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Governor Tony Evers  
Secretary Emilie Amundson

Division of Early Care and Education  
Bureau of Early Care Regulation

September 30, 2019

BECR Memo 2019-24

To: Licensed Day Camps for Children

From: Mark E. Andrews, Director  
Bureau of Early Care Regulation

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

RE: Revisions to DCF 252 – Licensing Rules for Day Camps for Children  
Creation of DCF 13 – Child Care Background Checks

The primary purpose of the emergency rule changes is to ensure that, by September 30, 2019, the department's day camp for children rules comply with the health and safety requirements found in the Child Care and Development Block Grant (CCDBG) Act of 2014. The rule also regroups the licensed day camp rules that address the same topics in different places, eliminates duplicative revisions, corrects errors, incorporates state statutory requirements and clarifies language where needed to ensure proper implementation and administration of the health and safety requirements.

### **Summary of DCF 252 Licensing Changes**

This memo does not include every repeal, revision, or addition to DCF 252 and should not be used as a substitute for a thorough review of the revised licensing rules.

### **Staffing and Supervision Rule Changes:**

1. Rules regarding staff, supervision, and grouping of children have been reorganized, and this section now includes staff record requirements.
2. The Wisconsin Afterschool and Youth Development Credential is a new way to meet qualifications for a Camp Director.
3. Counselors may care for children up to 12 hours per day.
4. Children may be in care for up to 14 hours per day.

### **Transportation Rule Changes:**

1. Drivers need a training before they can transport children, and annually thereafter.
2. No child may be in a vehicle for transportation to or from a center, a field trip, or other center activity for more than 60 minutes for a one-way trip.
3. Rules have been added regarding the use of cellular phones, other wireless communication devices, and navigation devices.

### **Other Rule Changes:**

1. Rules will be consolidated and grouped with other similar rules, such as personal hygiene (handwashing), medical log books, children's records, and staff files.

2. The rules related to emergency planning have expanded examples of emergency situations and specify that emergency plans must include procedures that address evacuation, relocation, shelter-in-place, lock-down, communication with parents, procedures that ensure that the needs of children with disabilities are met when utilizing emergency procedures, food emergencies, and allergic reactions.

### **DCF 13 Rule Creation**

DCF 13 Background Checks for Child Care Programs, is based on the existing requirements under s. 48.686, Stats. The newly created DCF 13 includes provisions on submitting a background check request to the department and the required appeal process. Additional information regarding background checks is located <https://dcf.wisconsin.gov/ccbgcheck> and background check appeals can be found here: <https://dcf.wisconsin.gov/ccbgcheck/appeals>.

### **Additional Information**

The department is working on updates to licensing forms, publications, and webpages to reflect changes in the rule. Please be sure to use the most recent version of each form available on the department's website.

The approved rules will be available at <https://dcf.wisconsin.gov/childcare/ccadminrule> on September 30, 2019. Commentary manuals will be taken off the website by September 30 but will be available again when the permanent rule goes into effect in March 2020. Printed rule books will also be available in March.

If you have questions or require assistance in accessing information or forms on the DCF website, please contact your regional licensing office.

Licensing contact information can be found at the following website:

<https://dcf.wisconsin.gov/cclicensing/contacts>

Thank you for the important role you play in the lives of children and families across Wisconsin.