

Initial Licensing Checklist – Group Child Care Centers

Use of form: Use of this form is mandatory under DCF 251.11(2). **(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 251, 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
251.04	OPERATIONAL REQUIREMENTS								
251.04(2)(a)	COMPLIANCE WITH LAWS The licensee understands that the entity must maintain compliance with all laws governing the facility and its operation.								
251.04(2)(g)	CERTIFICATE OF INSURANCE The licensee has obtained a certificate of insurance reflecting current dates of coverage for general liability, and owned and non-owned vehicle liability when transportation is provided by the center. If cats or dogs are permitted in areas of the center accessible to children during hours of operation, the general liability coverage must indicate coverage for those animals.								
251.04(2)(h), 251.04(2)(i), 251.11(2)(c)5.	POLICIES SUBMITTED FOR REVIEW & IMPLEMENTED Center policies have been developed and include all required items identified in the licensing rule and on the Group Child Care Policy Checklist. The policy checklist is completed and will be submitted to the licensing office with the policies.								
251.04(2)(p)	DELEGATION OF ADMINISTRATIVE AUTHORITY – SUBMITTED, CURRENT The licensee has created and signed a delegation of administrative authority that outlines the organizational structure and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation. The delegation of administrative authority will be submitted with the application materials.								
251.04(3)	WRITTEN REPORT TO DEPARTMENT The licensee has reviewed 251.04(3) and is aware of reporting requirements to the department.								
251.04(4)(d)	NOTIFICATION OF RELIGIOUS OBSERVANCES / TRAINING Religious training is part of the center program. Reference to the religious component is included in any publicity and in the education policy.								
251.04(5)(a)	STAFF FILE – MAINTENANCE & AVAILABILITY The licensee maintains a complete file on each employee which is available for examination by the licensing representative at the center, per DCF 251.04(5)(a)1. through DCF 251.04(5)(a)8.								
251.04(6)(b)	CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee has a method of recording the current, accurate daily attendance of each child for the length of time the child is enrolled in the program. The actual time of arrival and departure for each child are recorded if hours of arrival and departure vary among children.								

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251.04	OPERATIONAL REQUIREMENTS continued								
251.04(6)(c)	MEDICAL LOG – MAINTENANCE There is a medical log book present with pages that are lined and numbered in ink and a stitched binding.								
251.04(8)(a)	MANDATED REPORTING – CHILD ABUSE & NEGLECT The licensee knows how to identify suspected child abuse and neglect and to whom it should be reported.								
251.04(8)(b)3.	CHILD ABUSE & NEGLECT TRAINING – REPORTING PROCEDURE There is a procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.								
251.05(1)	RESPONSIBILITIES AND QUALIFICATIONS OF STAFF Staff qualifications shall be documented by diplomas, transcripts or certificates of completion.								
251.05(1)(b)	SHAKEN BABY SYNDROME PREVENTION TRAINING Each child care worker including volunteers counted in staff-to-child ratios who provide care and supervision to children under age 5 years have received department-approved SBS prevention training before working with children.								
251.05(1)(d)1.	ADMINISTRATOR – DESIGNATION, RESPONSIBILITIES The licensee has identified an administrator who meets the requirements of 251.05(1)(d).								
251.05(1)(e)3.a.	CENTER DIRECTOR / SMALL CENTER – EMPLOYMENT SCHEDULE The center is a single full day center, licensed for 50 or fewer children. The center director is employed at least ten hours a week for the exclusive purpose of carrying out center director responsibilities.								
251.05(1)(e)3.b.	CENTER DIRECTOR / LARGE CENTER – EMPLOYMENT SCHEDULE The center is a single full day center, licensed for 51 or more children. The center director is employed at least 20 hours a week for the exclusive purpose of carrying out center director responsibilities.								
251.05(1)(e)4.	CENTER DIRECTOR / SMALL CENTER – QUALIFICATIONS The center will be licensed to serve 50 or fewer children. The center director meets the training and experience requirements as described in 251.05(1)(e)4.a. through e.								
251.05(1)(e)5.	CENTER DIRECTOR / LARGE CENTER – QUALIFICATIONS The center will be licensed to serve 51 or more children. The center director meets the training and experience requirements as described in 251.05(1)(e)5.a. through d.								
251.05(2)	STAFF DEVELOPMENT								
251.05(2)(a)	STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT The licensee has developed a system for documenting completion of orientation for all new employees, substitutes and regularly scheduled volunteers.								
251.05(3)	SUPERVISION								
251.05(3)(a)	SUPERVISION – TEACHER PER GROUP OF CHILDREN There are sufficient qualified child care teachers available to ensure that each group of children currently enrolled is under the supervision of a child care teacher.								
251.05(3)(f)	CHILD TRACKING PROCEDURE The licensee has developed and implemented a procedure to ensure that the number and names of children in care are known to assigned child care workers at all times.								

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251.05(4)	STAFFING AND GROUPING								
251.05(4)(b)	STAFF-TO-CHILD RATIOS – MINIMUM There are sufficient child care staff to ensure that the staff-to-child ratios (for currently enrolled children) specified in Table 251.05-D in the licensing rule book are met.								
251.05(4)(c)	STAFFING REQUIREMENTS – 8 OR FEWER CHILDREN IN CENTER There is a signed and dated statement from a second adult available within five minutes for emergencies, including address and telephone number, certifying that the person is available and agrees to serve if needed, when eight or fewer children are present.								
251.06	PHYSICAL PLANT AND FURNISHINGS								
251.06(1)(a)	COMMERCIAL BUILDING CODE – COMPLIANCE, INSPECTION REPORT There is a report of inspection of the building, which specifies that the building meets the applicable Wisconsin commercial building codes for use as a group child care center.								
251.06(1)(c)	SPACE DESIGNATED FOR CHILDREN Space designated for use by children is only used by children and staff and is not used for other purposes while the center is open.								
251.06(1)(e)	INDOOR AIR CIRCULATION The center has fans or air-conditioning to circulate the air if the inside temperature exceeds 80° F.								
251.06(2)	PROTECTIVE MEASURES								
251.06(2)(a)	POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises are free of hazards.								
251.06(2)(b)	ELECTRICAL OR HOT SURFACE PROTECTION Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces such as pipes, are protected by screens or guards so that children cannot touch them.								
251.06(2)(c)	POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items are not kept on the premises.								
251.06(2)(d)	ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles hazardous or poisonous to children are in properly marked containers and stored in areas inaccessible to children.								
251.06(2)(e)	MOTOR VEHICLE AVAILABILITY A motor vehicle is immediately available at the center at all times in case of an emergency or there is a public or private rescue or emergency vehicle available within ten minutes of a phone call.								
251.06(2)(f)	TELEPHONES & EMERGENCY PHONE NUMBERS The center has a working telephone or access to a working telephone on the premises during hours of operation. There is a list of emergency telephone numbers posted near each telephone, which includes telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service.								
251.06(2)(g)	STAIRS, WALKS, RAMPS, PORCHES – SAFETY Stairs, walks, ramps and porches are maintained in a safe condition and are free from the accumulation of water, ice or snow.								

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251.06(2)	PROTECTIVE MEASURES continued									
251.06(2)(k)	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.									
251.06(2)(L)	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.									
251.06(3)	EMERGENCIES									
251.06(3)	EMERGENCIES – WRITTEN PLANS The center has a written plan for responding to a fire, a tornado, a tornado warning, a missing child or other emergency.									
251.06(3)(a)	EMERGENCIES – POST & PRACTICE WRITTEN PLANS The written plan in 251.06(3) is posted.									
251.06(3)(c)	EMERGENCIES – RECORD OF FIRE / TORNADO DRILLS The licensee has a method for recording the dates and times of all fire and tornado drills practiced.									
251.06(4)	FIRE PROTECTION									
251.06(4)(a)	FIRE EXTINGUISHERS – OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises of the center is operable and bears a label of inspection by a qualified person indicating its present condition and date of the last inspection.									
251.06(4)(c)	EXITS – NUMBER REQUIRED ON EACH LEVEL Each floor used by children has at least two exits.									
251.06(4)(d)	EXITS & PASSAGEWAYS – UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways have a minimum clear width of three feet and are unobstructed by furniture or other objects.									
251.06(4)(e)	EXTENSION CORD USE Extension cords are not used permanently with appliances.									
251.06(4)(f)	ELECTRICAL OUTLET LIMIT No more than two electrical appliances are plugged into any one wall outlet.									
251.06(4)(g)	BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room are closed.									
251.06(4)(h)	STORAGE AREAS UNDER STAIRS Areas under stairs are not used for storage.									
251.06(4)(i)	EXIT LIGHTS All exit lights are lit.									
251.06(4)(j)	FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire alarms, alarm systems and smoke detectors are in good working order. Fire alarms and smoke detectors shall be used to conduct monthly fire evacuation drills. Fire alarms and smoke detectors shall be tested weekly, and the licensee has a method for recording test results.									
251.06(4)(k)	UNVENTED SPACE HEATERS There are no unvented gas, oil or kerosene space heaters.									

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251.06(5)	SANITATION								
251.06(5)(a)	CONDITION OF PREMISES The premises is free from litter, clean and in good repair.								
251.06(5)(b)1.	DETERIORATING PAINT There is no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.								
251.06(5)(b)2.	LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material has been used.								
251.06(5)(c)	GARBAGE CONTAINERS – CONSTRUCTION & DISPOSAL SCHEDULE Garbage containers in the building are rigid, covered and watertight. Garbage and refuse stored out-of-doors is kept in leak-proof containers with tight fitting covers.								
251.06(5)(d)	CLEANLINESS OF EQUIPMENT, FURNISHINGS, SANITATION OF EATING SURFACES Furnishings, toys, cots and other equipment are clean.								
251.06(5)(e)1.	TOILET ROOMS & FIXTURES – SANITATION Toilet rooms and fixtures are clean and sanitary.								
251.06(5)(f)	WINDOWS & DOORS USED FOR VENTILATION Windows and doors used for ventilation have screens.								
251.06(5)(g)	PEST CONTROL The premises is maintained to prevent the entrance or harborage of vermin.								
251.06(6)	WATER								
251.06(6)(a)	DRINKING WATER AVAILABILITY A safe supply of drinking water is available to children at all times from a drinking fountain of the angle jet type or by use of disposable cups.								
	The center gets its water from a private well. If this applies, answer the items under 251.06(6)(b).								
251.06(6)(b)1.	PRIVATE WELL – ANNUAL LEAD & BACTERIA TEST Water samples from the well are tested annually for lead and bacteria by a laboratory certified under ch. DHS 165.								
251.06(6)(b)2.	PRIVATE WELL – ANNUAL NITRATE TEST The center serves children under six months of age. The water is tested annually for nitrate levels.								
251.06(6)(b)3.	PRIVATE WELL – UNSAFE TEST RESULTS If water test results indicate the water contains high levels of lead or is bacteriologically unsafe, the licensee understands that the water shall be appropriately treated and re-tested until it is determined to be safe. Bottled water will be used until the water is determined to be safe. If the water tests above the maximum allowable level of nitrates, bottled water shall be used for infants under 6 months of age.								
251.06(7)	INDOOR SPACE								
251.06(7)(a)	INDOOR SPACE – SQUARE FOOTAGE PER CHILD The space used by children contains no less than 35 square feet of usable floor space for each child, exclusive of items outlined in DCF 251.06(7)a.								
251.06(7)(b)	INDOOR SPACE – STORAGE There is additional storage space for cots, bedding, supplies and equipment not in use.								

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251.06(8)	FURNISHINGS								
251.06(8)(a)	FURNISHINGS – SAFE & DURABLE Furnishings are durable and safe, with no sharp, rough, loose or pointed edges.								
251.06(8)(b)	TABLES & SEATING – HEIGHT & SIZE Tables and seating are scaled to the proper height and size for the children's comfort and reach.								
251.06(8)(c)1.	TABLES & SEATING DURING MEALS Meals will not be served in a central lunchroom. There is seating equal to the licensed capacity of the center, excluding infants, so that the children can be served at the same time, and there is space at a table for each child.								
251.06(8)(c)2.	TABLES & SEATING IN LUNCHROOM Meals will be served in a central lunchroom. Seating and table space are at least equal to the number of children to be served in a shift.								
251.06(8)(d)	SHELVES Shelves are provided for equipment and supplies in rooms used by children. Equipment and supplies are arranged in an orderly fashion so that children may select, use and replace items.								
251.06(8)(e)	PERSONAL STORAGE SPACE There is sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings of as many children as are in the licensed capacity of the center. For children two years of age and older, the space for outer garment storage is at child level.								
251.06(8)(f)	SAFE SLEEP SURFACE – CHILD 12 MONTHS OR OLDER A safe, washable cot, bed, two inch thick mat or sleeping bag is provided for each child 12 months old or older who naps or sleeps.								
251.06(8)(g)	SAFE SLEEP SURFACE – CHILD UNDER 12 MONTHS OF AGE A safe, washable crib or playpen is provided for use of each child less than 12 months old who naps or sleeps.								
251.06(9)	KITCHENS								
251.06(9)(a)1.	KITCHEN – REQUIRED EQUIPMENT & UTENSILS Meals and snacks are prepared or heated on the premises. The kitchen is equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink is used exclusively for food preparation and dishwashing.								
251.06(9)(a)2.	KITCHEN EQUIPMENT & UTENSILS – SAFE & SANITARY All equipment and utensils have smooth, hard surfaces, are easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas. Equipment and utensils are in a clean and sanitary condition.								
251.06(9)(a)3.	KITCHEN – FOOD PREPARATION TABLES Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.								
251.06(9)(a)4.	KITCHEN – UTENSIL STORAGE Utensils are stored in a clean, dry place and protected from contamination.								
251.06(9)(a)5.	KITCHEN – SINGLE-SERVICE UTENSILS Single service utensils are nontoxic, stored in a clean, dry place, kept covered, and used only once.								
251.06(9)(b)3.a.	MANUAL DISHWASHING – WASH Dishes will be washed manually using a three step procedure. Water temperature at the kitchen faucet is between 110° and 125° F.								

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251.06(9)	KITCHENS continued								
251.06(9)(b)4.a.	MECHANICAL DISHWASHING – TEMPERATURE GAUGE Dishes will be washed mechanically. There are readily visible temperature gauges located in the wash compartment of all mechanical dishwashers and in the rinse water line of spray type or immersion type mechanical dishwashers.								
251.06(9)(b)4.b.	MECHANICAL DISHWASHING – TEMPERATURE, TIME, CLEANING AGENT Dishes will be washed at 130 degrees Fahrenheit to 150 degrees Fahrenheit for at least 20 seconds, using an effective cleaning agent, and rinsed and sanitized at 180 degrees Fahrenheit for 10 seconds or more, using an automatic rinse injector.								
251.06(9)(b)4.c.	MECHANICAL DISHWASHING – SPRAY-TYPE DISHWASHER If a spray-type dishwashing machine is used, the dishes and utensils shall be washed, rinsed and sanitized in the dishwasher according to the manufacturer's operating instructions. A chemical sanitizer shall be used in the final rinse.								
251.06(9)(b)5.	MECHANICAL DISHWASHING – HOME-TYPE DISHWASHER Dishes will be washed mechanically in a home-type dishwasher. After completion of wash and rinse, dishes and utensils shall be sanitized by submerging for at least 2 minutes in 1 ½ tsp. of bleach per gallon of water or other solution approved by the department.								
251.06(9)(c)3m.	FOOD PREPARATION LOCATION REQUIREMENTS Food will be prepared in a location that is not on the premises of the center or in a central kitchen operated by the center and the other location has been inspected by a representative of a state agency or an agent of the department.								
251.06(9)(d)1.c.	FOOD STORAGE – COLD STORAGE THERMOMETERS Each cold storage facility is equipped with a clearly visible accurate thermometer.								
251.06(9)(d)2.	FOOD STORAGE – FOOD NOT REQUIRING REFRIGERATION Foods not requiring refrigeration are stored in clean, dry, ventilated and lighted storerooms or areas which are protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin.								
251.06(9)(d)2.a.	FOOD STORAGE – DRY FOOD Dry foods, such as flour, sugar, cereals and beans are stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight fitting covers and are labeled.								
251.06(9)(d)2.b.	FOOD STORAGE – DISTANCE ABOVE FLOOR Foods stored in a basement are stored at least eight inches above the floor, and food stored in other areas is stored high enough above the floor to provide for air circulation and to facilitate cleaning.								
251.06(9)(e)1.	CLEANING AIDS – POISONOUS & TOXIC MATERIALS Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, are labeled and stored in cabinets used for no other purpose and are inaccessible to children.								
251.06(9)(e)2.	CLEANING AIDS – EQUIPMENT Cleaning aids such as mops, brooms and buckets are clean and are stored outside of food preparation or food storage areas.								
251.06(9)(f)4.	FOOD – DELIVERY VEHICLES & CONTAINERS Food will be transported. Food delivery vehicles are equipped with clean containers, cabinets to store food while in transit. Containers for cold food are capable of maintaining a temperature at or below 40°; containers for hot food are capable of maintaining a temperature at or above 150° F.								
251.06(9)(g)1.a.	FOOD SERVICE STAFF – MINIMUM AGE Personnel who help prepare meals are at least 18 years of age.								

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251.06(10)	WASHROOM AND TOILET FACILITIES								
251.06(10)(a)	TOILETS & WASH BASINS – NUMBERS There are at least the number of washbasins and toilets with plumbing indicated in Table 251.06 of the licensing rule book. Urinals may be substituted for up to 1/3 of the total required toilets.								
251.06(10)(b)	TOILETS & WASH BASINS – LARGE CENTERS The center will be licensed for more than 70 children. One additional toilet is provided for each additional 15 children or fraction thereof and washbasins are provided in the ratio of one for every two additional toilets and urinals or fraction thereof.								
251.06(10)(c)	TOILETS & WASHBASINS – CHILDREN UNDER 30 MONTHS Children under 30 months of age are not included in determining the required fixtures under par. (a). However, there is at least one toilet and one washbasin provided.								
251.06(10)(d)	POTTY CHAIRS – NUMBERS Potty chairs will be used for children under 30 months of age. Potty chairs are provided in a ratio of one for every four children, or fraction thereof.								
251.06(10)(e)	TOILETS & WASHBASINS – USE OF STEPS OR BLOCKS Steps or blocks are provided if the washbasins and toilets are not proportioned to the size of the children.								
251.06(10)(f)	BATHROOM SUPPLIES Soap, toilet paper, disposable paper towels or blower-type air dryers and a wastepaper container are provided and accessible to children using the facilities.								
251.06(10)(g)	TOILET ROOM DOOR LOCKS Toilet room door locks are openable from the outside and the opening device is readily accessible to the staff.								
251.06(11)	OUTDOOR PLAY SPACE								
251.06(11)(a)	OUTDOOR PLAY SPACE – REQUIREMENT Children will be present for more than three hours per day or outdoor play is included in the program. If so, there must be outdoor play space.								
251.06(11)(b)	OUTDOOR PLAY SPACE – REQUIRED FEATURES The outdoor play space is on the premises of the center. If this applies, answer the items from 251.06(11)(b)2. to 251.06(11)(b)8. If there is no on premises play space available, skip to 251.06(11)(c).								
251.06(11)(b)2.	OUTDOOR PLAY SPACE CALCULATION – CHILDREN AGE 2 & ABOVE There is at least 75 square feet of outdoor play space for each child two years of age or older who will be using the space at a given time.								
251.06(11)(b)3.	OUTDOOR PLAY SPACE CALCULATION – CHILDREN UNDER AGE 2 There is at least 35 square feet of outdoor play space for each child under age 2 who will be using the space at a given time except as provided in subd. 4.								
251.06(11)(b)4.	OUTDOOR PLAY SPACE – MINIMUM TOTAL SPACE The total outdoor play space of a center accommodates not less than 1/3 of the number of children for which the center will be licensed or shall be a minimum of 750 square feet, whichever is greater. The number of children under one year of age need not be included for purposes of computing the minimum required outdoor play space if the center provides spaces in wheeled vehicles such as strollers and wagons equal to the number of children under one year of age.								

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251.06(11)	OUTDOOR PLAY SPACE continued									
251.06(11)(b)5.	OUTDOOR PLAY SPACE – ENERGY-ABSORBING SURFACES An energy-absorbing surface, such as loose sand, pea gravel or pine or bark mulch, in a depth of at least nine inches is under climbing equipment, swings and slides and in a fall zone of four feet beyond whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to the manufacturer’s specifications based on the height of the equipment.									
251.06(11)(b)6.	OUTDOOR PLAY SPACE – POTENTIAL SOURCE OF HARM The outdoor play space is well drained and free of hazards such as uncovered wells, cisterns and unused appliances. Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an oil based sealant or stain. Wood containing creosote, including railroad ties, may not be accessible to children.									
251.06(11)(b)7.	OUTDOOR PLAY SPACE – ENCLOSURE The boundaries of the outdoor play space are defined by a permanent enclosure not less than 4 feet high to protect the children. Fencing, plants or landscaping may be used to create a permanent enclosure.									
251.06(11)(b)8.	OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are not present under climbing equipment, swings and slides.									
251.06(11)(c)1m.	OFF PREMISES PLAY SPACE – EXEMPTION There is no outdoor play space available on the premises of the center and the licensee is requesting an exemption from the requirements under par. (b) for the center’s outdoor play space.									
251.06(11)(c)2.	OFF PREMISES PLAY SPACE – PLAN The request for an exemption is in writing and is accompanied by a plan for outdoor play space which meets the requirements of 251.06(11)(c)2.a. through 251.06(11)(c)6.									
251.06(11)(c)7.	The licensee understands that the center’s plan for use of an off-premises outdoor play space is subject to approval by the department.									
251.06(12)	SWIMMING AREAS									
251.06(12)(a)	ON PREMISES SWIMMING POOL OR BEACH – USE & ENCLOSURE There is an above-ground or in-ground swimming pool or beach on the premises. The pool or beach may not be used by children in care. The swimming pool is enclosed by a six foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence are four inches or less. Access to the beach is restricted by a 6-foot fence.									
251.07	PROGRAM									
251.07(1)(a)	WRITTEN PROGRAM OF ACTIVITIES There is a written program of activities suitable for the developmental level of each child and each group of children.									
251.07(3)	EQUIPMENT									
251.07(3)(a)	INDOOR & OUTDOOR EQUIPMENT – SAFETY All indoor and outdoor equipment is safe.									

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		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
251.07(3)	EQUIPMENT continued									
251.07(3)(a)1.	INDOOR & OUTDOOR EQUIPMENT – SCALE Indoor and outdoor play equipment is scaled to the developmental level, size and ability of the children.									
251.07(3)(a)2.	INDOOR & OUTDOOR EQUIPMENT – CONSTRUCTION, CONDITION Indoor and outdoor play equipment is of sturdy construction with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.									
251.07(3)(a)3.	INDOOR & OUTDOOR EQUIPMENT – PLACEMENT Indoor and outdoor play equipment is placed to avoid danger of injury or collision and to permit freedom of action.									
251.07(3)(a)4.	INDOOR & OUTDOOR EQUIPMENT – ENERGY-ABSORBING SURFACES Indoor and outdoor play equipment is placed over an energy-absorbing surface, when equipment is four feet or more in height.									
251.07(3)(b)	EQUIPMENT – CRITERIA The center provides equipment and supplies according to the criteria set forth in 251.07(3)(b)1.a. through 251.07(3)(b)1.e.									
251.07(3)(b)2. and 251.07(3)(c)	EQUIPMENT – QUANTITY FOR INDOORS The center provides sufficient indoor play equipment to allow each child a choice of at least three activities involving equipment when all children are using equipment. The quantity of equipment is based on the maximum licensed capacity of the center.									
251.07(3)(b)3. and 251.07(3)(c)	EQUIPMENT – QUANTITY FOR OUTDOORS The center provides sufficient outdoor play equipment to allow each child at least one activity involving equipment when all children are using equipment. The quantity of equipment is based on the maximum licensed capacity of the center.									
251.07(3)(d)	EQUIPMENT & MATERIALS – CULTURAL & ETHNIC DIVERSITY The center has equipment and materials which reflect an awareness of cultural and ethnic diversity.									
251.07(3)(f)	TRAMPOLINES & INFLATABLE BOUNCE SURFACES Trampolines and inflatable bounce surfaces on the premises shall not be accessible to children and shall not be used by children in care.									
251.07(4)	REST PERIODS									
251.07(4)(a)	NAPS OR REST PERIODS REQUIREMENT There will be children under five years of age in care for more than four hours a day. A nap or rest period will be provided.									
251.07(4)(c)	NAPS OR REST PERIODS – SLEEPING SURFACES, PLACEMENT There are sufficient beds, cots, sleeping bags, two inch thick mats, cribs or playpens for each child who naps or rests.									
251.07(4)(d)	NAPS OR REST PERIODS – INDIVIDUAL BEDDING Each child will be provided with an individually identified sheet and blanket or sleeping bag which will be used only by that child.									
251.07(4)(e)	NAPS OR REST PERIODS – BEDDING MAINTENANCE, STORAGE, CLEANLINESS There is storage so that bedding will be maintained and stored in a clean and sanitary manner.									

COMMENTS

DEPARTMENT OF CHILDREN AND FAMILIES

Division of Early Care and Education
 DCF-F (CFS-2242) (R. 01/2009)

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
251.07(5)	MEALS AND SNACKS								
251.07(5)(a)3.	MEALS & SNACKS – INTERVALS Eating times are scheduled so that no child goes without nourishment for longer than three hours.								
251.07(5)(a)4.	MEALS & SNACKS – MINIMUM MEAL REQUIREMENTS Each meal and snack served meets the USDA child care food program minimum meal requirements.								
251.07(5)(a)5.b	MENUS – PLAN Menus are planned one week in advance.								
251.07(5)(a)8.	MEALS & SNACKS – PROVIDED BY PARENTS Food will be provided by parents. The center has a method for providing parents with information about requirements for food groups and quantities specified by the USDA child care food program requirements.								
251.07(6)	HEALTH								
251.07(6)(b)	ISOLATION AREA The center has an isolation area for the care of children who appear to be ill. The area is either a separate room, or is separated from space used by other children by a partition, screen or other means.								
251.07(6)(c)2.	ILL CHILD – EQUIPMENT & SUPERVISION The isolation area is provided with a bed, crib or cot and a sheet or blanket or sleeping bag. The isolation area is within sight and sound of a staff member. Note: For sessions of up to 4 hours a kindergarten mat may be provided for the isolation room.								
251.07(6)(d)	MILDLY ILL CHILD – CONDITIONS FOR CARE The center is licensed to care for mildly ill children. If so, the requirements of 251.07(6)(d)1. through 251.07(6)(d)6. are met.								
251.07(6)(e)1. and 251.07(6)(e)2.	COMMUNICABLE DISEASE – EXCLUSIONS / REPORTING The licensee understands that a person in contact with children or a child with a reportable communicable disease may not be admitted to or be permitted to remain in the child care center during the period when the disease is communicable. The licensee has a method for notifying the local public health officer, the department and the parents of exposed children.								
251.07(6)(f)3.	MEDICATION – STORAGE Medication is stored so that it is not accessible to the children.								
251.07(6)(f)4.	MEDICATION – REFRIGERATION Medication requiring refrigeration will be kept in the refrigerator in a separate, covered container clearly labeled "medication".								
251.07(6)(f)5.	MEDICATION ADMINISTRATION – AS LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.								
251.07(6)(f)6.	CURRENT AUTHORIZATIONS FOR MEDICATIONS ON PREMISES No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.								
251.07(6)(g)1.	WIPING BODILY SECRETIONS There are disposable tissues available for wiping noses, as well as plastic lined containers used for disposal of used tissues.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
251.07(6)	HEALTH continued								
251.07(6)(g)4. 251.07(6)(i)4.	PROPERLY CLOTHED CHILDREN The center has an available supply of clean clothing, appropriate to the ages of the children and the season, to assure children are clothed for body warmth and comfort.								
251.07(6)(j)5.	SUPPLY OF BANDAGES, TAPE & BAND-AIDS There is a supply of bandages, tape, and Band-Aids.								
251.07(7)	PETS AND ANIMALS								
251.07(7)(a)	PETS & ANIMALS – HEALTH & IMMUNIZATION Pets on the premises are maintained in good health and appropriately immunized against rabies. Rabies vaccinations are documented with a current certificate from a veterinarian.								
251.07(7)(b)	PETS & ANIMALS – RISK TO CHILDREN Pets that pose any risk to children are restricted from the indoor and outdoor areas used by children.								
251.07(7)(c)	PETS & ANIMALS – NOTIFICATION The licensee has ensured that parents are aware of the presence of animals in the center. If pets are allowed to roam in areas of the center occupied by children, written acknowledgement from the parents is obtained. The licensee understands that if additional animals are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.								
251.07(7)(d)	PETS & ANIMALS – PROHIBITED ANIMALS Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals are not accessible to children.								
251.07(7)(f)	PETS & ANIMALS – FOOD AREA RESTRICTIONS Pets In classrooms shall be confined in cages while food is being prepared or served in the classroom. Pets cages and litter boxes are prohibited in kitchens, lunch rooms and food storage areas. Pet and animal feeding dishes, excluding water dishes, and litter boxes are not in areas accessible to children.								
251.07(7)(g)	PETS & ANIMALS – EXCREMENT Indoor and outdoor areas accessible to children are free of animal excrement.								
251.07(7)(h)	PETS & ANIMALS – LIABILITY INSURANCE Dogs and cats are allowed in areas of the center accessible to children. The certificate of insurance required under s.48.04(2)(g) indicates the number and types of pets covered by the insurance.								
251.07(7)(i)	PETS & ANIMALS – COMPLIANCE WITH LOCAL ORDINANCES The licensee will ensure that all applicable local ordinances regarding the number, types and health status of pets and animals are met.								
251.08	TRANSPORTATION Complete this section for all center-provided transportation of children, including both regularly scheduled transportation to and from the center and transportation for field trips that are under the auspices of the center.								
251.08(3)(a)	DRIVER – QUALIFICATIONS The driver of a center-provided vehicle is at least 18 years of age, holds a valid WI operator's license for the type of vehicle driven, and has at least one year of experience as a licensed driver.								
251.08(3)(b)	DRIVER RECORD – OBTAIN & REVIEW The licensee has on file a copy of the driving record of drivers of center-provided vehicles. The licensee has reviewed the record, and it contains no indication that having children ride with the driver could pose a threat to the children. The driving record shall be obtained and reviewed annually.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
251.08	TRANSPORTATION continued								
251.08(4)(a)1.	VEHICLE REQUIREMENTS – REGISTRATION / INTERIOR CONDITION / ENCLOSED Vehicles used to transport children are registered in Wisconsin. Vehicles are clean, uncluttered and free of obstructions on the floors, aisles and seats, and are enclosed.								
251.08(6)	The center provides regularly scheduled transportation. Complete 251.08(6)(a) through 251.08(c).								
251.08(6)(a)	TRANSPORTATION – LIST OF CHILDREN TRANSPORTED / ROUTE & STOPS / AUTHORIZED PERSON / PROCEDURE IF NO ONE HOME The center maintains the following information in writing at the center and in each vehicle: a list of children transported, the transportation route and scheduled stops, the name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence, and procedures to be followed when the parent or designated authorized adult is not at home to receive the child.								
251.08(6)(b)	TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The center has written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.								
251.08(6)(c)	TRANSPORTATION – CONTRACTED / CHARTERED VEHICLE CONTACT Transportation services are contracted or chartered. The name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours is on file at the center.								
251.08(7)(a)	VEHICLE – CONDITION, INSPECTION REPORT Center-provided vehicles are in safe operating condition. The licensee has provided the department with evidence of the vehicle's safe operating condition on a form the department provides. "Center-provided vehicle" means a vehicle owned or leased by the center or a vehicle owned by the licensee or an employee that is used to transport children, but does not include a vehicle owned and driven by a parent or volunteer.								
251.08(7)(b)	VEHICLE – FIRST AID KIT Center-provided vehicles are equipped with a first aid kit.								
251.09	INFANT AND TODDLER CARE The center will provide care to children under age 2. If this applies, answer all the items in this section. If this does not apply, skip to section 251.10, School-Age Child Care.								
251.09(1)(d)	INFANT & TODDLER – ASSIGNMENT TO ROOM & CAREGIVER There are self-contained rooms or areas and regularly-assigned child care workers for infants and toddlers.								
251.09(1)(f)	INFANT & TODDLER – BUILDING CODES / INSPECTION REPORT Infants and toddlers are restricted to first floors and ground floors having direct grade level exits unless the building is in compliance with all applicable building codes that permit children to be cared for on other levels. The building inspection report submitted to the licensing office indicates that children under two years of age may be cared for on other levels of the center.								
251.09(1)(g)	INFANT & TODDLER – SAFETY GATES Safety gates are provided at open stairways.								
251.09(1)(h)	INFANT & TODDLER – CRIB SPACE REQUIREMENT The space occupied by cribs is deducted in determining the 35 square feet space requirement under s. DCF 251.06(7)(a) for each child.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
251.09	INFANT AND TODDLER CARE continued								
251.09(1)(i)	INFANT & TODDLER – NUMBER OF CRIBS & PLAYPENS The licensee understands that the number of children under one year of age admitted at any one time may not exceed the number of cribs and playpens.								
251.09(1)(j)	INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens contain tight fitting mattresses and mattress coverings fit snugly over the mattress.								
251.09(1)(L)	INFANT & TODDLER – SOFT MATERIALS IN CRIBS Cribs or playpens do not contain soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.								
251.09(2)(bm)	INFANT & TODDLER – SLEEP POSITION The licensee understands that each child under one year of age will be placed to sleep on his or her back unless otherwise specified in writing from the child's physician.								
251.09(2)(g)	INFANT & TODDLER – CREEPING / CRAWLING CHILDREN There are safe, clean, open, warm and uncluttered areas in infant areas where non-walking children can be given opportunities to move freely.								
251.09(2)(h)	INFANT & TODDLER – SAFE TOYS & OBJECTS There is a wide variety of safe toys and objects for infants and toddlers to play with.								
251.09(2)(j)	INFANT & TODDLER – EQUIPMENT FOR GOING ON WALKS There is equipment provided to take infants and toddlers out-of-doors for a walk.								
251.09(2)(k)	INFANT & TODDLER – ADULT-SIZE CHAIRS An adult size rocking chair or other adult size chair is provided for each child care worker for the purpose of holding and rocking children.								
251.09(3)	FEEDING								
251.09(3)(a)11.	INFANT & TODDLER – CARE DURING FEEDING Infant seats are provided for children too young to sit in a high chair during feeding. Wide based high chairs, hook on chairs or infant seats with safety straps are provided for children who are not developmentally able to sit at tables and chairs.								
251.09(3)(a)12.	INFANT & TODDLER – SELF FEEDING Eating utensils and cups are scaled to the size and developmental level of the children.								
251.09(3)(b)	INFANT & TODDLER – HEATING FORMULA, MILK & FOOD IN MICROWAVE The center will use a microwave for heating infant formula, milk and food. Procedures for heating formula, milk and food in the microwave are posted near the microwave oven.								
251.09(4)	DIAPERING AND TOILETING								
251.09(4)(a)3.	INFANT & TODDLER – DIAPER CHANGING SURFACE DISINFECTION The diaper changing surface is easily cleanable. There is soap and water and a disinfectant solution available to clean and disinfect the diapering surface.								
251.09(4)(a)4.	INFANT & TODDLER – DIAPER CHANGING SURFACE SAFETY If the diapering surface is above floor level, there is a barrier or restraint to prevent falling.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
251.09(4)	DIAPERING AND TOILETING continued								
251.09(4)(a)5.	INFANT & TODDLER – SOILED DIAPERS DISPOSAL There is a plastic lined, foot activated, covered container available for disposable soiled diapers and gloves.								
251.09(4)(a)6.	INFANT & TODDLER – SOILED PARENT-SUPPLIED CLOTH DIAPERS PLACEMENT There is a supply of plastic bags available to place parent-supplied soiled cloth diapers.								
251.09(4)(b)	INFANT & TODDLER – SINKS IN SELF-CONTAINED AREA Each self-contained classroom or area serving infants or toddlers who are diapered has a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area.								
251.09(4)(c)	INFANT & TODDLER – DIAPERING & FOOD PREPARATION There is a solid barrier between the diapering area and any food preparation area.								
251.095	EXCEPTIONS AND ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CHILDREN The center provides care to school-age children in groups that are separate from children under age five. If this applies, answer the items below. If this does not apply, skip to section 251.10.								
251.095(4)(b)1.	SCHOOL-AGE CARE – ADMINISTRATOR The administrator meets the requirements in s. DCF 251.05(1)(b)2. and 3., or the requirements in s. DCF 251.05(1)(d)2., along with department approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department approved training.								
251.095(4)(b)2.	SCHOOL-AGE CARE – CENTER DIRECTOR, CHILD CARE TEACHER The center director and child care teachers meet the requirements of s. DCF 251.05(1)(e) or (f), as appropriate, or substitute for those requirements, department approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department approved training.								
251.10	NIGHT CARE The center is providing care to children between the hours of 9:00 p.m. and 5:00 a.m. If this applies, answer the items in this section.								
251.10(2)(a)	NIGHT CARE – CAPACITY & EMERGENCY LIGHTING The center will offer night care to more than 20 children at any one time and the building is equipped with emergency lighting supplied by a stand-by power source.								
251.10(2)(e)	NIGHT CARE – SLEEPING GARMENTS & TOOTHBRUSHES The parent or the center will provide each child with an individually labeled sleeping garment and a toothbrush.								
251.10(3)(b)	NIGHT CARE – AWAKE CHILD There is a self-contained room away from sleeping children where an awake child can engage in activities.								
251.10(4)(a)	NIGHT CARE – EVACUATING SLEEPING CHILDREN The center's orientation program includes training in techniques of evacuating sleeping children in an emergency.								
251.10(4)(b)	NIGHT CARE – EMERGENCY LIGHTING There is emergency lighting, such as an operable flashlight, for each self-contained room used by children.								
251.10(4)(c)	NIGHT CARE – FIRE EVACUATION DRILLS Fire evacuation drills shall be practiced during night care hours at least 2 times per year.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
251.10	NIGHT CARE continued									
251.10(6)(c)	NIGHT CARE – SLEEPING SURFACES & BEDDING There is a bed, crib or cot with sheets and blankets, or a sleeping bag, individual to each child.									
251.10(6)(d)	NIGHT CARE – EXTRA SLEEPING GARMENTS & BEDDING The center has a supply of extra sleeping garments and bedding for emergencies and accidents.									
251.10(6)(e)	NIGHT CARE – CRIBS Cribs are provided for children under two years of age.									
	OTHER ITEMS									
	The applicant has a supply of forms that contain all the items required under the licensing rules and any forms that are required by the licensing rules to be used.									
	The applicant has a supply of the brochure entitled "Your Guide to Licensed Child Care" which is a summary of the licensing rules and must be shared with parents.									

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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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. I have left a copy of this checklist with the applicant. Date of visit: _____.
 (mm/dd/yyyy)

Yes No Supplemental notes attached.

SIGNATURE – WCCIP Technical Advisor	Date Signed
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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
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Dates of initial licensing study by DCF Licensing Specialist: _____	_____
(mm/dd/yyyy)	(mm/dd/yyyy)

Name – Licensing Specialist (Print)	SIGNATURE – Licensing Specialist	Date Signed
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License: **Issued** Date issued: _____ **Denied** Date denied: _____ See attached letter of denial.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH AN APPLICATION FOR A LICENSE.

A license will not be issued until the background checks are completed 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 application form, including diagrams of indoor and outdoor premises.
- Completed initial licensing checklist.
- Completed *Background Information Disclosure* form for licensee and any household residents age ten and above.
- Appropriate fees including \$8.00 for each adult *Background Information Disclosure* form included with the application.
- Written policies and procedures and completed *Policy Checklist – Group Child Care Centers* form.
- Certificate of insurance.
- Building inspection report by a qualified building inspector.
- Water test results including nitrate levels if children under six months of age receive care if the center uses a private well.
- Proof of vaccinations, if the center keeps dogs or cats on the premises.
- 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.
- A copy of the license under DHS 196 or ATCP 75, if meals are prepared off the premises of the center or in a kitchen other than a central kitchen operated by the center.
- If the center uses a beach on the premises, a report from the local municipality indicating the beach complies with any local ordinance.
- Delegation of administrative authority signed by the licensee that describes the organizational structure of the center and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation.
- Articles of Incorporation and By-laws if the licensee is organized as a corporation, association or cooperative. Articles of Organization if the licensee is organized as a limited liability company.