

### Policy Checklist – Family Child Care Centers

**Use of form:** DCF 250.04(1)(g), 250.04(2)(e) and (f), 250.05(3)(g) and 250.06(3) require the licensee to develop, submit to the department for compliance review, implement and / or provide to the parents written plans, policies and procedures for the following categories. Asterisked (\*) items are required to be included in your policies. The other items listed are not required to be in your policies, but they are strongly recommended. Use of this form is mandatory under DCF 250.11(3)(c)5., 250.11(4)(a)4. and 250.11(5)(b)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.

**Instructions:** Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point. Policies should be dated and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility	Facility ID	Name – Primary Provider
<p><b>Page No.</b>     <b>GENERAL INFORMATION</b></p> <p>_____ Items posted for parents: license certificate, results of latest monitoring visit, any warning letter or enforcement action issued by the department.</p> <p>_____ Licensee will give parents a summary of licensing rules: “<i>Your Guide to Licensed Child Care</i>,” is available from the Child Care Information Center.</p> <p>_____ Parents may visit at any time unless restricted by court order.</p> <p>_____ Release of children to authorized person.</p> <p>_____ Parents / guardians under the influence of alcohol or drugs.</p> <p>_____ Communication with parents.</p> <p>_____ Confidentiality of information.</p> <p>_____ Number of children the program is licensed to serve.</p> <p>_____ Ages of children served.</p> <p>_____ Hours, days and months center is open – include holidays that center is closed.</p> <p>_____ Non-discrimination statement (required if participating in food program).</p> <p>_____ Items provided by parents / provider.</p> <p>_____ Date, time and destination of field trips.</p> <p>_____ Daily attendance record.</p> <p>_____ Mandated reporter of child abuse and neglect.</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p><b>Page No.</b>     *     <b>INSURANCE</b> 250.04(2)(g)</p> <p>_____ * Premises.</p> <p>_____ * Operation of business.</p> <p>_____ * Pets accessible to children.</p> <p>_____ * Vehicle – if children are transported.</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p><b>Page No.</b>     *     <b>ENROLLMENT AND DISCHARGE OF CHILDREN</b> 250.04(2)(e)1.</p> <p>_____ Trial period.</p> <p>_____ Enrollment procedure (meet with provider to discuss child’s specific needs).</p> <p>_____ Forms to be completed and timeline for submission.</p>	<p>_____ Enrollment options: full-time, part-time, hourly, drop-in.</p> <p>_____ Discharge procedure: reasons for discharge by provider, amount of notice from provider, fees charged.</p> <p>_____ Withdraw procedure: process for parent to remove child from care, amount of notice required from parent, fees charged</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p><b>Page No.</b>     *     <b>FEE PAYMENTS AND REFUNDS</b> 250.04(2)(e)2.</p> <p>_____ When fees are due.</p> <p>_____ Third-party payments and co-payments.</p> <p>_____ Enrollment or registration fee, if any.</p> <p>_____ Fees when children are absent.</p> <p>_____ Late fee for late pick-up, if any.</p> <p>_____ Late fee for late payment, if any.</p> <p>_____ Rate sheet (full-time, part-time, drop-in, any differences by age group).</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p><b>Page No.</b>     *     <b>CHILD AND PROVIDER ABSENCES</b> 250.04(2)(e)3.</p> <p>_____ * Procedure to contact a parent or guardian if a child is absent from the center without prior notification.</p> <p>_____ Holidays: paid or unpaid.</p> <p>_____ Vacation: yours and theirs (indicate when notice is to be given and amount of fee payment required).</p> <p>_____ Sick days, other absences: yours and theirs (indicate when and if fees are to be paid).</p> <p>_____ Emergency back-up provider (emergency absence).</p> <p>_____ Substitute provider (pre-planned absence).</p> <p>LICENSING SPECIALIST _____ REVIEW DATE _____</p> <p><b>Page No.</b>     *     <b>HEALTH</b> 250.04(2)(e)4.</p> <p>_____ * SIDS risk reduction, if licensed to care for children under one year of age.</p> <p>_____ * Providing care for mildly ill children, if applicable. 250.07(6)(d)3.</p> <p>_____ * Approved, signed plan for the provision of care to mildly ill children, if applicable. 250.07(6)(d)4.</p>	

- Page No. \* **HEALTH** 250.04(2)(e)4. (continued)
- \* Planned source of emergency medical care. 250.07(6)(k)4.
- Ill child exclusion guidelines.
- Isolation of ill children.
- When children may return to center after being ill.
- Communicable disease reporting requirements.
- Minor injuries.
- Emergency medical procedures including head injuries.
- Procedures for giving medications.
- Medical log procedures.
- Smoking is not permitted on the premises when children are present.

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- Page No. \* **NUTRITION** 250.04(2)(e)5.
- Schedule of meals and snacks (no child may go longer than three hours without food).
- Center meals and snacks must meet USDA guidelines. If parents provide food, inform parents of USDA guidelines.
- Food allergies.
- Special diets: medical condition or personal choice.
- Record of meals and snacks available for review.
- Participation in Child and Adult Care Food Program.
- Snack for school-aged children if applicable.
- Formula / breast milk / baby food, if applicable.

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- Page No. \* **DAILY ACTIVITIES** 250.04(2)(e)6.
- \* Religious instruction or practices, if any. 250.04(2)(e)9.
- Planned activities.
- Infant / toddler programming.
- Preschool programming.
- School-age programming.
- Night care programming.
- Rest period will be provided for children under five in care for 4 or more hours.
- Use of televisions / videos / DVDs.
- Parent / provider will provide crib / playpen / sleeping bag / mat.
- Field trips.
- Procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. 250.05(3)(L)

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- Page No. \* **CHILD GUIDANCE** 250.04(2)(e)7.
- \* Time-out procedures if applicable. 250.07(2)(b)
- \* Appropriate ways to manage crying, fussing or distraught children.
- Prohibited punishments.
- Positive guidance techniques.

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- Page No. \* **TRANSPORTATION** 250.04(2)(e)8.
- \* Whether center provides transportation for any purpose including field trips.
- \* Procedure to ensure that no child is left unattended in a vehicle.
- \* Procedure to ensure all children exit the vehicle after being transported.
- \* Procedure to track children and ensure their whereabouts are documented from the time child is picked up until the child is relinquished to a caregiver.
- Use of public transportation, if any.

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- Page No. \* **PETS** 250.04(2)(e)10.
- \* Number, type and location of pets.
- \* Pet's accessibility to children.
- Notifying parents prior to the addition of new pets to the center.
- Vaccination of pets.
- Supervision when animals are accessible to children.

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- Page No. \* **ORIENTATION PLAN** – Employee, volunteer or substitute
- \* Procedure for ensuring each employee, volunteer or substitute receives an orientation before beginning work. The orientation shall contain:
- \* Names and ages of all the children in care.
- \* Current arrival and departure information for each child including the names of people authorized to pick up the child.
- \* Review of children's records including emergency contact information.
- \* Specific information relating to child's special health care needs including medications, disabilities or special health conditions.
- \* Procedures to reduce the risk of sudden infant death syndrome.
- \* Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers.
- \* Review of center's procedures for dealing with emergencies.
- \* Procedure for reporting suspected abuse and neglect of a child.
- \* Plan for evacuating sleeping children if night care is provided.
- \* Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
- \* Review of center policies required under 250.04(2)(e).
- \* Review of chapter DCF 250 Family Child Care Centers.
- \* Review of DHS 12.07(1) regarding caregiver reporting requirements.

**DEPARTMENT OF CHILDREN AND FAMILIES**

Division of Early Care and Education  
DCF-F (CFS-2356) (R. 01/2009)

- Page No.** \_\_\_\_\_ \* **ORIENTATION PLAN** – Emergency back-up providers
- \_\_\_\_\_ \* Procedure for ensuring that each time an emergency back-up provider is used the provider receives an orientation immediately before being left alone with children. The orientation shall contain:
- \_\_\_\_\_ \* Names and ages of all the children in care.
- \_\_\_\_\_ \* Arrival / departure information for each child and authorized pickup people.
- \_\_\_\_\_ \* Location of children's files including emergency contact information, consent for emergency medical treatment, special health care needs.
- \_\_\_\_\_ \* Procedures to reduce the risk of sudden infant death syndrome.

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- Page No.** \_\_\_\_\_ \* **EMERGENCY**
- \_\_\_\_\_ \* Evacuation of sleeping children during night care if applicable. 250.10(4)(a)
- \_\_\_\_\_ \* Plan for taking appropriate action in the event of a fire. 250.06(3)
- \_\_\_\_\_ \* Plan for taking appropriate action in the event of a tornado / tornado warning. 250.06(3)
- \_\_\_\_\_ \* Plan for taking appropriate action in the event of a lost or missing child. 250.06(3)
- \_\_\_\_\_ \* Plan for taking appropriate action in the event of other emergencies (e.g. severe weather, threats to building or its occupants, loss of building services). 250.06(3)

LICENSING SPECIALIST \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

- Page No.** \_\_\_\_\_ \* **PERSONNEL**, if applicable 250.095(2)(c)2.
- \_\_\_\_\_ \* Implement and maintain a written personnel policy that contains:
- \_\_\_\_\_ \* Hours of work, lunch and break times.
- \_\_\_\_\_ \* Holidays, vacations, sick leaves, leaves of absence.
- \_\_\_\_\_ \* Probationary periods, performance evaluations, grievance procedures and the disciplinary process.
- \_\_\_\_\_ \* Procedure that requires staff to notify the licensee and the licensee to notify the department as soon as possible, but no later than the next business day, when any of the following occurs: a. The employee has been convicted of a crime; b. The employee has been or is being investigated by any governmental agency; c. The employee has a substantiated governmental finding against them; or d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited.

LICENSING SPECIALIST \_\_\_\_\_ REVIEW DATE \_\_\_\_\_