

DCF 252.42 Personnel.**(1) STAFF RECORDS.**

(a) The licensee shall maintain a file on each employee and contracted employee that shall be available for examination by the licensing representative. Each employee's file shall include all of the following:

Files for staff must be available on the employee's first day of work. When a camp utilizes substitutes from an agency that is not the licensee, the agency may be responsible for collecting and maintaining the required staff file information on the substitute. The licensee is responsible for ensuring that the required information is present in the file and that the file is available for review by the licensing representative.

Information contained in a staff file may be transferred with a staff person if s/he started to work at a new/different location operated by the same licensee.

At the time of initial licensure, staff files including documentation of educational requirements are required for the person who is camp director.

Background check information required under subdivision 3. below, and documentation of the days and hours a person is included in the counselor-to-child ratios required under 5. below are not required to be kept in the individual's personnel file; however, these records must be readily available for review by the licensing specialist.

Licensees wishing to maintain electronic files on staff should ensure all of the following: the files must be available for review by the licensing specialist during a licensing visit and the files must contain all the required information, including the appropriate department-required forms.

1. The employee's name, address, date of birth, education, position, previous experience in child care including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.

Note: The licensee may use the department's form, *Staff Record - Child Care Centers*, or the licensee's own form for recording staff information. The form is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

See s. 111.31 – 111.395 Wis. Stats., Wisconsin Fair Employment Law. It is not illegal to ask for age or date of birth on an employment form. Employers are prohibited from using age as a basis for discharging or failing or refusing to hire an individual and are prohibited from discriminating in compensation, terms, conditions, or privileges of employment because of age. See <https://dwd.wisconsin.gov/er/civilrights/discrimination/> for more information.

2. Documentation of any pertinent certification or training required for the position, including department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children in care, if the person will provide care to children under 5 years of age.

As of September 1, 2020, the new training is titled Abusive Head Trauma Prevention Training for Child Care Providers. Providers who completed Shaken Baby Syndrome Prevention training prior to September 1, 2020 are not required to complete the new AHT Prevention training.

A certificate of completion used to document the required SBS/AHT prevention training must contain all of the following: printed (typed) name of student; printed (typed) name of training agency; printed (typed) date the training was completed; printed (typed) name of approved trainer; printed (typed) name of training; and signature of trainer.

252.42(1)(a)3.

3. Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13 and the person is eligible to work in a child care program.

Note: Information on child care background checks is available on the department's website, <https://dcf.wisconsin.gov/ccbgcheck>.

Providers submit a Background Check Request (BCR) for themselves and others through the Child Care Provider Portal (CCPP). The digital form must be submitted initially and reviewed every five years at the time the five-year fingerprint check is due. The CCPP may be accessed here: <https://mywchildcareproviders.wisconsin.gov/>.

Per s.48.686 (4m) (c), Wis. Stats., individuals may not begin working or residing at the child care center until they receive preliminary day camp with preliminary eligibility results but must be supervised by someone with final eligibility until the employee or household member receives final eligibility.

As of 09/30/2018, the Preliminary Eligibility Determination and Final Eligibility Determination notices are the documentation accepted as the results of a complete child care background check.

4. Documentation of successful completion of pre-camp training.

Note: The licensee may use the department's form, *Pre-camp Training Documentation - Day Camps*, or the licensee's own form to document the successful completion of pre-camp training. The form is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

5. Documentation of the days and hours worked when the person was included in the counselor-to-child ratio.

Documentation includes the group of children with whom the staff person worked.

6. Documentation of a high school diploma or its equivalent as determined by the Wisconsin department of public instruction.

Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>. Documentation includes a high school graduation date on transcripts from an institution of higher education or verification by The Wisconsin Registry after May 31, 2019. Documentation of a 2 or 4 year degree will meet the requirement of having a high school diploma in the file.

(b) The licensee shall maintain a listing at the base camp of the name, address, and telephone number of the person to be notified in the event of an emergency involving an employee.

(c) The licensee shall maintain a staff record that meets the requirements specified in par. (a) 1. to 6. for each student teacher or person who works at the camp and is compensated from sources other than the camp.

(2) CAMP STAFF

(a) Camp staff members, including the camp director, counselors, and volunteers, shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

(b) 1. Each day camp shall have a person designated as camp director. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.

252.42(2)(b)2.

2. A camp director shall be at least 21 years of age and shall have at least one of the following:

- a. The Wisconsin Afterschool and Youth Development Credential.
- b. A bachelor's degree in outdoor education, recreation, coaching, juvenile justice, social work, psychology, child development, or education, or another camp-related field.
- c. Two or more years of supervisory or administrative experience in an organized camp or children's program.

(d) Counselors who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have a high school diploma or the equivalent, as determined by the department of public instruction.

A General Education Diploma (GED) or High School Equivalency Diploma (HSED) are diplomas that are equivalent to a high school diploma.

Individuals who have earned a Certificate of General Educational Development or a High School Equivalency Diploma may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.

Junior counselors or counselors in training are considered in care when parents pay the camp for the child to attend.

(e) In the absence of a regular staff member, there shall be a similarly qualified staff member or substitute to replace the absent staff member.

(3) STAFF TRAINING .

(a) Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department and implemented. The plan shall include all of the following:

1. A review of the applicable parts of this chapter.
2. A review of camp policies and procedures, as required under s. DCF 252.41 (1) (f).
3. Job responsibilities in relation to job descriptions.
4. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids.

Note: A copy of the universal precautions may be obtained from the Child Care Information Center by calling 800-362-7353 or from the Occupational Health Section, Bureau of Public Health, Department of Health Services, 1 W. Wilson St. Madison, WI 53703.

5. Daily activity plans and schedules.
6. First aid procedures.

Procedures that should be addressed include:

- *Emergency procedures followed in obtaining emergency medical care.*
- *Routine procedures for treatment of minor injuries.*
- *First aid measures for serious accidents.*
- *Planned source of emergency medical care.*

Training in first aid procedures does not mean a formal first aid course is required. Appropriate training tools include the First Aid Guide for Parents and Caregivers created by the American Academy of Pediatrics, available at <https://www.healthychildren.org/English/safety-prevention/at-home/Pages/First-Aid-Guide.aspx>, or the First Aid Chart prepared by the Committee on Accident Prevention and the Subcommittee on Accidental Poisoning, American Academy of Pediatrics, available at www.aap.org/bookstore.

7. A review of plans required under ss. DCF 252.41 (1) (f) 7. and 8., and 252.43 (2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable.

252.42(3)(a)8.

8. The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.

This includes during camp-sponsored transportation.

9. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.

See Appendix D Resources List, Common Plants – What’s Poisonous and What’s Not?

10. A review of child abuse and neglect laws and the camp reporting procedures under s. DCF 252.07 (3).

See DCF 252.07 (3) (b) – ANNUAL TRAINING – CHILD ABUSE AND NEGLECT.

11. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child’s special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day.

12. Child management techniques.

13. For any person who will be providing care and supervision to children under 5 years of age, department-approved training in shaken baby syndrome and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children.

As of September 1, 2020, the new training will be titled Abusive Head Trauma Prevention Training for Child Care Providers. Providers who completed Shaken Baby Syndrome Prevention training prior to September 1, 2020 are not required to complete the new AHT Prevention training.

Abusive Head Trauma (AHT) Prevention Training must be conducted by a person who has completed a department-approved “train the trainer” session and who appears on the list of approved trainers maintained by the department on the Child Care Information Center website <https://dcf.wisconsin.gov/ccic/sbs-training>. An approved trainer could be a member of the camp staff or another agency.

A certificate of completion used to document the required SBS/AHT prevention training must contain all of the following: printed (typed) name of student; printed (typed) name of training agency; printed (typed) date the training was completed; printed (typed) name of approved trainer; printed (typed) name of training; and signature of trainer.

If a camp is licensed to care for only children age 5 and above, training in SBS/AHT is not required.

(b) All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.

(c) Volunteers who are not counted as counselors for meeting the required counselor-to-child ratio are exempt from the 24-hour pre-camp training if all of the following conditions are met:

1. The volunteer receives at least 4 hours of training in day camp programming, as required under par. (a), including orientation at the base camp.

2. The volunteer works under the supervision of a counselor who has met the training requirements specified in par. (b).

252.42(3)(d)

(d) The camp director shall plan and implement monthly staff meetings that provide ongoing supervision and in-service training for the staff.

Staff meeting dates shall be available to the licensing specialist.

(e) All camp staff in regular contact with the children, including the camp director and each counselor, shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR), including department-approved training in the use of an automatic external defibrillator prior to working with children in care. The CPR training may be included in pre-camp training.

All staff in regular contact with children in care are required to have CPR/AED training. For example, if a cook, maintenance person, bus driver, or administrative assistant has regular contact with children, then that cook, maintenance person, driver, or administrative assistant would need CPR/AED training. Regular contact means that the person has contact with children on a regular basis even if a counselor is present. Volunteers who are not counted in the counselor-to-child ratio are not considered staff and do not need to have CPR/AED training.

The Department of Health Services, Bureau of Emergency Medical Services (BEMS) approves agencies to offer CPR with Automated External Defibrillator (AED) training as required by the statutes. A list of current approved agencies is available on the BEMS website:

http://www.dhs.wisconsin.gov/ems/License_certification/CPR.htm. The training must result in a certificate of completion. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR/AED training must be renewed every year.

See DCF 252.42 (3) (b) – PRE-CAMP TRAINING REQUIREMENT – STAFF COUNTED IN RATIOS. If CPR/AED is included in pre-camp training, the amount of time required for pre-camp training does not need to be extended by the time it takes to complete CPR/AED. All required components of the pre-camp training must be covered in addition to CPR/AED.

(f) The camp director shall coordinate the volunteer program and keep on file documentation of the days and hours worked for volunteers who are included for meeting the required counselor-to-child ratio.

The Department of Children and Families (DCF) conducts background checks for applicants, licensees, household members, and employees of a child care center. In some instances, DCF may conduct a background check on minor household members and contracted individuals.

The Preliminary Eligibility Determination and Final Eligibility Determination notices are the documentation accepted as the result of a complete child care background check after 10/1/2018. The notice should be in the staff file or made available to the licensing specialist upon request.

Per s. 48.686 (4m) (c), individuals may not begin working or residing at a child care center until they receive preliminary eligibility.

New employees or new household members may begin working or residing at a camp with preliminary eligibility results but must be supervised by someone with a DCF-approved child care background check until they receive final eligibility.

To determine child care background check requirements for volunteers, see the DCF website <https://dcf.wisconsin.gov/ccbgcheck>.

(4) HEALTH

(a) No licensee, employee, volunteer, visitor, or parent with symptoms of a communicable disease reportable under ch. DHS 145 or a serious illness that presents a safety or health risk to children may be in contact with the children in care.

(b) 1. No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care.

2. The department may require a licensee, employee or other person in contact with the children in care whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.

(c) No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a camp until it is determined by appropriate tests that the person is not a carrier of the disease.