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Date: April 14, 2009 **BECR MEMO 2009-03**

TO: Day Camp for Children Licensees
Applicants for a Day Camp for Children License

FROM: Jill D. Chase, Director 
Bureau of Early Care Regulation

RE: Licensing Rules for Day Camps for Children, DCF-252

I am pleased to send you a copy of the revised Licensing Rules for Day Camps for Children, DCF-252, effective January 1, 2009.

The rule book that is enclosed is a user-friendly version of the rule with useful appendices. In addition to the revisions, the rule has now been renumbered, due to the creation of the Department of Children and Families, from HFS 55 to DCF 252.

Please visit our Internet site <http://dcf.wisconsin.gov/childcare/licensed/CCRuleRev.HTM> for more information. There you will find a link to an overview of key Day Camp rules, including the most significant recent revisions. This presentation is a webcast that may be viewed on a computer. You will also be able to download, or order, additional copies of the enclosed rule book, and link to new and revised forms.

Enclosed is a Policy Checklist-Day Camps for Children (DCF-F (CFS-2409)). Policies will need review and may require updating now to comply with the revised rules. Please submit policy additions/revisions to the regional office with the Policy Checklist no later than your next license continuation. Also enclosed is a list of forms with instructions on how to obtain them. This list identifies which forms are required by rule to be used by licensed day camps.

I encourage you to sign up at <http://dcf.wisconsin.gov/memos/signup.htm> to receive notification, via e-mail, of policy related or informational memos from the Department.

Please contact your regional office if you have questions about the revised rules.

Enclosures: Policy Checklist-Day Camps for Children (DCF-F (CFS-2409))
Instructions for Obtaining Forms-Day Camps for Children (DCF-P-2456)