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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 2016-03

To: Group Child Care Center Licensees
From: Mark Andrews, Director
Bureau of Early Care Regulation
RE: Child Care Rule Revisions

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

This memo is to alert you to some minor revisions to DCF 251 Licensing Rules for Group Child Care Centers that took effect earlier in 2016.

VEHICLE SAFETY ALARM RULES

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 251.08 (8) as follows:

DCF 251.08 (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>.

MODIFICATIONS TO EXISTING RULES

In addition to the changes above, changes were made to individual rules as underlined below.

- Page 2 of the licensing rule book – DCF 251.03 **(2)** “Assistant child care teacher” means a child care worker who works under the supervision of a child care teacher and who meets the qualifications under s. DCF 251.05 (1) (g).

- Page 2 of the licensing rule book – DCF 251.03 (4) “Center director” means the person who is responsible to the licensee for the supervision of the center’s program for children and for the supervision of the center’s staff and who meets the qualifications of under s. DCF 251.05 (1) (e).
- Page 2 of the licensing rule book – DCF 251.03 (5) “Child care teacher” means a child care worker who plans, implements, and supervises the daily activities for a designated group of children and who meets the qualifications under s. DCF 251.05 (1) (f).
- Page 9 of the licensing rule book – DCF 251.04 (5) (a) 4. The physical examination report required under s. DCF 251.05 (1) (L) 1.
- Page 35 of the licensing rule book – DCF 251.07 (6) (k) 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 that is signed and dated by a licensed physician, physician assistant, or 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.
- Page 36 of the licensing rule book – DCF 251.09 (1) (e) The regularly assigned child care teacher and assistant child care teacher for each group of infants and toddlers shall have a minimum of 10 hours of training in infant and toddler care approved by the department within 6 months after assuming the position. If the training is not part of the required entry–level training under s. DCF 251.05 (1) (f) or (g), it shall be obtained through continuing education.
- Page 39 of the licensing rule book – DCF 251.095 (2) (d) Section DCF 251.05 (1) (g) 2., relating to training for assistant child care teachers.
- Page 39 of the licensing rule book – DCF 251.095 (3) (a) Section DCF 251.05 (1) (g) 2., relating to training for assistant child care teachers.

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 rule references to DHS 12 in the licensing rules will be changed to DCF 12. Currently DHS 12 is located in Appendix G beginning on page 68 of the licensing rule book. Refer to DCF 12 at this link: 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 251 Licensing Rules for Group Child Care Centers for future reference.

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