

DCF 252.43 Base camp and facilities.**(1) SITE AND BUILDING.**

(a) The licensee shall identify a base camp that provides an environment that allows the program to be oriented to the out-of-doors. The base camp shall be maintained in a clean and sanitary condition at all times.

The base camp is the primary location where children will be spending their time or "home base" if children leave to go to other areas.

If field trips are the primary way the camp operates, then the base camp may change daily. For example, if the group is at the zoo one day and a park the next day, the camp will need to designate a base camp at the zoo and at the park. It could be a shelter or a specific meeting place or something similar.

(b) The base camp shall have a building or shelter for use by the camp during inclement weather. If the shelter is not enclosed, the camp shall implement a procedure for ensuring that children are protected from the elements.

The use of a one-exit basement as an emergency shelter during tornadoes and similar emergencies is allowed. Use of a one-exit level is prohibited for any other purpose.

The tornado evacuation area should be accessible and free of hazards during tornado season. Tornadoes can occur at any time of year, but peak months in Wisconsin are during the summer. The National Weather Service continuously broadcasts updated weather warnings and forecasts that can be received by NOAA Weather Radios. Television and radio are also excellent sources of warning information. Contact the local fire department, Department of Natural Resources Ranger Station, or emergency government to determine the safest place to take shelter in the area.

(c) The base camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health or safety of the occupants. No camp may be located in an area that is situated so that drainage for any source of filth, such as garbage or animal waste disposal, can be deposited on the site.

Note: Local authorities should be consulted to obtain any required zoning clearances or building permits. Chapter NR 115 and s. NR 116.12 (2) (b) may affect the camp's location with regard to flood plains and shore land areas.

(d) Buildings and shelters on sites used or constructed primarily for day camp purposes shall comply with the applicable Wisconsin Commercial Building Code and applicable local ordinances. A copy of the building inspection report shall be on file with the department.

Note: Inspections can be obtained from a commercial building inspector certified by the Department of Safety and Professional Services in accordance with chapter SPS 305, "Licenses, Certifications, and Registration," or a Wisconsin architect registered in accordance with chapter A-E 3, Architect Registration, or a Wisconsin engineer registered in accordance with chapter A-E 4, Professional Engineer Registration. Local authorities should be consulted to obtain any required zoning clearances or building permits.

Only those buildings used primarily for day camps are required to comply with the applicable commercial building codes. If the base camp is used primarily for other purposes, a building inspection report is not required to be on file with the department.

If a building is used primarily as a base camp, a license may not be issued until documentation of compliance with all applicable commercial building codes has been submitted to the department. Documentation could be a copy of the Building Inspection Report – Child Care Centers or a letter from a registered architect or engineer or from a commercial building inspector certified by the Department of Safety and Professional Services (DSPA).

252.43(1)(d) continued

The documentation must indicate that all applicable commercial building codes have been met. If any codes listed are designated "not met," all necessary modifications must be completed before the license is issued. Arrangements for inspections and reports are the responsibility of the applicant/licensee.

Licensees are encouraged to request the building inspector to inspect all potential classroom spaces to be able to care for the greatest age range of children possible. For example, in a center that intends to care for children 6 weeks through 12 years of age, it is recommended that all classrooms be inspected to determine if children 6 weeks through 12 years of age could be cared for in those rooms.

It is also recommended that licensees ask the building inspector to identify the greatest number of children who could be cared for in the building, rather than telling the inspector how many children they will initially be requesting to be licensed for.

This serves two purposes:

- 1. It will allow the licensee greater flexibility for mixed-age grouping of children.*
- 2. It will alleviate the need for an additional building inspection in the future, should the licensee wish to change how they are using the space.*

The person requesting an inspection should ask for assistance in determining whether any modifications are necessary to ensure that the building meets the applicable commercial building codes. Buildings used primarily for day camps will typically need to meet the "I-4" building codes. Under certain circumstances, a building may meet the "E" codes.

If a building is modified in any way that will affect the structural strength, fire hazard, internal circulation, or exits of the existing building or structure, building plans must be submitted to DSPS Plan Approval section prior to the modifications being made. Only plans affecting those areas being altered must be submitted for a plan review.

(e) All buildings and structures used by children for day camp purposes shall have not less than 2 plainly marked exits that are free of obstruction.

(f) The base camp premises and any structures used by children on the premises shall be free of litter, safe, well maintained, in good repair, and clean.

(g) If the base camp includes an enclosed building used by children, the inside temperature of the building may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the licensee shall provide for air circulation with fans or by other means.

The licensing specialist may determine the temperature of a room as follows:

- Temperature is measured at 24 inches above the floor level.*
- Room without windows: Temperature taken in center of the room.*
- Room with windows: Temperature taken one foot away from windows and at the center of the room and then averaged.*
- All rooms designated as camp space must comply with the 67°F minimum.*

Air conditioning may be used to provide air circulation. Caution should be exercised regarding fan placement and condition of fans to prevent lacerations and toppling hazards. Windows may be opened if there is sufficient breeze to circulate the air.

(h) Painted exterior and interior surfaces accessible to children shall be free of flaking or deteriorating paint and finished with lead-free paint or other non-toxic material.

The rule does not require that the whole room or total outside wall be refinished. The area of flaking or deteriorating paint should be refinished in a manner that protects the children in care.

252.43(1)(h) continued

Administrative Rule DHS 163 applies to child care centers when renovation or repair is made to any surface where 6 sq. ft. or more of interior paint or 20 sq. ft. of exterior paint is disturbed in a building that was built prior to 1978. Any renovation or repair that involves windows in a building built prior to 1978 must also be conducted in accordance with DHS 163.

See Appendix D Resources List, Guidance for Child Care Providers Regarding Lead-Based Paint Hazards in Child Care Settings.

For more information on asbestos or lead regulations, training, certification, work practices, inspections, or other related questions, please contact the Division of Public Health, Bureau of Environmental & Occupational Health, Asbestos And Lead Unit, phone: (608) 261-6876, fax: (608) 266-9711, email: dhsasbestoslead@dhs.wisconsin.gov, website: <https://www.dhs.wisconsin.gov/asbestos/overview.htm>.

(i) Garbage and refuse at the base camp shall be kept in rigid, watertight, and leak-proof containers with tight-fitting covers and disposed of as necessary to prevent decomposition and overflow.

Garbage refers to food waste. Containers for non-food waste do not require covers. Containers should be impervious to vermin.

Metal containers are recommended.

(j) The areas around garbage and refuse containers shall be clean and dry.

(k) Solid waste disposal sites on the premises must be licensed by the department of natural resources.

(L) The growth of brush, weeds, grass, and plants shall be controlled in the base camp area to prevent the harborage of noxious insects, rodents, and any other animals.

(m) Chemical and other insect, weed, and rodent control measures shall be used in accordance with label instructions.

If chemicals are used to control insects or rodents in the camp area, children should not be exposed to the spray or residue, if that exposure could be harmful to the children. The label instructions to prevent harm must be followed.

An integrated pest management program is recommended to reduce exposure to pesticides. See <https://www.epa.gov/managing-pests-schools/introduction-integrated-pest-management> for more information.

(2) PROTECTIVE MEASURES .

(a) Children shall be protected from indoor and outdoor hazards, including any recalled products.

Note: Lists of recalled products are available on the Department of Agriculture, Trade and Consumer Protection website at <https://datcp.wi.gov/Pages/Publications/KeepYourKidsSafeNewsletter.aspx> or by contacting the U.S. consumer products safety commission (US CPSC) at 1-800-638-2772.

(b) Materials harmful to children, including drugs, pesticides, flammable or combustible materials, insecticides, matches, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous materials shall be stored in the original, covered, and labeled container in areas not accessible to children. Power tools shall be stored so they are inaccessible to children.

It is recommended that day camps operating in areas or buildings used for other purposes where others may have access to the environment during non-licensed hours (school buildings, churches, parks, etc.) have staff routinely check classrooms for materials harmful to children before children arrive.

252.43(2)(b) continued

Inaccessible is defined as unable to reach.

Any items labeled "poisonous" or "keep out of reach of children" and items in spray cans may not be accessible to children.

There may be times when a camp wishes to use an item labeled "keep out of reach of children" for an organized activity. These types of activities are permitted as long as the activity is closely supervised by a counselor who is readily available to assist the children if necessary. The use of these materials should be based on the ages and developmental levels of children using the materials.

(c) A motor vehicle shall be immediately available at the camp in case of emergency if a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call.

(d) Smoking is prohibited anywhere on the premises or in a vehicle used to transport children when children are in care.

2009 WI Act 12 banned smoking in all public places and workplaces, regardless of whether the building is publicly or privately owned.

Use of electronic cigarettes or other smoking devices is prohibited on the premises when children are present.

If a day camp is located in a building with other occupants, the other occupants or other persons may not smoke in rooms or areas identified as the premises of the day camp. If certain halls or passageways are used in common with other occupants of the building, smoking may not occur in these common use areas.

If a camp is located in a public area such as a park or other area open to the public and people are smoking, the counselor assigned to any children in the area of the smoker must ensure that the children are protected from the effects of smoking.

(e) The camp shall have a working telephone at the camp during the hours of operation. A list of emergency telephone numbers, including fire, law enforcement, and poison control shall be in a location known to all camp counselors. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.

If a camp is in a community with 911 services, the only phone numbers required to be posted are 911 and poison control.

It is recommended that the street address for the camp be posted near the telephone, and it is recommended that the phone number for the local child protective services agency be available as well.

A working telephone is defined as a phone that can make and receive phone calls. Cell phones and cordless phones may be used as the only phone in a camp if the phone is charged and there are no dead spots in the camp that would prohibit calls from being received or made. All camp staff must have access to the designated phone and knowledge of the passcode, if applicable. Cell phones must remain at the camp when children are present at the camp. When all the children are on a field trip, the cell phone may be taken on the field trip.

Camps are not required to answer phone calls received during the camp's hours of operation, but they must specify the procedure for receiving information from parents if they use an answering machine or voice mail service.

It is recommended that emergency numbers be saved in the cell phone.

(3) EMERGENCY PLANS AND DRILLS.

(a) Each camp shall have a written plan for taking appropriate action in the event of an emergency situation, including a fire, tornado, or natural disaster, extreme heat or cold, lost or missing children, a missing swimmer, an accident, an illness, allergic reactions, human-caused events, such as threats to the premises or its occupants, or other circumstances requiring immediate attention. The plan shall include specific procedures that address all of the following:

The camp emergency plan should address all the emergencies identified above that might occur at the camp (e.g., if the camp is not located in an area that is subject to floods, an emergency plan does not need to address floods).

The plan should include staff member duties and responsibilities; exiting on all levels of a building used by children; and identifying items that are recommended to be with the staff, such as attendance list, emergency cards, flashlight, and battery-operated radio or cell phone. Information on developing emergency plans could be obtained from local fire departments, local emergency management, the Child Care Information Center at <https://dcf.wisconsin.gov/ccic>, or the Department's website at <https://dcf.wisconsin.gov>.

Tornados can occur at any time of year, but peak months in Wisconsin are during the summer. The National Weather Service continuously broadcasts updated weather warnings and forecasts that can be received by NOAA Weather Radios. Television and radio are also excellent sources of warning information. Local fire departments, local emergency government officials, or the Department of Natural Resources should be consulted to determine the safest place during a tornado warning.

It is recommended that at least once during a camp session, the camp conduct a fire and tornado drill to ensure that staff and children are familiar with the camp's procedure in case of an emergency.

1. Evacuation, relocation, shelter-in-place, and lock-down.
2. Procedures for ensuring that the needs of children with disabilities are met.
3. Communication with parents.
4. Connecting children with their parents if the camp is required to evacuate the premises.

(b) Each staff member shall be informed of and knowledgeable about his or her duties in the event of an emergency and appropriate evacuation routes.

Staff responsibilities during a fire, a tornado, or other emergency should be defined in the emergency plans required under DCF252.41 (1) (f) 7. Licensing specialist may verify that staff know what their duties are in a fire, a tornado, or other emergency by reviewing the pre-camp training plan or interviews with staff.

(c) All fire protection facilities and equipment, including fire extinguishers, shall be operable and maintained in working order by a qualified person. Each fire extinguisher shall be inspected once per year by a qualified person and have a label indicating its present condition and the date of the last inspection.

For questions regarding the type, number, and placement of fire extinguishers, it is recommended that the camp consult the local fire department.

It is the responsibility of the licensee to ensure that the extinguishers are inspected by a commercial fire safety company or fire department and appropriately tagged.

252.43(3)(d)

(d) Before camp opens, written notification of the camp operation shall be given to the nearest fire department or forest ranger service for protection in case of fire. The notification shall include the dates the camp will be operational and the number and ages of children in care.

(e) Any necessary permits required for operation of incinerators or for open fires shall be secured and available for review by a licensing representative.

Note: The department recommends that the licensee contact the local municipality and the Department of Natural Resources prior to the camp opening to determine what permits are required.

(f) The clearing around open fires shall be free of burnable materials for a radius of 6 feet.

(3m) FOOD PREPARATION, SERVICE, AND STORAGE .

(a) When meals are prepared or heated on the premises, the kitchen area shall be equipped with a microwave or stove, a refrigerator, a sink, and utensils that are necessary to prepare and serve meals. The sink shall be used exclusively for food preparation and dishwashing.

See DCF 252.43 (3m) (e) – FOOD STORAGE – TEMPERATURES. If the camp provides meals or snacks that require some preparation, a kitchen area is required. If meals and snacks are supplied by parents or require no preparation, a kitchen is not required. Food must be stored at temperatures that protect against spoilage.

(b) Camps preparing or serving only snacks are not required to have a sink unless dishes or utensils requiring dishwashing are used. Camps preparing or serving only snacks are not required to have a microwave or stove unless the snacks require heating.

(c) All equipment and utensils used for preparing, serving, or storing food shall have smooth hard surfaces, be easily cleanable, in good repair, durable, non-toxic, and free of cracks, seams, chips, and roughened areas, and be maintained in a clean and sanitary condition.

(d) Single-service utensils and food containers may not be reused.

Single-service refers to cups, containers, lids or closures, plates, knives, forks, spoons, etc. intended by the manufacturer for one-time, one-person use and then to be discarded.

(e) Foods shall be stored at temperatures that protect against spoilage. Milk and other perishable food shall be maintained at or below 40 degrees Fahrenheit.

If meals and snacks provided by the parents require refrigeration, the camp must make provisions to store the food at the appropriate temperature.

Food kept in coolers must be maintained at the appropriate temperature by using ice or other means.

(f) Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents, or animals. Dry foods, such as cereals, crackers, and pasta shall be stored in bags with zip-type closures or metal, glass, or food-grade plastic containers with tight-fitting covers and shall be labeled and dated. In this paragraph, "food-grade plastic" means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.

(fm) Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding, and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs, and dairy products shall be from an inspected source.

Labels must include contents. Containers holding food that can be reliably and unmistakably identified such as dry pasta are not required to be labeled with the contents.

242.43(3m)(fm) continued

It is acceptable to store bread and buns in their original packaging.

Reusing milk jugs for food or beverage storage is not acceptable.

A plastic container that originally contained nonfood products may not be food grade plastic. A single-use plastic container used by the processor to package food may be reused for food storage if the container is smooth, easily cleanable, and durable (e.g., Cool Whip and deli containers).

(g) Raw fruits and vegetables shall be washed before being served or cooked.

(h) Meals shall be prepared at the base camp in a central kitchen operated by the camp or in another location that has been inspected by a representative of a state agency. Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40 degrees Fahrenheit and containers for hot food shall be capable of maintaining the temperature at or above 140 degrees Fahrenheit.

Note: The rules for retail food establishments are in ch. ATCP 75, found here:

https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75.

The Department of Health Services, Division of Public Health conducts inspections of public school kitchens for the Department of Public Instruction. Private school kitchens might not be inspected by another state agency unless that kitchen holds a restaurant license. Restaurants, catering agencies, hospitals and nursing homes, and other residential agencies licensed by the Department of Health Services or the Department of Children and Families have their kitchens inspected by the licensing agency. A copy of any applicable license and the most recent inspection report is required. If a catering service is used, the meals must be prepared on the premises of the licensed catering agency.

The licensing specialist is the representative of the Department of Children and Families who conducts the inspection when a central kitchen operated by the licensee prepares food for other centers/camps owned by the licensee. Agencies preparing, transporting, and serving food may need a retail food establishment license. Contact the Department of Agriculture, Trade and Consumer Protection for information on obtaining a retail food establishment license, <https://datcp.wi.gov>.

Food that is transported from one location to another must be transported in ways that will protect the food from spoilage or contamination. Food transportation containers including coolers must be capable of maintaining hot food at 140° F or more and cold food at 40° F or less. All food transported must be covered securely to prevent spilling and the vehicle must be clean.

(i) Extra food that was prepared but not served shall be dated, refrigerated promptly, and used within 36 hours, or frozen immediately for use within 6 months.

(4) WATER.

(a) A safe supply of drinking water shall be available to children and staff at all times from a drinking fountain of the angle jet type or by use of disposable or reusable cup or water bottle. Common use of drinkware is prohibited.

The water supply shall be of sufficient volume and height so the person's mouth does not come in contact with the fountain's spout.

Drinking water from a water hose is prohibited.

252.43(4)(a) continued

If a building is closed and unused for an extended period (i.e., one week or longer), the Environmental Protection Agency (EPA) recommends flushing the building's plumbing before reopening. Flushing involves opening taps and letting the water run to remove stagnant water from the interior pipes. More information can be found at <https://www.epa.gov/>.

Some municipalities may have differing recommendations based on the period the building was closed. It is recommended that you contact your local municipality to check recommendations.

It is recommended that any drinking or cooking water outlets are flushed for at least 30 seconds before use. Water fountains with a refrigeration cooler are recommended to be flushed for at least 15 minutes.

Flushing water systems can increase the amount of debris found in faucet aerators. It is recommended to remove and clean aerators after flushing water systems.

(b) If a camp gets its water from a private well, the camp shall comply with all of the following:

1. a. At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for total coliform and Escherichia coli (E. coli) bacteria using a laboratory certified by the department of agriculture, trade and consumer protection as specified in ch. ATCP 77. The laboratory report shall be available to the department upon request.

b. If the water test results indicate the presence of total coliform or E. coli bacteria, the water system shall be appropriately disinfected or treated and retested until it is determined to be free of bacteria. An alternative source of water shall be used for drinking and preparing food until the well is free from bacteria.

Note 1: A list of laboratories certified to test for bacteria can be found on the Department of Natural Resources website: www.dnr.wi.gov.

Note 2: Alternative sources of drinking water can include bottled water and water from a public water system that meets drinking water standards.

2. a. At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for nitrate using a laboratory certified under ch. NR 149. The laboratory report shall be available to the department upon request.

b. If water test results indicate nitrate levels are above 10 mg/L, an alternative source of water shall be used for drinking and preparing food until nitrate levels are below 10 mg/L.

Note 1: A list of laboratories certified to test for nitrate can be found on DNR's website: www.dnr.wi.gov.

Note 2: Alternative sources of drinking water include bottled water, water that has been treated with a device certified by the department of safety and professional services to remove nitrate, and water from a public water system that meets drinking water standards.

3. a. The camp shall have the well tested for lead every five years including a laboratory certified by the department of natural resources under ch. NR 149. The laboratory report shall be available to the department upon request.

b. If water test results indicate lead levels are above 15 micrograms per liter ($\mu\text{g/L}$), an alternative source of water shall be used for drinking and preparing food until action is taken to reduce lead levels below 15 $\mu\text{g/L}$ as confirmed by an additional water test.

Note 1: A list of laboratories certified to test for lead can be found on DNR's website: www.dnr.wi.gov.

Note 2: Alternative sources of drinking water include, but are not limited to, bottled water, and water from a source known to be low in lead, such as a public water system that meets drinking water standards.

Note 3: Camps that meet the definition of a "public water system" in s. NR 809.04 (67) are required to comply with ch. NR 809, Safe Drinking Water Act Standards. For further information, see <https://dnr.wisconsin.gov/topic/DrinkingWater>.

252.43(4)(b)3.b. Note 3: continued

The State Plumbing Codes require that any plumbing system in any building be provided with water from a known potable and bacteriologically safe source [SPS 382.10 (2) (a). Every building intended for human occupancy shall be provided with an adequate, safe and potable water supply.]. The use of bottled water is allowed only on a very temporary basis until a complying water supply is provided.

If the water tests high in nitrates, the center must still obtain an annual water test for nitrates.

If the water is bacteriologically positive or has high lead levels, it must be treated and retested.

If water is bacteriologically positive, bottled water shall be used for hand washing and laundering in addition to drinking and cooking.

Contact the DNR Bureau of Drinking Water and Groundwater for more information at <https://dnr.wisconsin.gov/topic/DrinkingWater>.

(c) 1. When running water is not available, a camp shall use a covered drinking water container that is all of the following:

- a. Easily distinguishable from other containers.
 - b. Constructed of a food grade material that does not permit the water to become contaminated by dirt, insects, or animals.
 - c. Suitable for pouring or equipped with a faucet.
2. No one may dip into the water in the water container.
 3. The water container shall be cleaned and sanitized daily.
 4. The water in the container shall meet the requirements under par. (a) and (b).

(5) WASHROOMS AND TOILET FACILITIES .

- (a) Handwashing and toileting facilities shall be provided and accessible to children.
- (b) Single-use disposable towels shall be provided and accessible to children.
- (c) Soap, toilet paper, and a wastepaper container shall be provided and accessible to children.
- (d) Outdoor toilets, when used, shall be constructed according to the requirements of the applicable Wisconsin commercial building codes and maintained in good repair.
- (e) A portable toilet shall be in compliance with s. SPS 391.13 and local ordinances.
- (f) Plumbing shall comply with all applicable sections of Wisconsin plumbing codes.
- (g) Liquid waste disposal shall be connected to a public sewer, if available. If not available, liquid waste disposal shall be in accordance with chs. SPS 382, 383, and 384.
- (h) Handwashing and toilet facilities shall be in clean and sanitary condition.