

**APPENDIX I  
INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS  
FOR GROUP CHILD CARE CENTERS**

The department forms listed below are arranged in two categories: 1) those that the department requires group child care centers to use are designated as “REQUIRED” and shall be used by licensees; and 2) those that the group child care center may use, at their option, if they do not have their own forms on which to record information required by the licensing rules.

Applicants and licensees may obtain copies of these forms from the department’s website <http://www.def.wisconsin.gov/childcare/licensed/Forms.htm>. Forms on the website will require use of Microsoft Word or Adobe Acrobat to view. The forms may be reproduced as needed. Several forms listed below have been translated in to Spanish, Hmong and Russian and are also available from our website.

If you do not have internet access, or if you want to request a form from the department, contact your regional licensing office listed in Appendix A.

| <b>FORM TITLE</b>   | <b>REQUIRED</b> |
|---|-----------------|
| Alternate Arrival / Release Agreement – Child Care Centers                  |                 |
| Authorization to Administer Medication – Child Care Centers                 |                 |
| Background Information Disclosure   | YES             |
| Building Inspection Report – Child Care Centers                             |                 |
| Child Care Enrollment   |                 |
| Child Care Staff-To-Child Ratio Worksheet – Group Child Care Centers        |                 |
| Child Health Report – Child Care Centers                                    | YES             |
| Child Record Checklist – Child Care Centers                                 |                 |
| Continuing Education Record – Independent Reading / Video Viewing           |                 |
| Daily Attendance Record – Child Care Centers                                |                 |
| Day Care Immunization Record  |                 |
| Field Trip or Other Activity Notification / Permission – Child Care Centers |                 |
| Fire Safety and Emergency Response Documentation – Group Child Care Centers |                 |
| Health History and Emergency Care Plan                                      | YES             |
| Incident Report – Child Care Centers  |                 |
| Informed Consent for Observation or Testing By Outside Agency               |                 |
| Intake for Child Under 2 Years – Child Care Centers                         |                 |
| Licensing Checklist – Group Child Care Centers                              |                 |
| Policy Checklist – Group Child Care Centers                                 | YES             |
| Request for Exception   |                 |
| Staff and Child Identification Key  |                 |
| Staff Continuing Education Record – Child Care Centers                      |                 |
| Staff Health Report – Child Care Provider                                   | YES             |
| Staff Orientation Checklist – Group Child Care Centers                      | YES             |
| Staff Record – Child Care Centers   |                 |
| Staff Record Checklist – Group Child Care Centers                           |                 |
| Transportation Permission – Child Care Centers                              |                 |
| Vehicle Safety Inspection   | YES             |
| Volunteer Training Confirmation – Group Child Care Centers                  |                 |