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Governor Scott Walker  
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Division of Early Care and Education  
Bureau of Early Care Regulation

August 31, 2016

**BECR Memo 2016-02**

To: Family Child Care Center Licensees

From: Mark Andrews, Director  
Bureau of Early Care Regulation

A handwritten signature in blue ink that reads "Mark Andrews".

RE: Child Care Rule Revisions

This memo is to alert you to some minor revisions to DCF 250 Licensing Rules for Family Child Care Centers that took effect earlier in 2016.

### **MODIFICATIONS TO EXISTING RULES**

Changes to the rules are underlined below.

- Page 5 in the licensing rule book – DCF 250.04 (2) (g) Provide written information to parents on whether a licensee has insurance coverage on the premises, and on the child care business. Liability insurance on the child care business is required if cats or dogs are allowed in areas accessible to children during the hours of operation as specified in s. DCF 250.07 (7) (h).
- Page 8 in the licensing rule book – DCF 250.04 (6) (a) 1. Enrollment information and health history on forms provided by the department. The enrollment information and health history shall be on file prior to the child's first day of attendance.
- Page 23 and 24 in the licensing rule book DCF 250.07 (6) (L) 3. The health examination report shall be made on an electronic printout from a licensed physician, physician assistant, or HealthCheck provider or on a form provided by the department and that is signed and dated by a licensed physician, physician assistant, or a HealthCheck provider.

NOTE: The department's form, Child Health Report –Child Care Centers, or an electronic printout from a medical professional may be used to document a health examination. Information on how to obtain the department's form is available on the department's website : <http://dcf.wisconsin.gov> or from any regional licensing office in Appendix A.

### **VEHICLE SAFETY ALARM RULES**

In addition to the changes above the Department has added rules that relate to vehicle safety alarms. Vehicle safety alarms have been required to be in vehicles used to transport children in care since 2009 Wisconsin Act 19 was implemented on August 1, 2009. Previous to the promulgation of this rule, violations were cited under the rule that requires centers to be in compliance with all laws. Beginning September 1, 2016, any violations will be cited under DCF 250.08 (8) as follows:

**DCF 250.08 (8) CHILD CARE VEHICLE SAFETY ALARM.** (a) A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply:

1. The vehicle is owned or leased by a licensee or a contractor of a licensee.
2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer.
3. The vehicle is used to transport children in care.

(b) No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.

(c) The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.

**Note:** Information on the required vehicle safety alarm is available in the “child care licensing/information for providers” section of the department website at <http://dcf.wisconsin.gov>.

## **NEW BACKGROUND INFORMATION DISCLOSURE FORM AND ADMINISTRATIVE CODE DCF 12**

The Background Information Disclosure form has been revised. The new form can be found at this link: <http://dcf.wisconsin.gov/cclicensing/cbc-forms-pubs>. Prior to the promulgation of DCF 12, the Department used DHS 12 to implement some provisions of the Caregiver Background Check law. The references to DHS 12 in the licensing rule book will be changed to DCF 12. Currently DHS 12 is located in Appendix G beginning on page 56 of the licensing rule book. Please refer to DCF 12 at this link: [http://docs.legis.wisconsin.gov/code/admin\\_code/DCF/001\\_020/12](http://docs.legis.wisconsin.gov/code/admin_code/DCF/001_020/12)

At this time, we do not intend to reprint the rule books with the changes. However, the rule books and commentary manuals on-line will be updated soon. If you want an updated copy of either the rule book or the commentary manual, you will find them at this link: <http://dcf.wisconsin.gov/cclicensing/rules>. Please place a copy of this memo in your rule book DCF 250 Licensing Rules for Family Child Care Centers for future reference.

Please contact your licensing specialist if you have questions regarding these changes.