

**APPENDIX E**  
**REQUIRED ITEMS FOR GROUP CHILD CARE CENTERS**

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

1. Completed form, *Group Child Care Initial Licensing Checklist*, and all items listed on the last page.
2. Supporting documentation regarding organization 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 – Group 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 lead/bacteriological water test—including nitrate level test if caring for infants under 6 months of age—if the center uses a private well.
  - c. A list of all program staff (i.e., administrator, center director, child care teachers, assistant child care teachers) that includes the name, title, birthdate, date of initial employment, training, experience, and Registry status for each person.
  - d. A list of support staff (e.g. cooks, maintenance personnel, etc.) that includes each person’s name and title.
  - e. Any center policies and procedures that have been changed since the last licensing period along with completed form, *Policy Checklist – Group Child Care Centers*.
  - f. A copy of the license to operate a restaurant or catering service, if food is prepared off premises by another agency.
  - g. A copy of a vehicle safety inspection report for any center owned or operated vehicle used to transport children.
  - h. A current certificate of insurance for 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.
  - i. If dogs and cats are allowed in areas of the center accessible to children, a current certificate of liability insurance specifically covering the presence of dogs and cats.
  - j. A current certificate of insurance for vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s. 121.53, Stats.
2. Caregiver Background Check Information:
  - a. Completed form, *Background Information Disclosure*, for licensee and each household member 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 – Group Child Care Centers*.

**C. Items to be Kept in Children’s Files**

1. Form, *Child Care Enrollment*, or licensee’s own form 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, *Intake for Child Under 2 Years – Child Care Centers*, or the licensee’s own form for each child under age 2.
3. Completed form, *Health History and Emergency Care Plan – Child Care Centers*, for each child enrolled in the center.

4. Form, *Day Care Immunization Record*, electronic printout from a registry maintained by a health care provider, or parent-provided record documenting the child's immunization history.
5. If the center will be licensed to care for mildly ill children, written parental consent for the center to care for the child when mildly ill.
6. If a child requires medication, completed form, *Authorization to Administer Medication – Child Care Centers*, signed and dated by the parent to administer medication to a child.
7. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength.
8. 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.
9. 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.
10. Written authorization from the child's physician if the child must be provided with another type of milk or milk substitute.
11. Form, *Transportation Permission – Child Care Centers*, or the licensee's own form when the center provides transportation for child between the child care center and the child's home or between the center and another location such as a school.
  - a. Authorization to transport the child to and from the center.
12. Form, *Alternate Arrival / Release Agreement – Child Care Centers*, or the licensee's own form, that has been signed by the parent/guardian if child is released from care to participate in activities unsupervised by the center personnel or arrives or departs the center by means other than parent- or guardian-provided transportation.

**D. Items to be Kept in Staff Files**

1. Completed form, *Staff Record – Child Care Centers*, or licensee's own form.
  - a. Documentation of entry-level training if no registry certificate. Note: Registry Certificate is required for teachers, directors and administrators within 3 months of assuming position.
  - b. Documentation of additional early childhood training.
2. Completed form, *Staff Continuing Education Record – Child Care Centers*, or licensee's own form. Note: This information may be kept in a file separate from the staff file; however, this information must be available for review by the licensing specialist.
  - a. Documentation of annual continuing education.
  - b. Current certificate of completion for infant and child cardiopulmonary resuscitation.
3. Completed form, *Staff Health Report – Child Care Provider*, that was completed within 12 months prior to, or 30 days after, the person became licensed to, or began working with, children.
4. Completed form, *Background Information Disclosure*, 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 (prior to the first day of work and every 4 years thereafter). Note: This information may be kept in a file separate from the staff file; however, this information must be available for review by the licensing specialist.
5. The results of the complete caregiver background check including the DOJ results and IBIS memo (within 60 days from the date of hire and every 4 years thereafter). Note: This information may be kept in a file separate from the staff file; however, this information must be available for review by the licensing specialist.
6. Completed form, *Staff Orientation Checklist – Group Child Care Centers*, or the center's own form.
7. Documentation of the days and hours a substitute, employee or volunteer has been employed to meet the applicable staff-to-child ratio.

**E. Items to be Provided to Parents**

1. A copy of applicable center policies (See Section A Item #4).
2. A summary of DCF 251 Group Child Care. Note: Copies of the brochure “Your Guide to Licensed Child Care” may be obtained from the Child Care Information Center by calling 1-800-362-7353.
3. When food is provided by the parent, supply the parents with information about the requirements for food groups and quantities specified by the USDA child and adult care food program minimum meal requirements.
4. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets’ addition to the center.
5. A center shall identify a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed facility and shall advise parents about the designated emergency medical facility.

**F. Other Required Items**

1. Written attendance records that include time of arrival, time of departure and birthdate for each child for the duration 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. Documentation that staff meetings have been held at least 9 times in a calendar year or one time for each month of center operation.
4. 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.
5. A written plan for responding to a fire, tornado, a tornado warning or other emergency.
6. Completed form, *Fire Safety and Emergency Response Documentation – Group Child Care Centers*, or the licensee’s own form.
  - a. Documentation of monthly practice of the fire and tornado plan.
  - b. Documentation of the weekly smoke detector or fire alarm tests that includes times, dates and the results.
  - c. Documentation of annual fire extinguisher inspection.
7. Menus shall be posted in the kitchen, in a conspicuous place accessible to parents and shall be kept on file for 3 months.
8. Emergency numbers including local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service posted near each telephone.
9. Procedures for heating infant formula, milk and food in a microwave near the microwave.

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

1. Group Child Care License.
  - a. Stipulations
  - b. Conditions
  - c. Exceptions
  - d. Exemptions
2. Results of the most recent licensing inspection.
  - a. Non Compliance Statement and Correction Plan
  - b. Compliance Statement
3. Enforcement Actions.
  - a. Orders issued by the Department
  - b. Forfeiture Letters
  - c. Notice of Revocation
  - d. Notice to Deny