Education Record – Child Care Centers* or licensee's own form.
 - a. Documentation of 15 hours of annual continuing education.
 - b. Documentation of receipt of training at least every 2 years in all of the following:
 - (1) Child abuse and neglect laws.
 - (2) How to identify children who have been abused or neglected.
 - (3) The procedures for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.
 - c. Certificate of completion for infant and child cardiopulmonary resuscitation (must be obtained within 6 months of licensure or date of hire and kept current).
 - d. Documentation of completion of at least 10 hours of department-approved training in the care of infants and toddlers if center is licensed to care for children under age 2 (must be obtained within 6 months of licensure or date of hire).
 - e. If the licensee is not providing care and supervision for at least 50% of the hours of the center's operation, documentation that the licensee has completed at least one course from the Wisconsin Profession Credential for Child Care Administrators program within one year.

E. Items to be Provided to Parents

1. A copy of applicable center policies [see 250.04(2)(e)].
2. Written information regarding insurance coverage on the premises, on the child care operation and on vehicles if transportation is provided. Note: Liability insurance is required if cats or dogs are allowed in areas accessible to children during the hours of operation as specified in s. DCF 250.07(7)(h).
3. A summary of the licensing rule DCF 250 Family Child Care. Note: Copies of the brochure "Your Guide to Licensed Child Care" may be used and may be obtained from the Child Care Information Center by calling 1-800-362-7353.
4. When food is provided by the parent, information about the requirements for food groups and quantities specified by the USDA child and adult care food program minimum meal requirements.
5. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.

F. Other Required Items

1. Current, accurate written record of the daily attendance on form, *Daily Attendance Record – Child Care Centers*, that includes the actual time of arrival and departure for each child for the length of time the child is enrolled in the program.
2. Medication and Injury Log Book with a stitched binding and lined and numbered pages.
3. If the center will be licensed to care for mildly ill children, a written plan for the provision of care to mildly ill children that has been approved and signed by an approved health care provider.
4. A written plan that has been approved by the department for ensuring supervision of the children in an emergency or during a provider's absence.
5. A written plan for taking appropriate action in the event of a fire or tornado or other emergency.
6. Completed form, *Fire and Safety and Emergency Response Documentation – Family Child Care Centers*, or the licensee's own form.
 - a. Documentation of the monthly smoke detector tests that includes times, dates and the results.
 - b. Documentation of annual fire extinguisher inspection.
 - c. Documentation of monthly practice of the fire and tornado plans.
7. Accurate records of meals and snacks served shall be available for review by parents and the licensing representative. Records must be kept for 3 months.
8. Copy of form, *Vehicle Safety Inspection – Child Care Centers*, for each vehicle used to transport children (Note: The vehicle inspection is to be performed annually.).
9. Current rabies vaccination certificates from your veterinarian for all pets, as applicable.
10. Emergency numbers posted at telephones.
11. If the licensee plans to combine the care of children enrolled in the child care center with foster care of other non-related children or adults, prior written approval of both licensing agencies must be obtained.

G. Items Required to be Posted in an Area of the Center Accessible to Parents

1. Family Child Care license.
 - a. Stipulations
 - b. Conditions
 - c. Exceptions
 - d. Exemptions
2. The results of the most recent licensing inspection.
 - a. Compliance Statement
 - b. Noncompliance Statement and Correction Plan
3. Enforcement action documents.
 - a. Order to Comply with Licensing Rules
 - b. Forfeiture Letter
 - c. Notice of Revocation
 - d. Notice to Deny