

INSTRUCTIONS FOR OBTAINING FORMS – DAY CAMPS FOR CHILDREN

Licensed Day Camps for Children are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. Spanish, Hmong and Russian translations are available for a number of our forms. Visit the Bureau of Early Care Regulation forms website at <http://dcf.wisconsin.gov/childcare/licensed/Forms.htm>, to access the majority of our forms. If you do not have access to the Internet, or if the form you want is not available on-line, contact your regional licensing office for more information.

<u>FORM TITLE</u>	<u>REQUIRED</u>	<u>FORM NUMBER</u>
Accident Report – Child Care Centers		DCF-F (CFS-55)
Alternate Arrival / Release Agreement – Child Care Centers		CFS-104
Authorization to Administer Medication – Child Care Centers		DCF-F (CFS-59)
Background Information Disclosure	YES	F-82064 (HFS-64)
Caregiver Background Check Substantially Related Investigation Report		CFS-2261
Child Record Checklist – Day Camps for Children		DCF-F-2452
Daily Attendance Record – Child Care Centers		DCF-F-2438
Child Care Enrollment		DCF-F (CFS-62)
Counselor-to-Child Ratio While Swimming Worksheet – Day Camps for Children		DCF-F-2455
Counselor-to-Child Ratio Worksheet – Day Camps for Children		DCF-F-2424
Day Care Immunization Record		F-44192 (DPH-4192)
Field Trip or Other Activity Notification / Permission – Child Care Centers		DCF-F (CFS-58)
Health History and Emergency Care Plan	YES	DCF-F (CFS-2345)
Informed Consent for Observation or Testing by an Outside Agency – Child Care Centers		CFS-0057
Policy Checklist – Day Camps for Children	YES	DCF-F-2409
Pre-Camp Training Documentation – Day Camps for Children		DCF-F-2405
Licensing Checklist – Day Camps for Children	YES	DCF-F (CFS-70)
Request for Exception		CFS-0297
Staff Record Checklist – Day Camps for Children		DCF-F-2453
Staff Record – Child Care Centers		DCF-F (CFS-53)
Transportation Permission – Child Care Centers		DCF-F (CFS-56)
Vehicle Safety Inspection	YES	DCF-F (CFS-52)
Your Guide to Licensed Child Care – Your Summary of the Child Care Rules	YES	DCF-P-2436