



Number	DCF 202 Child Care Certification Standards	Applicant			Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A		
<b>202.08(1) QUALIFICATION OF PROVIDERS</b>								
<b>202.08(1)(a) Ability, Age and Health</b>								
(1)(a)1.	A provider shall be physically and emotionally able to provide responsible child care and shall be at least 18 years of age.							
(1)(a)2.	A provider, household member, volunteer, visitor or parent who has symptoms of illness or of a communicable disease reportable under ch. DHS 145 that may be transmitted through normal contact, or whose behavior or mental or physical condition gives reasonable concern for the safety of the children, may not be in contact with the children in care.							
(1)(a)3.	The provider shall demonstrate that s/he is free from tuberculosis prior to certification and recertification. The agency may accept results of a test administered up to 12 months before the application date.							
<b>202.08(1)(b) Training</b>								
(1)(b)1.	<b>Sudden Infant Death Syndrome (SIDS):</b> Each family and in-home provider and all employees and volunteers who provide care and supervision for children under 1 year of age shall receive training in the most current medically accepted methods of preventing sudden infant death syndrome before the date on which the provider is certified or the employment or volunteer work commences. <b>Date SIDS training completed:</b> _____							
(1)(b)1.	<b>Shaken Baby Syndrome (SBS):</b> Except for a volunteer who does no sole supervision of a child, each provider, employee and volunteer who provides care and supervision for children under 5 years of age shall receive department-approved training on shaken baby syndrome and impacted babies and appropriate ways to manage crying or fussing children. The training shall be completed by one of the following methods:							
(1)(b)1.a.	Complete the department-approved, in-person training on SBS prevention and impacted babies before the date on which the provider is certified or the employment or volunteer work commences. <b>Date in-person training completed:</b> _____							
(1)(b)1.b.	View a department-approved video on SBS prevention before the date on which the provider is certified or the employment or volunteer work commences and complete a department-approved, in-person training within 6 months of certification approval or start of employment or volunteer work. <b>Date video training completed:</b> _____							
(1)(b)2.a.	A regular certified provider shall have completed at least 2 credits of early childhood training or non-credit, department-approved training prior to regular certification. (Introduction to Child Care Profession, Module A and Fundamentals of Family Care meets this requirement.) <b>Date training completed:</b> _____							
(1)(b)2.b.	A certifying agency may require up to 5 hours of annual continuing education by a regular certified provider each year following regular certification. Contact your certifier to find out if your certifying agency has this requirement.							
(1)(b)2.c.	Prior to issuing a regular certification, the certifying agency may require that an applicant graduated from high school, obtained a high school equivalency diploma or obtained a certificate of General Equivalency Degree (GED). Contact your certifying agency for further information.							
(1)(b)2.d.	A substitute who has worked more than 240 hours for a certified regular provider shall comply with the training requirements in 2. a. and b. above.							
<b>202.08(1)(c) Reporting Changes</b>								
(1)(c)	A provider shall report as soon as possible, but no later than the certifying agency's next working day, to the agency any changes that affect the provider's eligibility for certification, including the following:							
(1)(c)1.	Death of a child in care or accident that results in an injury to a child in care that requires professional medical treatment.							

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<b>202.08(1) QUALIFICATION OF PROVIDERS (continued)</b>								
(1)(c)2.	Any damage to the premises that may affect compliance with this chapter.							
(1)(c)3.	Any construction or remodeling of the premises that might have an effect on health and safety of children in care.							
(1)(c)4.	Convictions, pending charges or other offenses of the provider, household member or other persons subject to a caregiver background check that could potentially relate to the care of children.							
(1)(c)5.	Any incident involving law enforcement, including outstanding warrant or child protective services contact.							
(1)(c)6.	Any inappropriate discipline of a child by a provider, volunteer or household member, including any incident that results in a child being forcefully shaken or thrown against a hard or soft surface during the child's hours of attendance.							
(1)(c)7.	Individuals moving in or out of the household.							
(1)(c)8.	Changes in hours of operation, phone number or physical address.							
(1)(c)9.	Upon the hiring of a new employee or volunteer and before the employment or volunteer work commences.							
<b>202.08(1)(d) Substitutes, Employees and Volunteers</b>								
(1)(d)	A substitute, employee or volunteer for a regular and provisional certified provider shall be approved by the certifying agency before employment or volunteer work commences. The certifying agency shall approve the substitute, employee or volunteer if the agency has verification that the substitute, employee or volunteer has met the standards regarding the criminal history and child abuse record search and completed the training on SIDS and SBS as required under par. (b)1.							
<b>202.08(1)(e) Administration</b> A provider shall do all of the following:								
(1)(e)1.	Comply with all local and state laws governing the certified child care program and its operation and ensure that all employees and volunteers comply with these laws.							
(1)(e)2.	Comply with all requirements in this section.							
(1)(e)3.	Ensure that all information provided to the certifying agency is current and accurate.							
(1)(e)4.	Permit a child care certification worker to conduct home inspections to monitor compliance with certification standards.							
<b>202.08(2) THE HOME FOR PROVIDING CARE</b> *(If the care is provided in the child's home, answers are optional.)								
(2)(a)	A certified child care home and outside play areas shall meet the following requirements: * Exits to the home shall comply with the following:							
(2)(a)1.	* All exits shall be clear of obstruction.							
(2)(a)2.	* Each floor or level used for child care shall have at least 2 exits.							
(2)(a)3.	* The primary exit shall be a door or a stairway providing unobstructed travel to the outside of the building at street or ground level.							
(2)(a)4.	* If the care is not provided in a basement, the secondary exit shall be one of the following:							
(2)(a)4.a.	* A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.							
(2)(a)4.b.	* A door or stairway leading to a platform or roof with railings which has an area of at least 25 square feet, is at least 4 feet long and is not more than 15 feet above the ground level.							
(2)(a)4.c.	* A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height.							

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<b>202.08(2) THE HOME FOR PROVIDING CARE (continued)</b>								
(2)(a)5.	* If the care is provided in a basement, the secondary exit shall be one of the following:							
(2)(a)5.a.	* A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.							
(2)5.b.	* A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height. The window shall open directly to the ground or to a window well with an area of at least 6 square feet that is not more than 46 inches below the ground.							
(2)(am) 202.08 (1)(e)1.	* The home shall have a working carbon monoxide detector and each floor level shall have a working smoke detector. <i>Compliance with all laws.</i> Effective February 1, 2011, all one or two family dwellings must have a carbon monoxide detector in operating condition installed in the basement and on each level of the building excluding the attic and garage. If the detector is wired to the building electrical system, the detector shall have a backup battery power supply.							
(2)(b)	* All areas used for child care shall have adequate and safe heat, light and ventilation, including all of the following:							
(2)(b)1.	* The inside temperature of the home may not be less than 67 degrees Fahrenheit.							
(2)(b)2.	* If the inside temperature exceeds 80 degrees Fahrenheit, a provider shall provide for air circulation with safe fans or other means.							
(2)(c)	The home shall be free of hazards, including any recalled products. Items that shall be kept inaccessible to the children include, but are not limited to, the following:							
(2)(c)1.	Medications and drugs.							
(2)(c)2.	Cleaning supplies, poisons and insecticides.							
(2)(c)3.	Guns, ammunition, knives, scissors and sharp objects.							
(2)(c)4.	Matches, cigarette lighters and flammable liquids.							
(2)(c)5.	Plastic bags.							
(2)(c)6.	Litter and rubbish.							
(2)(cm)	* Firearms and ammunition materials shall be stored in separate, locked areas that are inaccessible to children.							
(2)(d)	* Indoor and outdoor areas used for child care shall include sufficient space for play and for activities that meet the developmental needs of the children in care.							
(2)(e)	Outdoor play areas shall be free of hazards and shall be fenced in or the provider shall take special measures to ensure the safety of the children, including the following:							
(2)(e)1.	Concrete and asphalt shall be prohibited under climbing equipment, swings and slides.							
(2)(e)2.	In-ground pools, above-ground pools, hot tubs and large outdoor trampolines may not be used during hours of care and shall be inaccessible to children by use of a permanent barrier or other preventive measure.							
(2)(e)3.	Wading pools may be used if the water is changed daily and the pool is disinfected daily. In this subdivision, "wading pool" means a shallow pool, capable of being dumped to change water and used primarily for small children.							
(2)(f)	* Pets that are kept in the home shall be tolerant of children and vaccinated against rabies. The rabies vaccination shall be documented with a current certificate from a veterinarian. Pets that may pose any risk to the children shall be restricted from indoor and outdoor areas used for child care.							

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<b>202.08(2) THE HOME FOR PROVIDING CARE (continued)</b>								
(2)(g)	* The home shall have at least one telephone in working order with a list of emergency numbers posted by each telephone, including numbers for the rescue squad, police, fire station, emergency medical care and poison control center. The certifying agency may prohibit the use of a cellular phone as a primary phone. If a cellular phone is used as a primary phone, it shall be operational during child care hours.							
(2)(i)	* The home shall be clean, uncluttered and free of insects and rodents.							
(2)(j)	* Bathrooms, including toilets, sinks and potty chairs, shall be clean and in good working condition. Items listed in par. (c) may not be stored in a bathroom that is used by children in care.							
(2)(k)	* When a public water supply is not available, the water shall be tested and found to be bacteriologically safe and to have safe nitrate levels prior to initial certification and at least every following 2 years.							
(2)(L)	Areas, equipment, utensils and appliances for food preparation, serving and clean-up shall be kept clean, sanitary and in good working condition.							
(2)(m)	* Children may not share cups, eating utensils, washcloths or towels.							
(2)(n)	Smoking shall be prohibited in any indoor or outdoor area in which children are present.							
(2)(o)	* If the child care is provided in a rental property, the provider shall obtain permission from his or her landlord to operate a child care business.							
(2)(p)	* The premises may not have any chipping, peeling or deteriorating paint on exterior or interior surfaces in areas accessible to children.							
<b>202.08(4) CHILD HEALTH CARE</b>								
(4)(a)	A provider shall have a current report of a physical examination on file for each child, including the provider's own children in care, as follows: Note: (a) Does not apply to school-age children 5 years of age or older who are enrolled in kindergarten or a higher grade in a public or private school or to provider who requests from the certifying agency in writing an exemption based upon adherence to religious belief in exclusive use of prayer or spiritual means for healing.							
(4)(a)1.	For a child under 2 years of age, a report of a physical examination conducted not more than 6 months prior to nor later than 3 months after the child is admitted and a follow-up health examination at least once every 6 months after admission.							
(4)(a)2.	For a child 2 years of age or older, a report of a physical examination conducted not more than 2 years prior to nor later than 3 months after the child is admitted and a follow-up health examination at least once every 2 years after admission.							
(4)(b)	The physical examination report above shall be signed and dated by a licensed physician, a physician's assistant or a health check provider.							
(4)(e)	The provider shall have on file a written record verifying that each child in care (including provider's own children) have been immunized in accordance with DHS 144.							
(4)(f)	A provider may administer medication to a child only in accordance with written and signed permission from the child's parent.							
(4)(g)	A provider shall wash his or her hands with soap and warm running water after toileting, prior to food preparation and after diapering children.							
(4)(h)	A provider shall require all children in the provider's care to wash their hands with soap and warm running water before eating and after toileting.							
(4)(i)	A provider shall change a child's diaper on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use.							
(4)(j)	A provider shall clean a child's superficial wound with soap and water only and protect it with a band-aid or bandage.							

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<b>202.08(4) CHILD HEALTH CARE (continued)</b>								
(4)(k)	If a provider is aware that a child attending certified child care or a provider's own child has a reportable communicable disease that is transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever or meningitis, the operator or provider shall comply with all of the following requirements:							
(4)(k)1.	The provider shall notify the local public health officer and parents of all the enrolled children.							
(4)(k)2.	A child who has / had a reportable communicable disease under ch. DHS 145 may not be admitted to certified child care unless the child's parents provide a statement from a physician that the child's condition is no longer contagious or the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Department of Health Services.							
<b>202.08(5) SUPERVISION</b>								
(5)(a)	A provider may not be engaged in any other activity or occupation during the hours of operation which interferes with the adequate care and supervision of children.							
(5)(b)	A provider shall be awake whenever the children in care are awake.							
(5)(c)	No individual provider may take care of children for more than 16 hours in any 24-hour period. The 16-hour period includes any combination of care by a provider who is both licensed as a family child care provider and certified as a family day care provider.							
	Certified Hours of Operation: FROM _____ am/pm TO _____ am/pm							
(5)(d)	The provider shall ensure that each child has adult supervision at all times.							
(5)(e)	The provider shall ensure that no person under 18 years of age is left in sole charge of the children.							
(5)(em)	The provider has a designated adult who can provide assistance in the event of an unexpected emergency. The emergency back-up provider is at least 18 years of age and can provide an acceptable level of child care. "Emergency" means unforeseen circumstances that call for immediate action, such as fire; tornado; flood; extreme outdoor heat or cold; loss of building service, including no heat, water, electricity or telephone; threats to the building or its occupants; lost or missing children; or a provider family situation, such as a medical emergency or illness.							
(5)(f)	The provider and any other adult working with children may not consume or be under the influence of alcoholic beverages or any non-prescribed controlled substance during the hours of operation.							
(5)(g)	No person in the certified home may consume or be under the influence of alcoholic beverages or any non-prescribed controlled substance during the hours of operation in the presence of children.							
(5)(h)	A provider may not allow any person whom the provider determines to be a threat to the health or safety of the children to have contact with the children in the care.							
(5)(i)	The provider shall keep a current written record of the daily hours of attendance of each child in care, including the actual arrival and departure times for each child. Attendance records shall be kept for at least 3 years.							
(5)(j)	When the children are playing outside, the provider shall be outside with the children and shall provide both sight and sound supervision at all times.							
<b>202.08(6) MAXIMUM NUMBER OF CHILDREN</b>								
(6)(a)	The provider may care for up to 3 children under the age of 7 years who are unrelated to the provider. (b) The maximum group size cannot exceed 6.							
(6)(d)	The provider must comply with the group size rules as indicated in the chart below.							
(6)(e)	When the care is done in child's home, (a) and (b) above do not apply.							

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	202.08(6) MAXIMUM NUMBER OF CHILDREN (continued)				Y	N/A	Y	N	N/A	COMMENTS
<b>MAXIMUM NUMBER OF CHILDREN IN CERTIFIED CHILD CARE</b>				<b>WHEN CHILDREN UNDER AGE 2 ARE PRESENT</b>						
Related or provider's own children under age 7	Non-related children under age 7	Additional children age 7 or older	Maximum number of children	Number of children under age 2	Maximum number of children*					
0	3	Additional children ages 7 through 12 (if special needs up to 19) may be cared for as long as the maximum total number of children is not exceeded.	6	0	6					
1	3		6	1	6					
2	3		6	2	6					
3	3		6	3	5					
4	2		6	4	4					
5	1		6							
6	0		6							
<p>* The maximum number does not include the certified child care operator's natural, adopted, step or foster children 7 years of age and older or any children 7 years of age and older who live in the residence. <b>Note:</b> Under s. 48.65 (1), Stats., if a provider takes care of 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from the Department of Children and Families a license to operate a child care center. "Related" means the provider's natural, adopted or foster children, stepchildren, grandchildren, brothers, sisters, first cousins, nephews, nieces, uncles and aunts.</p>										
<b>202.08(7) PROVIDER INTERACTIONS WITH CHILDREN</b>										
(7)	A provider shall interact with the children in a caring and positive manner and:									
(7)(a)	Shall protect children in care from danger and be aware of where each child is at all times.									
(7)(b)	May not hit, spank, pinch, shake, slap, throw or inflict any other form of corporal punishment on the child or use any discipline that is frightening to the child, including binding or trying to restrict the child's movement or enclosing the child in a confined space such as a closet, basement, locked room, box or similar cubicle.									
(7)(c)	May not verbally abuse or threaten a child or make derogatory remarks about the child or the child's family.									
(7)(d)	Shall provide positive guidance and redirection for the children and set clear limits for the children.									
(7)(e)	Shall help each child develop self-control, self-esteem and respect for the rights of others.									
(7)(f)	May not use time-out periods that exceed 5 minutes. For purposes of this paragraph, a "time-out" is an interruption of unacceptable behavior by the removal of the child from the situation.									
(7)(g)	May not punish a child for lapses in toilet training.									
(7)(h)	Shall respond promptly to a crying infant or toddler's needs.									
(7)(i)	Shall provide physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to and taking on walks inside and outside the home.									
(7)(j)	Shall periodically change the position and location in the room of a non-walking child who is awake.									
<b>202.08(8) ACTIVITIES AND EQUIPMENT</b>										
(8)(a)	A provider shall plan activities so that each child may be able to do all of the following:									
(8)(a)1.	Be successful and feel good about himself or herself.									
(8)(a)2.	Use and develop language.									
(8)(a)3.	Use large and small muscles.									
(8)(a)4.	Learn new ideas and skills.									
(8)(a)5.	Participate in imaginative play.									

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<b>202.08(8) ACTIVITIES AND EQUIPMENT (continued)</b>								
(8)(b)	A provider shall offer daily activities according to the age and developmental level of the children in care and shall include a flexible balance of all the following:							
(8)(b)1.	Daily indoor and outdoor activities, except when outdoor activities are not required during inclement weather or when not advisable for health reasons.							
(8)(b)2.	Active and quiet play.							
(8)(b)3.	Protection from excess fatigue and overstimulation.							
(8)(b)4.	Individual and group activities.							
(8)(b)5.	At least 15 minutes of reading to the children daily.							
(8)(b)6.	Opportunities for a non-walking child who can creep or crawl to move freely in a safe, clean, open, warm and uncluttered area each day.							
(8)(c)	A provider may use television only to supplement daily activities for children. No child may be required to watch television.							
<b>202.08(8m) EQUIPMENT</b>								
(8m)(a)	Safe indoor and outdoor play equipment shall be provided as follows:							
(8m)(a)1.	Equipment shall be scaled to the size and developmental level of the children in care.							
(8m)(a)2.	Equipment shall be constructed in a sturdy manner and be in good operating condition with no sharp, rough, loose or pointed edges.							
(8m)(a)3.	Large, inflatable jumping toys may not be used during hours of child care.							
(8m)(b)	Various types of play equipment shall be provided to allow for large and small muscle activity, dramatic play and intellectual stimulation.							
(8m)(c)	Indoor play equipment shall be provided to allow each child a choice of at least 3 activities involving equipment when all children are using equipment.							
(8m)(d)	Outdoor play equipment shall be provided to allow each child at least one activity when all children are using equipment at the same time.							
<b>202.08(9) TRANSPORTATION</b>								
(9)(a)	When transporting children the provider shall ensure that:							
(9)(a)	The driver of the vehicle holds a valid driver's license. The provider shall have a copy of the driver's license on file.							
(9)(b)	The vehicle is registered in Wisconsin.							
(9)(c)	Each child is seated and properly restrained in an individual seat belt or, for a child under 8 years of age, a child safety restraint system is used as follows:							
(9)(c)1.	If the child is less than one year old or weighs less than 20 pounds, the child shall be properly restrained in a rear-facing individual child car safety seat.							
(9)(c)2.	Subject to subd. 1., if the child is at least 1 year old and weighs at least 20 pounds but less than 4 years old or weighs less than 40 pounds, the child shall be properly restrained in a forward-facing individual child car safety seat.							
(9)(c)3.	If the child is at least 4 years old but less than 8 years old, weighs at least 40 pounds but not more than 80 pounds and is not more than 57 inches in height, the child shall be properly restrained in a shoulder-positioning child booster seat.							
(9)(c)4.	Children under age 13 years may not ride in the front seat of a vehicle.							
(9)(d)	A written transportation permission slip signed by a parent or guardian is on file.							

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<b>202.08(9) TRANSPORTATION (continued)</b>								
(9)(e)	Children are not left unattended in a vehicle.							
202.08 (1)(e)1.	<i>Comply with all local and state laws:</i> If the provider's vehicle has a seating capacity of 6 or more passengers plus the driver, the vehicle is equipped with a child safety alarm. (2009 WI Act 19)							
202.08 (1)(e)1.	<i>Comply with all local and state laws:</i> When transportation is provided, the operator shall obtain and maintain vehicle liability insurance with minimums no less than those specified in Sub. 6 of Ch. 344, Wis. Stats. The operator shall maintain proof of insurance and make this information available to the certification worker upon request. (2009 WI Act 28)							
<b>202.08(10) MEALS AND SNACKS</b> The provider shall ensure that each child receives proper nourishment while in child care as follows:								
(10)(a)1.	Each child shall be served one meal or snack at least once every 3 hours.							
(10)(b)2.	Each child in attendance for 4 or more hours shall be served a noon or evening meal which consists of a protein food, fruit and vegetable, a cereal or bread product and pasteurized grade A vitamin D milk.							
(10)(c)3.	Each infant who is unable to hold his or her own bottle shall be held for bottle feeding. Bottles may not be propped.							
<b>202.08(11) REST</b> The provider shall ensure that each child has a clean, comfortable and safe place to rest as follows:								
(11)(a)	Each child shall be allowed to have undisturbed rest or a nap, when needed, in a place that is clean, safe and comfortable.							
(11)(b)	Each child shall have a personal clean sheet or blanket or both and pillowcase if a pillow is used.							
(11)(c)	To reduce the risk of sudden infant death syndrome, each infant shall be placed to sleep on his or her back, unless otherwise directed by the child's physician. All sleeping arrangements for children under one year of age shall use firm mattresses and may not use soft bedding materials, such as comforters, pillows, fluffy blankets or stuffed toys.							
(11)(d)	A safe crib or playpen shall be available for each child under one year of age to use for napping.							
<b>202.08(12) PROVIDER AND PARENT COMMUNICATION</b>								
(12)	The provider shall be in ongoing communication with a child's parent or ensure that a substitute provider is in ongoing communication with a child's parent by doing all of the following:							
(12)(a)	Allow parents to visit and observe the program of child care during any hours that care is provided.							
(12)(b)	Talk to each child's parent at least once a week about the child's development, activities, likes, dislikes.							
(12)(c)	Develop a written contract that specifies the charge for child care and the expected frequency of payment for service. A contract for each enrolled child shall be signed by the provider and a parent or guardian.							
(12)(d)	Make a copy of the applicable certification standards available to each parent.							
(12)(e)	Display a copy of the certificate in an area easily seen by parents and visitors.							
(12)(f)	Use an enrollment form that includes:							
(12)(f)1.	The parents' home and work phone numbers.							
(12)(f)2.	The parents' signed consent for emergency medical care.							
(12)(f)3.	A name and number to call if the child requires emergency medical care.							
(12)(g)	Use information obtained on the department-provided "child care intake for child under 2 years of age" form to individualize the program of care for each child under 2 years of age.							
(12)(h)	Inform parents of any disciplinary action taken or injury that occurred during child care hours.							

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<b>202.08(12) PROVIDER AND PARENT COMMUNICATION (continued)</b>								
(12)(i)	Inform the parent in writing whether the premises are covered by child care liability insurance policy.							
(12)(j)	Notify parents if a child has been exposed to a diagnosed or suspected communicable disease reportable under ch. DHS 145 and transmitted through normal contact if the provider is aware of the exposure.							
<b>202.08(13) DISCRIMINATION PROHIBITED</b>								
(13)	The provider shall not discriminate on the basis of race, color, sex, sexual orientation, creed, handicap or national origin or ancestry in accepting children or in employment of employees.							
<b>202.08(14) MANDATORY CHILD ABUSE REPORTING</b>								
(14)	A provider who has reasonable cause to suspect that a child in his or her day care has been abused or neglected or that the child has been threatened with abuse or neglect and that abuse or neglect will occur shall immediately inform the county social or human services department, local law enforcement or other organization designated in s. 48.981, Stats.							
<b>202.04(1) BASIS FOR CERTIFICATION</b>								
202.04(1)	In order to be certified, a provider shall comply with the appropriate standards that are specified in this chapter.							
<b>202.04(3) APPLICATION FOR CERTIFICATION</b>								
202.04(3)(c)	Criminal background. The applicant shall comply with the background information requirements of s. 48.685, Stats.							
<b>202.04(7) COMPLIANCE</b>								
202.04(7)(b)2.e.	<i>Comply with all local and state laws:</i> The certifying agency shall check criminal record history of applicants for certification, employees / prospective employees, volunteers and non-client residents as specified in s.48.685(2)(am), Stats. A criminal caregiver background check of operators shall be conducted every 3 months and annually on other individuals subject to the Caregiver Law as specified in s. 48.685(2)(am), Wis. Stats. (2009 Act 76)							
202.08(1)(e)1.								
202.04(7)(b)2.f.	The certifying agency shall check files on child abuse and neglect findings or pending investigations related to applicants, employees / prospective employees, volunteers and individuals living in the applicant's home.							
202.08(1)(e)1.	<i>Comply with all local and state laws:</i> The certifying agency shall check the Sex Offender Registry on all individuals subject to the Caregiver Law prior to initial certification and at renewal as specified in s. 48.685(2)(am), Wis. Stats. (2009 Act 76)							
202.08(1)(e)1.	<i>Comply with all local and state laws:</i> The certifying agency shall require the applicant, employees / prospective employees, volunteers, substitutes and residents age 12 and older to submit a background information disclosure form prior to initial certification as specified in s. 48.685(2)(am). BID forms shall be submitted every two years for operators and annually for other individuals subject to the Caregiver Law. (2009 Act 76)							
<b>CERTIFICATION CONTINUATION</b>								
I will submit an application and other required materials to the certifying agency within the timeline specified by the certifying agency. Failure to submit re-certification materials to the agency may jeopardize payments from the Wisconsin Shares Subsidy Program and the Child and Adult Care Food Program.								

- I attest that all information given on this checklist is true and accurate, to the best of my knowledge.
- I understand the above standards and that I must comply with these standards to maintain my certification.

<b>SIGNATURE</b> – Applicant / Provider	Date Signed
<b>SIGNATURE</b> – Certifier	Date Signed