

Day Camp Rule Revision effective January 1, 2009

Bureau of Early Care Regulation

4/2/09

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General Items

- The rule number changed from HFS 55 to DCF 252. Additions to, and changes within the rules have resulted in numbering changes, but overall you will be able to find specific rules in the same order as before.
- New rule books (tan cover) have been sent to all camps and additional copies are available for purchase. Please contact the regional licensing office if you wish to purchase additional copies of the rule books.
- Department's website www.dcf.wisconsin.gov, follow the links for early care/child care licensing
- If you have any questions, please talk with your licensing specialist.

DEFINITIONS

DCF 252.04

- Change in definition of a day camp
“Day camp” or “camp” means a program regulated under this chapter that provides care and supervision to 4 or more children 3 years of age and older in a seasonal program oriented to the out-of-doors for periods less than 24 hours a day.

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The presentation follows the order of the rules in the rule book and consists of a review of old rules and significant changes to the rule. Not all the changes in the rules will be covered, so camps are encouraged to review the licensing rules and talk with the licensing specialist if they have questions.

We took out some definitions that do not apply to camps and included some additional definitions. Where it is appropriate in this presentation, we will talk about a specific definition.

Residential camps are licensed under DHS 175. A program must be licensed as a residential camp if the children stay overnight for 4 or more consecutive nights.

Camps offering an over-night activity for children enrolled in the camp that occurs on the premises of a licensed day camp may do so provided that parents are informed that the camp is not licensed during that time period. If the camp wishes to operate during this time as a licensed facility, an exception must be requested.

Note: Camps should also check with their insurance company to ensure coverage during this time.

LICENSING ADMINISTRATION

DCF 252.05

- Added items that must be submitted to the licensing office at initial license application and continuation.
 - General description of the camp area, geographic location and size of base camp or proposed itinerary of field trips, if program consists primarily of field trips.
 - Water test (for private drinking water wells or beaches on the premises)
 - Background Information Disclosure form for licensee
 - Camp policies and policy checklist
 - Building inspection report, if applicable

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Beaches located on camp premises must be tested according to the local ordinance.

In the licensing administration section of the rules, there are some additional rules. These rules are consistent with statutes and current practice and make the day camp rules consistent with the child care center rules. The areas where new rules have been added include:

Additional licenses held by the same licensee

Conditions of licensure

Denial or Revocation of a license

Notice of intent to deny or revoke

Appeal of decision to deny or revoke

General conditions for the approval of a license

Complaints, Inspections, Enforcement Action (DCF 252.06) Child Abuse and Neglect (DCF 252.07)

- Child Abuse and Neglect training covered in pre-camp training
 - Child abuse and neglect laws
 - Identification of children
 - Process for reporting suspected abuse or neglect.

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Rules have been added that clarify that the department has the authority to investigate any complaints, conduct an inspection of the premises at any time during the licensed hours of operation and take an enforcement action if necessary. Enforcement actions could include an order to correct, a forfeiture up to an including revocation of the license.

Training for all staff members in contact with children must include training in the identification, laws and process for reporting suspected child abuse and/or neglect. This training must occur annually and be included in the pre-camp training. The child abuse and neglect training could be a review of the brochure "It shouldn't hurt to be a child", or a presentation by local law enforcement or child protective services agency.

Pets and Animals

DCF 252.08

- Pet means an animal kept for amusement or companionship
- Turtles, skunks, exotic animals, wild animals and poisonous reptiles may not be kept as pets.
- Supervision of children during contact with pets or other animals by a counselor who is close enough to remove the child immediately if the animal shows signs of distress or the child treats the animal inappropriately.
- Presence of pets in food preparation and service areas.
- Procedures to be followed when children have contact with animals, other than pets, must be included in center health policy.

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While certain animals are prohibited from being kept as pets at a day camp, we recognize that children may have contact with these animals during the camp day. The camp procedure should address how the counselors should ensure that children are protected when they come into contact with animals during the camp day.

Pets in areas used by children must be confined in cages during food preparation or service times. Pets, cages, and litter boxes are prohibited in kitchens, lunchrooms or food storage areas. Pet feeding dishes (does not include water dishes) and litter boxes may not be accessible to children.

Camp-provided transportation

DCF 252.09 (1) and (2)

- Camp assumes responsibility for a child from the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.
- Camp must have a plan for regularly scheduled transportation. This includes transportation when children are picked up and dropped off at a specific point not necessarily the child's home.
- Information on each child must be carried in the vehicle during transportation.
- Driving records need to be obtained annually and reviewed to ensure that driver has no accidents or traffic violations that could pose a threat to children

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Camp – provided transportation means transportation provided in a vehicle owned, leased or contracted for by the camp or transportation provided in volunteer or staff-owned vehicles regardless of whether the driver is reimbursed for the use of the vehicle.

Each person driving during camp-provided transportation must have a driving record on file at the camp. The driving record must be obtained annually and reviewed by the camp director. The driving record is the only way that a camp can verify that a driver license has not been revoked or suspended. When a driver license is revoked or suspended, the person may still have the driver license card. The review of the driving record should include looking at any violations the person may have had, including the type of violation, the history of violation and the circumstances related to the violation. The intent is to ensure that the person providing the transportation will provide safe transportation to the children. We encourage camps to check with the insurance agency to help determine whether a driver poses a risk to children.

Driving records can be obtained by calling the Dept of Transportation 608-261-2566 or DOT website www.dot.wisconsin.gov. This information is included in a note in the rule book.

Transportation – Vehicle, Vehicle Capacity and Supervision DCF 252.09 (3) and (4)

- Vehicle safety inspection done once a year.
- Copy of any accident report submitted to the department within 5 days after the accident involving a vehicle transporting children
- Children may not be left unattended in a vehicle.
- At least one adult supervisor, in addition to the driver, when more than 10 children under age 5 or 17 children 5 years and older in vehicle.
- Children under age 13 may not ride in the front seat
- Implement a plan to ensure that all children exit the vehicle after reaching destination.

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We added rules related to the use of car seats and booster seats to the rules. These requirements are consistent with the law. Car seats and booster seats are not required in school buses.

All vehicles used to provide transportation to camp children must be inspected annually. For school buses, the inspection is done by the state patrol and results in a sticker in the window of the bus. Bus safety inspections can be scheduled by contacting the state patrol headquarters in the area. A list of regional school bus coordinator contacts is available on the department of transportation website: <http://www.dot.wisconsin.gov/statepatrol/docs/buscoordmap.pdf>. For all other vehicles, the inspection is done by a qualified mechanic and is documented on the Vehicle Safety inspection form.

As part of the transportation policy, camps must develop and implement a procedure to ensure that no child is left unattended in a vehicle. This procedure should be shared as part of the pre-camp training during the review of the center policies.

Operational Requirements – Administration – Policies DCF 252.41(1) (f)

- Policies must be updated immediately to conform with revisions to the licensing rules. Policy checklist must be submitted along with changes to the policies at license continuation.

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All camps must review the required policies. The policies must be updated to conform with the requirements of the rules and include all items specified in the rules.

If camp policies are shared with the parents, the parents should receive a updated policy.

Camps are now required to complete a policy checklist and return it to the department at license continuation along with the updated policies. A copy of the policy checklist will be sent with the new rulebooks and is also available on the department's website.

POLICY CHECKLIST – DAY CAMPS	
<p>Use of form: DCF 252.41(1)(f) and (g) require the licensee to develop, submit to the department for compliance review or approval and implement written plans, policies and procedures for the following categories. Use of this form is mandatory under DCF 252.05(1)(c)12. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.</p> <p>Instructions: Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point. Policies should be dated and the pages numbered. You may wish to keep a copy of this completed checklist for your records. An asterisk indicates items required by administrative rule; the other items listed are not required in policy, but are strongly recommended to be included.</p>	
Facility Name _____	Facility ID Number _____
Facility Address _____	Facility Telephone Number _____
<p>Page No. * ADMISSION 252.41(1)(g)1.</p> <p>_____ * Procedure to contact a parent if a child is absent from the camp without prior notification from the parent</p> <p>_____ The licensed capacity of the camp</p> <p>_____ The age range of the children that the camp is licensed to serve</p> <p>_____ The hours, days and months of the camp's licensed operation</p> <p>_____ Requirements of children you will accept for care (e.g., potty trained)</p> <p>_____ The day camp license; results of the most recent licensing inspection; any notice of enforcement action; and any stipulations, conditions or exceptions that affect the license will be posted at the base camp in an area visible to parents and the public.</p> <p>_____ A copy of DCF 252 and the camp policies are available to parents upon request</p> <p>_____ Written delegation of administrative authority</p> <p>_____ The day camp does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry (required if receiving federal money from W2 or Food Program)</p> <p>_____ Persons having access to children's records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by the parent or as authorized by state law.</p> <p>_____ A licensee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency.</p> <p>_____ Admission forms to be submitted:</p> <ul style="list-style-type: none"> • Enrollment form • Health History and Emergency Care Plan <p>LICENSING SPECIALIST _____ APPROVAL DATE _____</p> <p style="text-align: center;">4/2/09</p>	<p>Page No. * DISCHARGE OF ENROLLED CHILDREN 252.41(1)(f)1.</p> <p>_____ Circumstances and procedures for termination</p> <p>_____ Time frame</p> <p>_____ Parent initiated, camp initiated</p> <p>_____ Verbal vs. written notice</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p>Page No. * FEE PAYMENTS AND REFUNDS 252.41(1)(f)2.</p> <p>_____ Provider and child absences (vacations, illness, etc)</p> <p>_____ Procedure for payment (when and how)</p> <p>_____ Procedure for handling late pickup, late payments, NSF checks</p> <p>_____ Registration fee</p> <p>_____ Refund circumstances</p> <p>_____ Discounts</p> <p>_____ Third party payments, co-payments</p> <p>_____ Additional fees (field trips, lunches, lessons)</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p>Page No. * PROGRAM OBJECTIVES AND ACTIVITIES 252.41(1)(g)2.</p> <p>_____ Program focuses on the out-of-doors and the natural environment</p> <p>_____ Reference to religious component if part of the camp program</p> <p>_____ A clearly defined statement of purpose as it relates to the provision of child care services</p> <p>_____ A general description of the camp area and geographic location or proposed itinerary if the program consists primarily of field trips</p> <p>_____ Rest periods</p> <p>_____ Firearms and archery</p> <p>_____ Adventure based activities</p> <p>LICENSING SPECIALIST _____ APPROVAL DATE _____</p> <p style="text-align: center;">Camp Training</p>
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The policy checklist is a new form that must be used by camps when updating policies and submitting them to the department for review. The required policies are indicated on the checklist with an *. If a licensing rule specifies that a specific item must be included in the policy that item is also marked with a *. Other items listed on the policy checklist are recommended items. If the camp chooses to add these items to their policy, they must ensure that the item does not conflict with the licensing rules.

Licensing specialist will review the policies and checklist at the time of licensing continuation, however the policies should be updated now.

Administration – Policies

DCF 252.41 (1) (f)

- Personnel Policy – include a procedure that requires staff to notify the licensee and the licensee to notify the Department of caregiver background check related issues.
- Admission policy including a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.
- Transportation policy must include information to ensure that no child is left unattended in a vehicle

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The caregiver background checks rule (DHS 12) requires that certain information be included in camp personnel policies. That information must include a provision that the employee must report to the licensee and the licensee must report to the department any convictions, pending charges, investigations or substantiated finding of abuse or neglect of a child or adult by the department's next business day.

Administration – Policies

DCF 252.41 (1) (f)

- Emergency plans for fire, tornado, missing child or other emergency including a procedure to ensure that children reach a tornado shelter in a timely fashion.
- Pre-camp training policy
- Plan for supervision during water activities including emergency procedures to be carried out if a child participating in water activities cannot be found.
- Child guidance policy including ways to manage crying, fussing or distraught children
- Health policy including procedures to be followed when there is contact with animals.

Administration - Posting and Submissions to the Department DCF 252.41 (1) (L), (n), (o), (p)

- A copy of the license and the results of the most recent licensing inspection (along with any enforcement action) must be posted at the base camp in a place visible to parents and the public.
- Submit a completed Background Information Disclosure form and appropriate fee when there is a change in board chairperson
- Submit a current delegation of administrative authority that describes the organizational structure of the camp and identifies by name or position the person's) on the premises of the camp who are in charge during hours of operation.

Operational Requirements Reports to the Department DCF 252.41 (2)

- If the report was made by phone, camp must submit a written report within 5 business days.
 - Report convictions or pending charges for employees
 - Report suspected abuse or neglect reported to CPS and/or inappropriate discipline by a staff member within 24 hours
 - Report any incident involving law enforcement for employees. This includes any traffic related contacts with law enforcement for person transporting children.
 - Report lost or missing children or any instance where a counselor does not know the whereabouts of a child in care.

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The only traffic related contact with law enforcement that must be reported to the department are those incidents that occur if the person is responsible for transporting children in care. It does not apply to staff who do not transport children. Traffic related incidents include speeding tickets, moving and non-moving accidents, etc.

In addition to the reports noted on the screen the rules also require other situations be reported to the department. Some of those items that must be reported include:

Change in room usage

Remodeling or construction on the premises or in rooms used by children

Incidents of a child leaving the premises of a camp without the knowledge of a counselor

Incidents where the person assigned to care for the child does not know the child's whereabouts.

Operational Requirements – Staff Records DCF 252.41 (3)

- Pertinent certification or training including shaken baby syndrome prevention if working with children under age 5
- Background Information Disclosure form and results of a caregiver background check
- Documentation of completion of pre-camp training
- Documentation of the days and hours a person was counted in staff-to-child ratios
- Emergency information for employees maintained at the base camp.

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In addition to the items mentioned in the slide, the following information must be in a staff file:

Staff record information including name, address, position, start date, previous experience.

Pertinent certification or training could be

- CPR
- First Responder, if applicable
- Life guard
- First aid
- Pre-camp training documentation
- Qualifications of a camp director

A complete caregiver background check is required every 4 years. Before a person starts to work as a caregiver, the person must complete a background information disclosure form. There are 2 parts to the caregiver background check, in addition to the background information disclosure form: the results from the Department of Justice and a letter from the Department of Health Services indicating the results of a check of various databases.

The camp must maintain documentation of the days and hours a person was counted in the counselor-to-child ratio. This documentation could be time sheets, attendance records or similar documentation. It is not required that the documentation be kept in the staff file, as long as it is available to the licensing specialist for review. It could be kept in a staff file or a separate file.

Operational Requirements – Children’s files DCF 252.41 (5)

- Enrollment information
- Health history information must be on file prior to camp session
- Medication authorization
- Immunization record
- Transportation permission, if applicable
- Authorization from parent regarding plan for child to come to and leave the camp if not accompanied by parent or authorized person

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Enrollment information includes a child’s contact information, emergency medical consent and field trip permission.

All children are required to have a health history form on file. The health history must be on the form provided by the department. Information on the health history form must be shared with any person assigned to care for the child.

Record of children’s immunizations must be on file. Immunization information could be electronic record for the parent could use Day Care Immunization Record form.

Operational Requirements Medical Log, Attendance Recording and Parental Notification

- Medical Log Book DCF 252.41 (4) (b)
- Daily attendance record DCF 252.41 (4) (c)
- Parental Notification DCF 252.41 (5)
 - Exposure to a diagnosed or suspected communicable disease when known to camp
 - Illness or injury that requires professional medical treatment immediately
 - Minor injury at pick-up or delivery of child
 - Field trips and any changes to the schedule of trips, prior to the trip
 - When a child is missing

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Medical log book is book with stitched and numbered pages, no lines skipped. The medical log book could include both medication administration and injury documentation. There may be more than one book at camp. Documentation should occur at the time medication administered or injury noted. The medical log book must be reviewed monthly and documented to ensure that preventative measures taken. If a child over age 8 carries medication such as an inhaler and self-administers the medication, that self-administration must be entered into the medical log book as well.

Daily Attendance must be current and accurate indicating time of arrival and departure. If the camp provides transportation, then child must be signed in when picked up by camp and signed out when dropped off.

Personnel – Staff Requirements

DCF 252.42 (1)

- Director must be at least 21 and have supervisory experience or education
- Counselors must be 18, have completed high school and pre-camp training
- Counselors may not provide care for more than 10 hours in a 24-hour period.
Occasional over-night activity, may exceed 10 hour to allow counselor to remain with the children during the over-night activity.

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Counselors in training – minors- may never be counted in counselor-to-child ratio.
Adult must be responsible for the group of children.

Personnel – Staff Training

DCF 252.42 (2)

- Pre-camp training plan submitted to Department for approval and implemented as approved
- Training must be at least 24 hours in length and consist of:
 - Review of licensing rules, camp policies and procedures, job descriptions
 - Training in recognition of illness, infectious disease control (handwashing and universal precautions)
 - Daily activities and schedules

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The requirement for pre-camp training has increased to a minimum of 24 hours of training. In addition to the items listed that must be included in the pre-camp training, CPR may be included.

The department has a pre-camp training documentation form available on our website for camps who wish to use it.

Personnel Staff training

- Emergency first aid
- Emergency plans including fire, tornado, supervised swim plans and missing children
- Procedure to ensure that counselor knows the whereabouts of assigned children at all times
- Training in the use of fire extinguishers, recognition of poisonous plants, snakes and other hazards, plan for protecting children from hazards

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First Aid training doesn't need to result in certificate of completion but should address situations that counselors might reasonably expect to encounter during the camp session (slivers, falls, cuts and bruises, life-threatening emergency

Emergency plans will be individual to the location. If the camp consists mostly of field trips, then the evacuation plan may change based on where the camp is located that day.

Procedure to track whereabouts of a child could be an attendance sheet, or other procedure developed by the camp.

Personnel Staff training

- Child abuse and neglect laws and camp reporting procedure
- Information on children with disabilities and procedure for sharing information related to child special health care needs
- Child management techniques
- Training in shaken baby syndrome prevention, if working with children under age 5. Must be department-approved

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Shaken baby syndrome training only required for a staff person who will work with children who are under age 5. The rules requires that shaken baby prevention training be conducted by an approved trainer. The approved trainer could be a member of the camp staff or someone else who has completed a train the trainer session. A list of approved instructors is available on the Child Care Information Center website. Train the trainer sessions are conducted by child care resource and referral agencies and some family resource centers.

Personnel Staff training

- Parents working as counselors or volunteers not counted in ratio need 4 hours of training in day camp programming prior to working at the camp. Under the supervision of a counselor who has received training
- CPR training required for camp director and all counselors done by a DHS approved agency. Can be part of pre-camp training
- Camp director coordinate volunteer program and document hours worked for volunteers counted in staff-to-child ratios

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CPR training is only required for adult staff in regular contact with children. If camp utilizes “counselors in training, etc” for minor students, these students are not required to have CPR, but we would recommend it. The CPR training must be completed prior to a person beginning to work at a camp.

The CPR training must include training in the use of an automated external defibrillator. List of agencies approved to offer CPR is on our website. American Red Cross or American Heart Association are 2 of the agencies who are approved. Certificate of completion required. Must be current. Some certificates are for 1 year, others are for 2. If no date listed on certificate of completion, then must complete CPR annually from the date it was last taken.

Personnel – Staffing and Supervision DCF 252.42 (3)

- Counselor to Child ratios
 - 3 years to 4 years 1:4
 - 4 years to 5 years 1:6
 - 5 years to 6 years 1:12
 - 6 years and over 1:18
- If a mixed age group, counselor-to-child ratio may be adjusted on a pro-rata basis. Counselor-to-child ratio worksheet available
- No maximum group size
- Support staff may be counted in ratio when they give full time and attention to children and meet the qualifications of a counselor

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Children of staff who attend the camp are counted in the staff-to-child ratios.

A Counselor-to-child ratio worksheet is available from licensing specialist or website.

Personnel Staffing and Supervision

- Camp director must be at the camp during hours of operation
 - All children on field trip, camp director must go
 - Some children on field trip, some at the camp, camp director may accompany children on trip if there is a reliable method of communication.
 - Camp director not present, another qualified person must be in charge
- When 9 or more children present at camp, 2 adults must be available and one adult must be a counselor
- When children age 7 and older in same group with children age 3 and 4, ratio must be consistent with youngest children in the group

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If the camp director is not on the premises, a similarly qualified adult shall be present.

A 2nd adult required when there are 9 or more children present (even if a second person is not required in the counselor-to-child ratio) The second adult could be the waterfront supervisor or other support person, but they must know that they are being counted as the second adult.

If there is a mixed age group that includes children over age 7 with children aged 3 and 4, the ratio for the 3 or 4's must be used depending on the youngest child in the group.

Personnel Staffing and Supervision

- Children must be assigned to a counselor under close supervision.
- Implement a procedure to ensure that the number, names and whereabouts of children are known to assigned counselor at all times
- Child may not be released to a person not previously authorized by parent.

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Definition of supervision: Guidance of the behavior and activities of children for their health, safety and well-being by counselors who are close enough to prevent harm and assure safety.

Camp counselors may not be engaged in duties not related to caring for children during the time they are counted in ratios.

Base Camp and Facilities Site and Building DCF 252.43 (1)

- “Base camp” means the permanent or temporary premises, public or private, on which the camp is operated
- Base camp provides an environment that allows the program to be oriented to the out-of-doors.
- Base camp must have a building or shelter for use during inclement weather. If shelter not enclosed, camp must have a procedure to ensure that children are protected from the elements.

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All camps must have a “base camp”. Base camp is the primary location where children will be spending their time or “home base” if children leave go to other areas.

If field trips are primary way the camp operates, then the base camp may change daily. For example, if the group is at the zoo one day and a park the next day, the camp will need to designate a base camp at the zoo and at the park. It could be a shelter or a specific meeting place or something similar.

Base Camp and Facilities Site and Building

- Base camp located on well-drained site not subject to flooding.
- Building and shelters must comply with applicable commercial building codes and applicable local ordinances.
- Provide department with prior written notice of remodeling or construction to existing space or changes in rooms used by children.
- If enclosed building used as base camp, temperature may not be less than 67 degrees. If inside temperature exceeds 80 degrees, need air circulation by fans. Windows with screens not sufficient to circulate air.

Base Camp and Facilities

Safety DCF 252.43 (2)

- Camp must have a written emergency plan. Staff must be knowledgeable about duties in an emergency, evacuation routes
- Employees may not consume or be under the influence of alcohol or other controlled substances during hours of camp operation.
- Children protected from indoor and outdoor hazards and premises in clean, neat condition, free from refuse, insects or rodents
- Substances which may be toxic stored in original, covered and labeled container and not accessible to children.

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As mentioned before, emergency plan may change if camp uses field trips as primary way camp operates. Evacuation routes may change if camp is at the zoo one day and at a park the next day.

We recommend that the camp review the emergency plan with staff when if the camp will be at a location other than the base camp. For instance, if the camp takes a field trip and is at the zoo, a review of the emergency plan which would include communication procedures, meeting points, inclement weather protection, etc. should be reviewed with the staff to ensure that an adequate plan is in place and all staff are aware of their responsibilities.

Base camp and facilities Safety – Protective Measures

DCF 252.43 (2) (a)

- A motor vehicle must be immediately available at the camp, if public or private rescue or emergency vehicle not available within 10 minutes.
- Smoking prohibited on the premises when children are present.
- Working telephone required at the camp.
List of emergency phone numbers immediately available to staff.

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A “working telephone” could be a cell phone. The camp should be aware of any areas where the cell phone signal is weak or spotty and have a plan to ensure that the cell phone reception is available should the camp need to call for assistance. If the camp uses a cell phone or cordless phone as the working telephone, the emergency numbers should be posted on the phone back and near any charging station. We recommend that the location description of the camp be included near the list of emergency phone numbers.

Base camp and facilities

Safety – Fire Protection

DCF 252.43 (2) (b)

- Fire protection facilities and equipment, including fire extinguishers, in operating condition and maintained by qualified person. Fire extinguishers inspected annually and have a tag indicating inspection condition and date of inspection.
- Combustible liquids in original, covered and labeled containers stored in areas inaccessible to children.
- Notify fire department or forest ranger station before 1st camp session.
- Obtain necessary permits for open fires, incinerators. Permits available for review by licensing staff.

Base camp and facilities Sanitation DCF 252.43 (3) (a) and

Insect, rodent control DCF 252.43 (3) (b)

- Base camp and structures used by children free of litter, safe, in good repair, clean
- Furnishings, toys and equipment safe, in good repair, clean
- Garbage and refuse containers at base camp rigid, watertight and leak-proof containers with tight-fitting covers. Disposed of as necessary.
- Chemical insect and rodent control measure applied according to label instruction, used in safe manner

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If chemicals are used to control insects and rodents in the camp area, children should not be exposed to the spray or the residue, if that exposure could be harmful. The label will indicate the safe way to apply the chemical.

Base camp and facilities

Food preparation, service and storage

DCF 252.43 (3)(c)

- Kitchen equipment with microwave or stove, refrigerator, sink and utensils necessary
- Equipment and utensils in good repair, easily cleanable, durable, non-toxic, maintained in a clean and sanitary condition
- Foods stored at temperatures that protect against spoilage. Milk maintained at 40 degrees.
- Food protected from contamination. Dry foods stored in food-grade containers with tight fitting lids or zip lock bags. Raw fruits and vegetables washed.
- Food prepared at base camp or central kitchen or inspected kitchen, transported safely with safe temperatures maintained

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If camp provides the meals or snacks that require some preparation then a kitchen area is required. If meals and snacks are supplied by parents, no kitchen is required, but food must be stored at safe temperatures.

Coolers may be used to transport milk or food, if they can maintain the required safe temperature of the food or milk.

Base camp and facilities

Water DCF 252.43 (3) (d)

- Safe drinking water available. Disposable cups or covered water bottles labeled with child's name.
- Private well tested annually (2 weeks before camp opening) for lead and bacteria.
- Bacteriologically unsafe – temporary use of bottled water permitted.
- Running water not available – use covered food grade container with pour spout or faucet to store water for use. Container cleaned and sanitized daily. Water in container from safe source.

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The use of bottles intended for single use (disposable) is not recommended nor is it recommended that children refill an empty disposable bottle. Nalgene or other reusable plastic bottles are recommended. If a camp chooses to allow children to use disposable single-use water bottles, we recommend that they are disposed of when they are empty.

Base camp and facilities

Washrooms and toilet facilities

DCF 252.43 (3) (e)

- Handwashing and toilet facilities must be available
- Use single use disposable towels
- Soap, toilet paper and wastebasket must be available
- Use of porta-potties or outdoor toilets must conform with applicable codes and local ordinances with permits obtained as necessary

Program – Program planning and implementation DCF 252.44 (1)

- Program of activities planned according to the developmental levels of children, needs of children with disabilities considered.
- Program focused on the out-of-doors and natural environment.
- Provides flexible balance of active and quiet, individual and group, opportunities to play outside daily, regularity in eating, resting and other routines, choice of activities, limited amount of time in lines or waiting in large group.

4/2/09

Camp Training

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Definition of a camp indicates that the program must be oriented to the out of doors. This could be outdoor sports-related activities, nature activities, etc. But the focus must be on the out-of-doors. If program doesn't currently have a focus on the out-doors, the licensee may want to consider licensing the program as a group child care center or changing the program to reflect the definition of a camp.

Program – Child Guidance DCF 252.44 (2)

- Time-outs may not exceed 5 minutes and procedure include in camp child guidance policy.
- Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited.
- Prohibited behaviors include physical restraint, slapping, twisting, throwing and actions that are aversive, cruel, frightening or humiliating in addition to previous prohibited behaviors.

4/2/09

Camp Training

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“Physical restraint” means the use of physical force to restrict the free movement of all or part of a child’s body.

Physical restraint does not include:

Briefly holding a child in order to calm or comfort the child.

Holding a child's hand or arm to escort the child from one area to another.

Moving a disruptive child who is a danger to him/herself/others and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.

Intervening or breaking up a fight.

If a child has an outburst that puts him/herself or another person in danger of harm, the center has the responsibility to protect the child and others from danger. Once a child has an outburst, we recommend that the center work with the parents to develop a plan to help manage the child’s behavior in a way that does not include the use of a physical restraint. The center may want to refer the child to the pediatrician, the public schools or a mental health professional for an evaluation.

The use of a physical restraint should not occur more than once for a child. Once a child has an outburst, the camp should immediately begin developing a plan to help manage the child’s behavior without the use of a restraint.

Program – Equipment DCF 252.44 (3) Rest DCF 252.44 (4) and Food DCF 252.44 (5)

- Equipment must be available to implement daily program activities as specified in policy. Equipment and materials reflect awareness of cultural and ethnic diversity
- Rest period of at least 30 minutes required if program more than 4 hours for children under age 5 years.
- Menus for meals and snacks provided by camp must be posted in kitchen and area accessible to parents, planned one week in advance, available for review
- Each meal and snack provided by camp must meet USDA CACFP requirements
- Special diets for medical condition ok with written authorization from parent and physician. Special diet for food allergy ok with written request of the parent.

4/2/09

Camp Training

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Children using play equipment must be closely supervised to prevent injuries.

Snacks that are provided by the camp must meet the CACFP food program requirements which includes at least 2 food components in the snack. Appendix B in the camp rule is the CACFP minimum meal requirements.

Program – Health Supervision and Isolation DCF 252.44 (6) (b) and (c)

- Health supervisor required on-site at all times. Various ways to be qualified as a health supervisor.
- If no emergency vehicle available within 10 minutes, a person certified as a first responder by the department of health services must be on premises during the hours when children are in care. First responder could be the health supervisor as well.
- Isolation area for children with symptoms of illness required. Children with symptoms of illness should be removed from the camp.

4/2/09

Camp Training

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Health supervisor could be

- Physician
- Registered or practical nurse
- Physician assistant
- Emergency Medical Technician EMT
- Person certified in First Aid

Health – Medication

Administration DCF 252.44 (6) (e)

- Prescription and non-prescription medications may be administered if authorized by the parent.
- No blanket authorizations permitted.
- Medications must be inaccessible to children and stored at the appropriate temperature.
- Bee sting medication, inhalers, insulin syringe etc. may be carried by the child over age 7 with authorization by parent and physician.
- Sunscreen and insect repellent need written authorization by parent. Parent may authorize self-application by child. Not required to be recorded in medical log.

4/2/09

Camp Training

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No medication may be kept at the camp without a current authorization from the parent.

Medications must be stored at temperatures indicated on the label. If the label indicates the medication must be refrigerated, then the medication must be kept at 40 degrees or less.

Protective clothing is required to prevent sunburn if children are not protected by sunscreen.

Health – Personal Cleanliness DCF 252.44 (i)

- Handwashing for children and staff – before and after meals and snacks and after toileting
- Soap and water-based wet wipes allowed if no running water immediately available. Must wash with running water when available
- Sharing of towels, cups, eating utensils etc not permitted.
- Extra clothes necessary in case of accidents.

4/2/09

Camp Training

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Disinfecting hand sanitizers may not replace washing hands with soap and running water. May use hand sanitizer after washing with soap and water or wet wipes, but not in place of handwashing.

Soap and water-based wet wipes will have “alcohol free” on the label.

Health – Diapering

DCF 252.44 (j)

- Change children on an easily cleanable surface, cleaned with soap and water and disinfectant after each use.
- If diapering surface above floor level, barrier or restraint is necessary.
- Diaper container must be plastic-lined, hands-free and covered. Remove soiled diapers at least daily and more often, if necessary.

4/2/09

Camp Training

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Consult with the child's parent to develop a toileting plan if a child is not toilet trained.

Program – Water Activity Area

DCF 252.44 (7) (a) and (am)

- Waterfront means a pool or beach on or off the premises that is accessible to or used by children in care.
- Pools or beaches must be enclosed by a 5 foot enclosure. Enclosure must meet specifications in rule.
- Access to a water activity area or beach must be controlled so that children may not enter the area without the knowledge of staff.
- Rescue equipment must be available in the water activity area.

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Camp Training

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Examples of ways to control the access to a beach or pool is to use ropes to separate off the access point or station a person at the access point to make sure that children are checked in or out.

Rescue equipment means a shepherd's crook type pole, a backboard, ring buoy and rescue tube. These items are required in all public pools.

Water Activity Area – Waterfront Supervisor DCF 252.44 (7) (b)

- Camps offering swimming, boating, canoeing or other water activities must have a waterfront supervisor who is present at the waterfront during water activities.
- Supervisor must be at least 18, hold a current certification as a life guard from a nationally recognized certifying agency.
- Supervisor establish and enforce a supervision method. Supervision plan included in pre-camp training.
- Supervisor establish and enforce a method for checking person in and out of the water. Check in/out plan covered in pre-camp training.
- Camp or parents must assess a child's swimming ability. Documentation in the child's file or on a list maintained by the camp.

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Camp Training

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If the waterfront supervisor is the person who will be checking children in and out of the water as identified in the camp procedure, then the waterfront supervisor may not be counted as a required life guard.

If the camp procedure designates someone else to check children in and out of the water, then the waterfront supervisor may be considered a life guard for the purpose of meeting this requirement.

The waterfront supervisor may not be counted in the counselor-to-child ratio while children are in the water.

If camp takes a field trip to a location with a water activity area, the rules related to a water activity area apply.

Program – Boats

DCF 252.44 (8)

- All occupants in a boat must wear personal floatation device.
- At least one adult who is a competent swimmer must be in each boat. Kayaks or other single seat boats used by children must have a counselor who is a competent swimming close enough to the child to provide assistance.
- Children who cannot demonstrate advanced swimming ability are limited to rowboats only.
- All boats, oars, paddles must be in good repair and inspected annually for safety.

4/2/09

Camp Training

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Boat means every description of watercraft used or capable of being used as means of transportation on water, including canoes, kayaks, large inner tubes, inflatable boats and sailboards. Small inflatable toys such as swim rings and air mattresses are not considered boats under this definition.

Personal floatation device must be appropriate to the weight of the person wearing the device.

Program – Firearms and Archery DCF 252.44 (9)

- Firearms and archery may not be part of the program for children under age 7. If over age 7, rules apply.
- Archery or shooting range under supervision of a trained adult instructor
- Firearms, ammunition, archery equipment stored under lock and key when not used.
- Unused ammunition returned to the instructor.

4/2/09

Camp Training

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The Wisconsin Department of Natural Resources provides training and certification in hunter education and bow hunter education. A “trained” instructor for firearms must be certified by the Department of Natural Resources as a Hunter Education Instructor. A “trained” instructor for archery must be certified as a Bow Hunter Instructor by the Department of Natural Resources. Contact the local office of the Department of Natural Resources for information on becoming a certified hunter instructor.

Program – Field Trips

DCF 252.44 (12)

- Carry emergency contact information and signed parental consent for emergency medical care on all field trips.
- Maintain staff-to-child ratios
- At least 2 adults accompany the children on a field trip, even if only one person required by ratio
- List of children participating in field trip maintained by the director and a counselor accompanying the children.
- Parents notified in advance of the times and location of each trip.
- Carry first aid supplies on all trips.

Program – Adventure Based Activities DCF 252.44 (13)

- Applies when camp owns, rents or leases equipment used in adventure-based activities, such as ropes or challenge courses, hiking, rock climbing.
- Personnel leading such activities must have training and experience in the type of activity they are supervising
- Equipment must be properly installed and maintained
- Review child's medical history to ensure it does not prohibit participation in the type of activity planned. If there is a question about ability to participate, need parent and physician authorization/approval.
- Counselor-to-child ratios must be sufficient to manage and supervise children. At no time may ratio be less than specified in the counselor-to-child table.

For more information

- Contact your licensing specialist for assistance.
- Visit the Bureau of Early Care Regulation website at <http://dcf.wisconsin.gov/childcare/licensed/Index.HTM>