

Initial Licensing Checklist – Family Child Care Centers

Use of form: Use of this form is mandatory under DCF 250.11(3). **(1) WCCIP TA** – This checklist is used by the WCCIP TA to detail the results of the pre-licensing technical assistance. **(2) Applicant** – This checklist is used by the applicant to indicate the center is in compliance with all applicable requirements and to present the results of the pre-licensing technical assistance. The checklist constitutes one part of a complete application, and failure to submit it to the department may result in denial of your application. **(3) Licensing Specialist** – The Licensing Specialist uses this checklist during the initial licensing visit to determine whether the applicant meets the requirements to receive a probationary license.

Instructions: **(1) WCCIP TA** – The Wisconsin Child Care Improvement Project Child Care Technical Advisor completes the WCCIP TA column and signs the checklist at the end of the pre-licensing process. **(2) Applicant** – The applicant for an initial license completes the Applicant column and signs the checklist not more than 14 days prior to submitting it along with the other application materials to the Department of Children and Families (DCF). **Note:** If the Licensing Specialist makes the initial licensing visit and you are not in compliance with all applicable requirements of DCF 250, your application for a license may be denied because you do not meet the requirements for a license. **(3) Licensing Specialist** – The DCF Licensing Specialist completes the Licensing Specialist column and signs the checklist during the initial licensing visit. The checklist is retained in the facility file.

Name – Facility	Address – Facility (Street, City, State, Zip Code)
Name – Facility Contact Person	Telephone Number – Facility Contact Person

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.04	OPERATIONAL REQUIREMENTS								
250.04(2)(a)	COMPLIANCE WITH LAWS The licensee understands that the entity must maintain compliance with all laws governing the facility and its operation.								
250.04(2)(e)	SUBMIT, IMPLEMENT & PROVIDE POLICIES TO PARENTS The center's policies and procedures contain all the required items identified in the licensing rule and on the policy review checklist.								
250.04(2)(f)	ADMINISTRATION – STAFF ORIENTATION PLAN The licensee has developed and submitted for approval, an orientation plan for any employees, substitutes and emergency back-up providers, which covers all items described in DCF 250.05(2)(a) and (b).								
250.04(2)(g)	INSURANCE INFORMATION TO PARENTS The licensee has written information for parents on whether or not there is insurance coverage on the premises, on the child care operation and on vehicles if transportation is provided. The provider also has proof of liability insurance if cats or dogs are allowed in areas accessible to children during the hours of operation, per DCF 250.07(7)(h).								
250.04(3)	WRITTEN REPORT TO THE DEPARTMENT The licensee has reviewed DCF 250.04(3) and is aware of when reports to the department are required.								
250.04(4)(c)	PARENT NOTIFICATIONS The licensee has reviewed 250.04(4)(c) and is aware that they shall notify the parents of a child in care when the child is or has been exposed to a diagnosed or suspected communicable disease, when the child becomes ill or is injured seriously enough to require professional medical treatment, when the child has sustained a minor injury, and of the date, time and destination of any field trip.								
250.04(5)	STAFF FILE – MAINTENANCE & AVAILABILITY The licensee understands that a file must be maintained for each provider, employee or substitute per DCF 250.04(5)(a) through (k) and understands that the file must be available for review by the licensing specialist.								
250.04(5)(a)	STAFF FILE – STAFF RECORD FORM There is a completed department form, <i>Staff Record - Child Care Centers</i> , for each provider, employee or substitute.								
250.04(5)(b)	STAFF FILE – BACKGROUND INFORMATION DISCLOSURE FORM There is a completed department form, Background Information Disclosure, for each provider, employee or substitute. Note: The BID form for the licensee shall be submitted to the department with the application materials.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.04	OPERATIONAL REQUIREMENTS continued								
250.04(5)(e)	STAFF FILE – PHYSICAL EXAMINATION FORM There is a physical examination report on the department's form, <i>Staff Health Report – Child Care Centers</i> , for each provider, employee or substitute. The report has been dated and signed by a licensed physician, physician's assistant or HealthCheck provider, and it indicates that the person is free from illness detrimental to children, including tuberculosis, and that the person is physically able to work with young children. The report has been completed within 12 months prior to the date the person became licensed or began working with children. If not currently on file, this report must be obtained within 30 days after the date the person becomes licensed or begins working with children.								
250.04(5)(k)	STAFF FILE – REGISTRY CERTIFICATE There is a certificate from The Registry for the licensee and each provider. Note: Substitutes are not required to have Registry certificate until they have worked for 240 hours.								
250.04(6)(b)	CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee has a supply of the required form, <i>Daily Attendance Record – Child Care Centers</i> , on which to maintain a current, accurate written record of daily attendance.								
250.04(6)(c)	MEDICAL LOG BOOK – MAINTENANCE There is a medical log book present with pages that are lined and numbered and a stitched binding.								
250.04(8)(a)	CHILD ABUSE & NEGLECT – MANDATED REPORTING The licensee understands that a provider who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss.48.01(1) and 48.981(1), Stats., shall immediately contact the appropriate authorities.								
250.04(8)(b)	CHILD ABUSE & NEGLECT – BIENNIAL TRAINING The licensee has a method for documenting that each provider and substitute has received training at least every two years in all of the following: child abuse and neglect laws; how to identify children who have been abused or neglected; the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.								
250.05	STAFFING								
250.05(1)(a)	PROVIDER – MINIMUM AGE & COMPETENCE Any person providing care is physically, mentally and emotionally able to provide responsible care to all children, including children with disabilities, and is at least 18 years old.								
250.05(1)(b)1.a.	PROVIDER ENTRY-LEVEL TRAINING – EARLY CHILDHOOD All providers have satisfactorily completed 3 credits of broad-based early childhood training or a non-credit course in caring for children approved by the department.								
250.05(1)(b)1.b.	PROVIDER ENTRY-LEVEL TRAINING – BUSINESS All providers have satisfactorily completed a non-credit course in operating a child care business approved by the department or its equivalent.								
250.05(1)(b)5.	PROVIDER TRAINING – CARDIOPULMONARY RESUSCITATION All providers have obtained a current certificate of completion for a department-approved course in infant and child CPR including use of an automated external defibrillator (AED) or will obtain said certificate within six months of licensure or date of hire.								
250.05(1)(b)6.	<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age 2. If yes, all providers have satisfactorily completed at least 10 hours of department-approved training in the care of infants and toddlers or will obtain said training within 6 months of becoming licensed or beginning work at the center.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.05	STAFFING continued								
250.05(1)(b)7.	<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age 5. If yes, all providers, substitutes, volunteers, emergency back-up providers shall have completed department-approved training in shaken baby syndrome prevention. Note: Non-credit, department-approved entry-level courses taken after July 1, 2005, contain this required component.								
250.05(2)(a)	STAFF ORIENTATION – DOCUMENTATION All employees, volunteers or substitutes have received an orientation that covers all the items in DCF 250.05(2)(a)1. through 13. The orientation has been documented on the department’s form, <i>Staff Orientation Checklist - Family Child Care Centers</i> , and the completed form is in the staff file.								
250.05(2)(b)	EMERGENCY BACK-UP PROVIDER – ORIENTATION The licensee understands that each time an emergency back-up provider is required, that emergency back-up provider shall receive an orientation immediately before being left alone with the children. The orientation shall cover all the items in DCF 250.05(2)(b)1. through 4.								
250.05(3)(a)1.	PROVIDER OTHER ACTIVITIES OR OCCUPATIONS The provider is not engaged in any other activity or occupation during the hours of operation of the center, except for daily maintenance of the home.								
250.05(3)(a)2.	<input type="checkbox"/> Yes <input type="checkbox"/> No The center will combine care of children enrolled in the child care center with foster care of other non-related children or adults. If yes, the licensee has obtained the prior written approval of both licensing agencies.								
250.05(3)(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center will be licensed to provide care for more than 12 hours in any 24 hour period. If yes, there is a written schedule of the hours that each qualified provider will be caring for children so that no provider is taking care of children for more than 12 hours in any 24-hour period.								
250.05(3)(g)	PLAN FOR SUPERVISION DURING EMERGENCY OR ABSENCE The center has an approved plan for ensuring supervision of the children in an emergency or that a back-up provider is available when the regular provider is gone.								
250.05(3)(L)	PROCEDURE – NUMBER, NAMES, WHEREABOUTS KNOWN AT ALL TIMES The licensee has implemented a procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times.								
250.06	PHYSICAL PLANT AND EQUIPMENT								
250.06(1)(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center is located in a building that is not a one or two-family dwelling. If yes, a building inspection report evidencing compliance with the applicable building codes has been completed and a copy must be submitted with the application to the department prior to issuance of a license.								
250.06(1)(b)1.	USABLE INDOOR SPACE The center has at least 35 square feet of usable floor space per child, exclusive of passageways, bathrooms, lockers, storage areas, the furnace room, that part of the kitchen occupied by stationary equipment, and space occupied by furniture that is not intended for children’s use.								
250.06(1)(b)2.	MINIMUM INDOOR TEMPERATURE The inside temperature is not less than 67 degrees Fahrenheit.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.06	PHYSICAL PLANT AND EQUIPMENT continued								
250.06(1)(b)3.	INDOOR AIR CIRCULATION There are fans or other means to provide air circulation if the inside temperature exceeds 80 degrees Fahrenheit.								
250.06(2)(a)	ELECTRICAL OR HOT SURFACE PROTECTION Furnaces, water heaters, steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electric heating units and hot surfaces such as pipes are protected by screens or guards so that children cannot touch them.								
250.06(2)(b)	ACCESS TO POTENTIALLY DANGEROUS ITEMS Firearms, ammunition or other potentially dangerous items located on the premises are kept in locked storage and are not accessible to children.								
250.06(2)(c)	ACCESS TO HARMFUL MATERIALS Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles labeled hazardous to children, are in properly marked containers and stored in areas inaccessible to children.								
250.06(2)(d)	TELEPHONES & EMERGENCY PHONE NUMBERS There is at least one working telephone on the premises with a list of emergency telephone numbers, including telephone numbers for the local rescue squad, fire department, police department, law enforcement agency, poison control center and emergency medical service, posted near each telephone.								
250.06(2)(e)	POTENTIAL INDOOR OR OUTDOOR HAZARDS The center's indoor and outdoor child care space is free of hazards.								
250.06(2)(f)	MOTOR VEHICLE AVAILABILITY A motor vehicle is immediately available at the home at all times, or an ambulance or first response unit is available within ten minutes of a phone call.								
250.06(2)(g)	DIFFERENCES OF ELEVATION – PROTECTIVE RAILINGS Differences of elevation, including open sides of stairways, elevated platforms, walks, balconies and mezzanines are protected by railings at least 36 inches high and designed to prevent the passage through the bars of an object with a diameter larger than four inches.								
250.06(2)(h)	SMOKING PROHIBITED ON PREMISES Smoking is prohibited anywhere on the premises of a center when children are present. Note: Premises means the tract of land on which the center is located, including all buildings and structures on that land.								
250.06(2)(i)	HOT TUB – COVERED OR FENCED There is a hot tub on the premises. The hot tub is located in a room or area accessible to children and has a visible, locked rigid cover or is enclosed by a locked fence at least four feet tall. The lock is installed so that the lock is inaccessible to children.								
250.06(2)(j)	HOT TUB – VISIBLY LOCKED DOOR There is a hot tub on the premises. The hot tub is located in a room or area that is not intended for use by children, and access to the room or area is controlled through the use of a visibly locked door. The lock is installed so that the lock is inaccessible to children.								
250.06(2)(k)	DETERIORATING OR TOXIC PAINT The premises have no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children. Lead-based paint or other toxic finishing material is not used.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.06	PHYSICAL PLANT AND EQUIPMENT continued									
250.06(3)	PRACTICE OF WRITTEN EMERGENCY PLANS There is a written plan for taking appropriate action in the event of a fire, tornado, missing child or other emergency. The center will practice the fire and tornado plan with the children each month and document when the plan was practiced.									
250.06(4)(a)	SMOKE DETECTORS Smoke detectors are installed and maintained in operating condition on each level of the center and in all areas used for nap or rest periods. All smoke detectors are tested monthly and a record is kept of the test results.									
250.06(4)(b)	FIRE EXTINGUISHER An operable fire extinguisher with a minimum rating of 2A-10BC is provided for the kitchen and cooking area. The provider knows how to use it and understands to inspect it annually.									
250.06(4)(c)	UNVENTED SPACE HEATERS There are no unvented gas, oil or kerosene space heaters.									
250.06(4)(d)	WOODBURNING STOVE Any wood burning stove used by the center has been inspected for compliance with COMM 23.045. Note: Compliance may be documented by an inspection from a local fire inspector, a certified heating and cooling specialist or an insurance company, and must be submitted with the license application.									
250.05(4)(d) & 250.06(4)(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No Care will be provided to children under age 2 on a level that is more than 6 feet above or below the ground level. If yes, answer the questions provided below.									
	250.05(4)(d)	The licensee understands that each provider may care for no more than two children under age 2.								
	250.06(4)(e)	The center is equipped with an operating interconnected smoke detection system.								
250.06(5)	PREMISES, FURNISHINGS, EQUIPMENT – CONDITION & REPAIR The premises, furnishings and equipment are free from litter and vermin and are maintained in a sanitary condition and in good repair.									
250.06(6)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center gets its water from a private well. If yes, answer the questions below.									
	250.06(6)(a)	Water samples from the well have been tested by a laboratory certified under ch. DHS 165 and have been found biologically safe. Note: The results of the water test shall be submitted to the department along with your application materials.								
	250.06(6)(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center will be licensed for children under six months of age. If yes, the nitrate levels in the water have also been tested and the findings are below the allowable levels of nitrates.								
250.06(7)(a)1.	EXITS – UNOBSTRUCTED All exits are clear of obstructions.									
250.06(7)(a)2.	EXITS – TWO ON EACH LEVEL Each floor or level occupied by children has at least two exits.									
250.06(7)(a)3.	EXITS – LOCATION Exits are located as far apart as practical.									
250.06(7)(a)4.	EXITS – WIDTH The width of every exit door is at least 2 feet 6 inches.									

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.06	PHYSICAL PLANT AND EQUIPMENT continued								
250.06(7)(a)5.	EXITS – PRIMARY EXIT REQUIREMENTS The primary exit is a door or stairway providing unobstructed travel to the outside of the building at street or ground level.								
250.06(7)(a)6.	SECONDARY EXIT The secondary exit is one of the following: <input type="checkbox"/> DOOR OR STAIRWAY A door or stairway that provides unobstructed travel to the outside of the building at street or ground level. <input type="checkbox"/> PLATFORM OR ROOF A door or stairway leading to a platform or roof with railings complying with sub. (2)(g) which has an area of at least 25 square feet, is at least four feet long, and is not more than 15 feet above ground level. <input type="checkbox"/> WINDOW A window not more than 46 inches above the floor which is openable from the inside without the use of tools or removal of a sash, and which has a nominal window opening size of at least 20 inches in width and 24 inches in height.								
250.06(7)(a)6.c.	<input type="checkbox"/> Yes <input type="checkbox"/> No The center is located in the upstairs unit of a duplex. If yes, the center has 2 exits leading directly to the ground floor or to a platform as described in subd. 6.a. and 6.b.								
250.06(7)(a)7.	<input type="checkbox"/> Yes <input type="checkbox"/> No Care is provided in a basement. If yes, answer items a. and b.								
	250.06(7)(a)7.a. The primary exit is a door or stairway that provides unobstructed travel to the outside of the building at street or ground level.								
	250.06(7)(a)7.b. The secondary exit is either a door or stairway leading to the ground level or a window not more than 46 inches above the floor that is openable from the inside without the use of tools or removal of a sash, and which has a nominal 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 six square feet that is not more than 46 inches below the ground.								
250.06(7)(b)1.	CLOSET DOOR LATCHES Every closet door latch is able to be opened by children from inside the closet.								
250.06(7)(b)2.	TOILET ROOM DOOR LOCKS Every toilet room door lock is designed to permit the locked door to be opened from the outside in an emergency, and the opening device shall be readily accessible to a provider.								
250.06(7)(b)3.	WINDOW SCREENS Openable windows located in areas of the center accessible to children have screens.								
250.06(8)(a)	FURNISHINGS – SAFE, DURABLE Furnishings are durable and safe, with no sharp, rough, loose or pointed edges.								
250.06(8)(b)1.	FURNISHINGS – TABLE SPACE & SEATING The center has table space and seating for each child.								
250.06(8)(b)2.	FURNISHINGS – STORAGE SPACE The center has storage space for equipment, cots, if used, bedding, children's clothing and personal belongings.								
250.06(8)(b)3.	FURNISHINGS – SLEEP SURFACE – CHILD 1 YEAR & OLDER The center has a safe, washable cot, bed, two inch thick mat or sleeping bag for each child one year of age or older who naps or sleeps.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.06	PHYSICAL PLANT AND EQUIPMENT continued									
250.06(8)(b)4.	FURNISHINGS – SLEEP SURFACE – CHILD UNDER 1 YEAR The center has a safe, washable crib or playpen provided for each child under one year of age who naps or sleeps.									
250.06(9)(a)	KITCHEN EQUIPMENT, UTENSILS, EATING SURFACES Equipment and utensils for preparing, serving and storing food are clean and equipped for the safe handling of food.									
250.06(9)(d)	FOOD STORAGE, TEMPERATURES Refrigerators are maintained at 40 degrees Fahrenheit or lower and freezers are maintained at 0° F. or lower.									
250.06(10)(a)	TOILETS & SINKS There is at least one toilet with plumbing and one sink with hot and cold running water available for use by the children.									
250.06(10)(b)	WASHROOM PROVISIONS Soap, toilet paper and a waste paper container are provided in the washroom and accessible to children.									
250.06(11)(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No Children will be in care for more than three hours in a day, or the daily schedule includes outdoor play time. If yes, the center has outdoor play space.									
250.06(11)(b)1.	<input type="checkbox"/> Yes <input type="checkbox"/> No The outdoor play space is on the premises of the center. If yes, answer items 2. – 5.									
250.06(11)(b)2.	There is at least 75 square feet of outdoor play space for each child using the space at a given time.									
250.06(11)(b)3.	The outdoor play space is well-drained and free of hazards. Structures such as playground equipment, railings, decks and porches accessible to children and built with CCA-treated lumber are sealed with an oil-based sealant or stain. Wood treated with creosote, including railroad ties, is not used in areas accessible to children.									
250.06(11)(b)4.	A permanent enclosure not less than four feet high is provided to protect the safety of children in care.									
250.06(11)(b)5.	Concrete and asphalt are not present under climbing equipment, swings and slides.									
250.06(11)(c)2.	<input type="checkbox"/> Yes <input type="checkbox"/> No The center has no outdoor play space available on the premises, and the licensee is requesting an exemption from the department. If yes, answer items 3. and 8.									
250.06(11)(c)3.	The request for an exemption is in writing and is accompanied by a plan for outdoor play space which meets the requirements of 250.06(11)(c)3a. through 250.06(11)(c)7.									
250.06(11)(c)8.	The plan has been approved by the Department.									
250.06(12)	<input type="checkbox"/> Yes <input type="checkbox"/> No There is a swimming pool on the premises. If yes, answer items (12)(a) through (12)(a)5.									
250.06(12)(a)	Swimming pools may not be used by children in care and are surrounded by a permanent enclosure at least four feet high.									
250.06(12)(a)1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Access to the pool is through a gate. If yes, the gate is closed and locked during the center's hours of operation.									

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.06	PHYSICAL PLANT AND EQUIPMENT continued								
	250.06(12)(a)2. <input type="checkbox"/> Yes <input type="checkbox"/> No Access to the pool is through a door. If yes, the door is closed, visibly locked and equipped with an alarm at the door that signals when someone has entered the pool area. The door is not used as an exit.								
	250.06(12)(a)3. Locks are located so that the locks cannot be opened by children.								
	250.06(12)(a)4. It is an above-ground pool. The free-standing wall of the above-ground pool serves as an enclosure and is at least four feet in height and is not climbable. Any ladder present has been removed or raised up so that it is inaccessible to children.								
	250.06(12)(a)5. The area around the pool enclosure is free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.								
250.06(12)(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No Wading pools will be used by children in care. If yes, the licensee understands that the water must be changed daily, the pool must be disinfected daily, and the supervision requirements and staff-to-child ratios under 250.05(3) and (4) shall be met.								
250.07	PROGRAM								
250.07(1)	The licensee has planned daily activities according to the age and developmental level of the children according to DCF 250.07(1)(a)1. through DCF 250.07(1)(c)								
250.07(2)(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No Time-outs are used with children. If yes, time-out procedures are included in the center's written child guidance policy, and the licensee understands that time-out periods may not exceed five minutes and that time-outs may not be used for children under age three.								
250.07(2)(d)	PROHIBITED PUNISHMENT – TOILET TRAINING The licensee understands that a child may not be punished for lapses in toilet training.								
250.07(3)(a)	PLAY EQUIPMENT – PROVIDED All indoor and outdoor equipment is safe.								
250.07(3)(a)1.	PLAY EQUIPMENT – SIZE, DEVELOPMENTAL LEVEL Equipment is scaled to the size and developmental level of the children.								
250.07(3)(a)2.	PLAY EQUIPMENT – SAFE & STURDY Equipment is of sturdy construction with no sharp, rough, loose, or pointed edges, is in good operating condition, and anchored when necessary.								
250.07(3)(a)3.	PLAY EQUIPMENT – PLACEMENT Equipment is placed so as to avoid danger of accident or collision and to permit freedom of action.								
250.07(3)(b)	PLAY EQUIPMENT – VARIETY Various types of play equipment are provided to allow for large and small muscle activity, dramatic play, creative expression and intellectual stimulation.								
250.07(3)(c)	AMOUNT OF INDOOR PLAY EQUIPMENT Indoor play equipment is provided to allow each child a choice of at least three activities involving equipment when all children are involved in using equipment.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.07	PROGRAM continued								
250.07(3)(d)	AMOUNT OF OUTDOOR PLAY EQUIPMENT Outdoor play equipment is provided to allow each child at least one activity when all children are using equipment at the same time.								
250.07(3)(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No There is a trampoline or bounce surface on the premises. If yes, it is not in an area accessible to children, and the licensee understands that it may not be used by the children in care.								
250.07(4)(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No Children under five years of age are in care for more than four hours per day. If yes, a nap or rest period shall be provided each day—answer (4)(b) – (4)(d).								
250.07(4)(b)	A provider shall permit children who do not sleep after 30 minutes and children who wake up early to get up and shall help them to have a quiet time through the use of equipment or activities which do not disturb other children.								
250.07(4)(c)	Each child who has a nap or rest period is provided with a bed, cot, mat at least two inches thick, sleeping bag, crib or playpen.								
250.07(4)(d)	Each child is provided with an individually identified sheet and blanket or sleeping bag that may be used only by that child until it is washed. Sleeping bags and bedding are stored in a sanitary manner.								
250.07(6)(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center will not be licensed to care for mildly ill children. If yes, there is a separate room or area with a bed, crib or cot and a sheet and blanket or sleeping bag where ill children may wait for their parent or emergency contact person to arrive to remove them from the center.								
250.07(6)(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center will be licensed to care for mildly ill children. If yes, answer the questions below.								
250.07(6)(d)1.	The center has designated a separate, self-contained room for the care of a mildly ill child.								
250.07(6)(d)3.	The care of mildly ill children is covered in the written health policy of the center.								
250.07(6)(d)4.	The center has a written plan for the provision of care to mildly ill children that has been approved and signed by a licensed physician, a family nurse practitioner or a pediatric nurse practitioner that covers all the items in 250.07(6)(d)4.a. through g.								
250.07(6)(d)5.	The center has arranged for medical consultation from a physician or local health department to be available.								
250.07(6)(f)3.	MEDICATION – STORAGE Medications are stored so they are inaccessible to children.								
250.07(6)(f)4.	MEDICATION – REFRIGERATION Medications requiring refrigeration are kept in the refrigerator in a separate, covered container clearly labeled "medications."								
250.07(6)(g)2.	WIPING BODILY SECRETIONS There is a supply of disposable tissues available to wipe bodily secretions.								
250.07(6)(g)5.	USE OF DISPOSABLE GLOVES There is a supply of single-use disposable gloves to be worn if there is contact with blood-containing body fluids or tissue discharges.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.07	PROGRAM continued								
250.07(6)(i)	SHARING UTENSILS There is sufficient supply of cups, eating utensils, toothbrushes and towels to ensure that children do not need to share.								
250.07(6)(j)1.	WET OR SOILED DIAPERS OR CLOTHING There is an available supply of extra clothing and diapers so that children's wet or soiled clothing and diapers can be changed promptly.								
250.07(6)(k)2.	WOUND CLEANING There is an available supply of bandages to cover superficial wounds.								
250.07(6)(k)4.	SOURCE OF EMERGENCY MEDICAL CARE The licensee has designated a planned source of emergency medical care and has advised parents about that designation.								
250.07(7)	<input type="checkbox"/> Yes <input type="checkbox"/> No There are pets or animals on the premises. If yes, answer questions (a) through (i).								
250.07(7)(a)	All animals on the premises are maintained in good health and appropriately immunized against rabies. Rabies vaccinations are documented with a current certificate from a veterinarian.								
250.07(7)(b)	Animals that pose any risk to the children are restricted from the indoor and outdoor areas used by children.								
250.07(7)(c)	The licensee has ensured that parents are aware of the presence of animals in the center, through written policy information. If pets are allowed to roam in areas of the center occupied by the children, written acknowledgement from the parents is obtained. The licensee understands that if additional animals are added after a child is enrolled, parents must be notified in writing prior to the pets' addition to the center.								
250.07(7)(d)	Reptiles, amphibians, ferrets, poisonous animals, psittacine birds, exotic and wild animals are inaccessible to children.								
250.07(7)(e)	The licensee understands that all contact between animals and children shall be under the sight and sound supervision of a provider who is close enough to remove the child immediately if the animal shows signs of distress or aggression or the child shows signs of treating the animal inappropriately.								
250.07(7)(f)	Pets, pet feeding dishes, cages and litter boxes are not in any food preparation, food storage or food service areas. Pet feeding dishes and litter boxes are not placed in areas accessible to children.								
250.07(7)(g)	Indoor and outdoor areas accessible to children are free of animal excrement.								
250.07(7)(h)	Dogs or cats are allowed in areas of the center accessible to children and the licensee has obtained proof of liability insurance specifically covering the presence of dogs or cats. Note: The insurance coverage must state that the number of children for whom coverage is provided is at least the maximum licensed capacity of the center.								
250.07(7)(i)	The licensee will ensure that the center is in compliance with all applicable local ordinances regarding the number, types and health status of animals.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.08	TRANSPORTATION								
250.08(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No The center transports children. If yes, answer the items in 250.08								
250.08(3)	The driver of the vehicle is at least 18 years of age and holds a valid Wisconsin operator's license for the type of vehicle driven. The licensee has obtained a copy of the driving record for each driver, has reviewed the records for violations and has placed the records in the staff files.								
250.08(4)(a)	All vehicles used to transport children are registered by the State of Wisconsin; clean, uncluttered and free of obstruction on the floors, aisles and seats; enclosed; and in safe operating condition.								
250.08(4)(b)	All vehicles used to transport children have been inspected, and evidence of safe operating condition will be provided on the department form, <i>Vehicle Safety Inspection</i> , along with the license materials.								
250.08(5)(a)	The licensee understands that each child who is less than 1 year of age or who weighs less than 20 pounds shall be properly seated and restrained in a rear-facing individual child car safety seat.								
250.08(5)(b)	The licensee understands that each child who is at least 1 year old but less than 4 years old or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat.								
250.08(5)(c)	The licensee understands that each child who is at least 4 years old but less than 8 years old, who weighs less than 80 pounds or who is 4 feet 9 inches tall or less shall be properly restrained in a shoulder positioning child booster seat.								
250.08(5)(d)	The licensee understands that each adult, and each child who is not required to be in an individual child car safety seat or booster seat as outlined above, shall be properly restrained by a seat belt. Seat belts may not be shared.								
250.08(6)(b)	The licensee understands that children under 13 years of age may not ride in the front seat of a vehicle.								
250.08(6)(e)	The licensee has developed and implemented a procedure to ensure that all children exit the vehicle after being transported to their destination.								
250.08(7)	The licensee understands that smoking is prohibited in the vehicle while children are being transported.								
250.09	INFANT AND TODDLER CARE								
	<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age two years. If yes, answer the items in 250.09.								
250.09(1)(c)2.	Cribs and playpens have tight fitting mattresses and any mattress covering fits snugly over the mattress. Waterbeds are not used by children under age two.								
250.09(1)(c)4.	For children under one year, cribs and playpens do not contain soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.09	INFANT AND TODDLER CARE continued								
	250.09(1)(c)5. Safety gates are used at open stairways.								
	250.09(2)(h) There are safe, clean, open, warm and uncluttered areas where non-walking children who can creep or crawl have opportunities to move freely.								
	250.09(2)(i) There is a wide variety of safe toys and objects for infants and toddlers.								
	250.09(3)(j) There are wide-based high chairs with safety straps or feeding tables with safety straps for children who are not developmentally able to sit at tables and chairs. There are infant seats for children who are too young to sit in a high chair or feeding table during feeding.								
	250.09(3)(k) Eating utensils and cups are scaled to the size and developmental level of the children.								
	250.09(4)(b) The diapering surface is easily cleanable. There is soap and water and a disinfectant solution available to clean and disinfect the diapering surface.								
	250.09(4)(c) If the diapering surface is above floor level there is a barrier or restraint to prevent falling.								
	250.09(4)(d) There are plastic bags available for soiled cloth diapers.								
	250.09(4)(e) There is a plastic-lined covered container to dispose of soiled diapers.								
250.095	ADDITIONAL ADMINISTRATIVE REQUIREMENTS								
	<input type="checkbox"/> Yes <input type="checkbox"/> No The licensee provides care for less than 50 percent of the licensed hours of center operation. If yes, respond to the items in 250.095.								
	250.095(1) The licensee has completed at least one course from the Wisconsin Professional Credential for Child Care Administrators program or will complete that course within one year.								
	250.095(2)(a) The licensee understands that he or she is responsible for the management, finance, physical plant and day-to-day operations of the center.								
	250.095(2)(b) The licensee has supervised the planning and implementation of the center's program for children.								
	250.095(2)(c) The licensee understands that he or she is responsible for supervising center staff.								
	250.095(2)(c)1. The licensee has implemented, and will maintain, written job descriptions for each staff position.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.095	ADDITIONAL ADMINISTRATIVE REQUIREMENTS									
	250.095(2)(c)2.	The licensee has implemented, and will maintain, a written personnel policy that addresses hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures, and the disciplinary process. The personnel policy also contains a procedure requiring staff to notify the licensee—and the licensee to notify the department—when the employee has been convicted of a crime, has been or is being investigated by any governmental agency, has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property, or has a professional license denied, revoked, restricted or otherwise limited.								
	250.095(2)(c)3.	The licensee has ensured that each employee is familiar with the job description, personnel policies and applicable licensing rules.								
	250.095(2)(c)4.	The licensee understands that he or she must conduct staff meetings at least 9 times in a calendar year and document that the meetings have been held.								
	250.095(2)(c)5.	The licensee understands that he or she must ensure that staff are in compliance with continuing education requirements.								
	250.095(3)	The licensee understands that he or she must be at the center for at least 30 hours per month for the exclusive purpose of carrying out the responsibilities in sub. (2).								
250.10	NIGHT CARE									
	<input type="checkbox"/> Yes <input type="checkbox"/> No The center operates during a period of time between 9:00 P.M. and 5:00 A.M. If yes, answer items in 250.10.									
	250.10(2)(c)	The parent or center provides each child with an individually labeled sleeping garment and a toothbrush.								
	250.10(3)(b)	There is a self-contained room away from sleeping children where an awake child may engage in activities.								
	250.10(4)(a)	Provider has developed and submitted for approval a plan for evacuating sleeping children in an emergency. The training is part of the required orientation.								
	250.10(4)(b)	There is emergency lighting, such as an operable flashlight, readily available to a provider.								
	250.10(4)(c)	The licensee understands that providers will be awake, available, within call and able to respond to the needs of the children whenever children are in care.								
	250.10(6)(a)	The licensee understands that children who attend the center for the evening hours but not the whole night shall have an opportunity to sleep, as needed.								
	250.10(6)(c)	A bed, crib or cot with sheets and blankets individual to each child is provided for children spending the night.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
-----------------	--

Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.10	NIGHT CARE continued									
	250.10(6)(d) The center has a supply of extra sleeping garments and bedding for emergencies and accidents.									
	250.10(6)(e) Children under two years of age in night care will sleep in cribs.									
	OTHER ITEMS									
	The applicant has a supply of the forms that are required to be used per DCF 250, Licensing Rules for Family Child Care Centers.									
	The applicant has a supply of the brochure entitled "Your Guide to Licensed Child Care" which is a summary of the licensing rule and must be shared with parents.									

COMMENTS

Name – Facility

Telephone Number – Facility Contact Person

SIGNATURES

I have reviewed all the above applicable rules with the applicant. I have indicated those rules that were met at the time of my visit. If a rule was not met at the time of my visit, I have indicated that on the above checklist. A copy of this checklist has been provided for the applicant. Date of visit: _____
 (mm/dd/yyyy)

Yes No Supplemental notes attached.

SIGNATURE – WCCIP Technical Advisor

 Date Signed

NOTE: The applicant should review and complete the Applicant column of this checklist not more than 14 days prior to submitting the application for a license. If more than 14 days have elapsed between the date the applicant completed and signed the checklist and the date it is received in the licensing office, the checklist may be returned and the application process delayed.

I certify that all the above items have been met. I understand that if the DCF licensing specialist conducts an initial licensing study and finds that any item is not in compliance with the licensing rules at the time of the visit, my application for a license may be denied.

SIGNATURE – Applicant

 Date Signed

Dates of initial licensing study by DCF licensing specialist:

 (mm/dd/yyyy)

 (mm/dd/yyyy)

 Name – Licensing Specialist (Print)

SIGNATURE – Licensing Specialist

 Date Signed

License: **ISSUED** Date issued: _____

DENIED Date denied: _____

See attached letter of denial.

THE FOLLOWING ITEMS MUST BE SUBMITTED TO DCF WITH AN APPLICATION FOR A LICENSE. The Department of Children and Families will not issue a license until the background checks are completed, all applicable fees have been received and a licensing specialist has verified compliance with all items on the initial licensing study checklist. Allow 60 days for this process to be completed.

- Completed *License Application – Family Child Care Centers* including diagrams of indoor and outdoor premises.
- Completed *Initial Licensing Checklist – Family Child Care Centers*.
- Completed *Background Information Disclosure* for licensee and any household residents age 10 and above.
- Appropriate fees including \$15.12 license fee and \$8.00 for each adult *Background Information Disclosure* form included with the application.
- Written policies and procedures.
- Completed *Policy Checklist – Family Child Care Centers*.
- Inspection report for a wood burning stove, if applicable.
- Building Inspection report if center will be located in a building other than a one- or two-family dwelling. Note: The licensee may use the department's form *Building Inspection Report – Child Care Centers* to document completion of the inspection.
- Results of annual water test if the center uses a private well.
- Proof of rabies vaccinations, if applicable.
- Completed *Vehicle Safety Inspection* if the center will transport children.
- Documentation of liability insurance on the child care business if the center has cats or dogs that are in areas accessible to children.
- If the center has no available on-premises play space, a request for an exemption to use off premises play space and the plan for using that space. Note: The licensee may use the department's form *Request for Exception*