

## INSTRUCTIONS FOR OBTAINING FORMS – GROUP AND FAMILY CHILD CARE CENTERS

Child care providers 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 and publications 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.

FORM NO.	FORM TITLE	REQUIRED
DCF-F-0052	Vehicle Safety Inspection	Family, Group
DCF-F-0053	Staff Record – Child Care Centers	Family
DCF-F-0053A	Staff Continuing Education Record – Child Care Centers	
DCF-F-0054	Staff Health Report – Child Care Provider	Family, Group
DCF-F-0055	Incident Report – Child Care Centers	
DCF-F-0056	Transportation Permission – Child Care Centers	
CFS-57	Informed Consent for Observation or Testing by an Outside Agency – Child Care Ctrs	
DCF-F-0058	Field Trip or Other Activity Notification / Permission – Child Care Centers	
DCF-F-0059	Authorization to Administer Medication – Child Care Centers	Family
DCF-F-0060	Child Health Report – Child Care Centers	Family, Group
DCF-F-0061	Intake for Child Under 2 Years – Child Care Centers	Family
DCF-F-0062	Child Care Enrollment	Family
DCF-F-0063	Licensing Checklist – Group Child Care Centers	*
PFS-66	Entry-Level Training Requirements – Group Child Care Centers	
DCF-F-0069	Licensing Checklist – Family Child Care Centers	*
DCF-F-0078	Child Care Staff-to-Child Ratio Worksheet – Group Child Care Centers	
PFS-101	It Shouldn't Hurt To Be a Child. . .but Sometimes It Does	
CFS-104	Alternate Arrival / Release Agreement – Child Care Centers	
CFS-297	Request for Exception	
CFS-460	Fire Safety and Emergency Response Documentation – Family Child Care Centers	
DCF-F-0543	Fire Safety and Emergency Response Documentation – Group Child Care Centers	
DCF-F-1675	Child Record Checklist – Child Care Centers	
DCF-F-1675A	Staff Record Checklist – Group Child Care Centers	
DCF-F-2026	Staff Orientation Checklist – Group Child Care Centers	
DCF-F-2027	Volunteer Training Confirmation – Group Child Care Centers	
DCF-F-2048	Policy Checklist – Group Child Care Centers	***
DCF-F-2051	Staff Record Checklist – Family Child Care Centers	
DCF-F-2114	Continuing Education Record – Independent Reading / Video Viewing	
DCF-F-2241	Initial Licensing Checklist – Family Child Care Centers	**
DCF-F-2242	Initial Licensing Checklist – Group Child Care Centers	**
DCF-F-2255	Staff Orientation Checklist – Family Child Care Centers	Family
CFS-2261	Caregiver Background Check Substantially Related Investigation Report	
CFS-2344	Building Inspection Report – Child Care Centers	
DCF-F-2345	Health History and Emergency Care Plan	Family, Group
DCF-F-2356	Policy Checklist – Family Child Care Centers	***
DCF-P-2436	Your Guide to Licensed Child Care – Your Summary of the Child Care Rules	
DCF-F-2438	Daily Attendance Record – Child Care Centers	Family
DCF-P-3064	Caregiver Background Checks – Requirements for Child Care Centers	
DCF-P-4085	Collaborative Child Care Programs – Technical Assistance Tool	
PFS-4088	Use of 10 + Passenger Vans to Transport Children To and From Schools	
PFS-4091	Entry-Level Non-Credit Courses	
F-44192	Day Care Immunization Record	
F-82064	Background Information Disclosure	Family, Group

\* Only required as part of the license continuation application. It is supplied to the provider by the department.  
 \*\* Only required as part of the initial license application. It is supplied to the provider by the department.  
 \*\*\* Only required when policies are revised and copies are submitted to the department.