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Governor Tony Evers  
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Division of Early Care and Education  
Bureau of Early Care Regulation

April 24, 2020

BECR Memo 2020-03

To: Licensed Family Child Care Centers

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

A handwritten signature in blue ink, appearing to read "Mark E. Andrews".

RE: Revisions to DCF 250 – Licensing Rules for Family Child Care Centers

The permanent rules for DCF 250 went into effect on April 1, 2020. The primary purpose of the rule changes was to ensure that the department's licensed family child care 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 family 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 250 Licensing Changes for Family Child Care**

This memo does not include every repeal, revision, or addition to DCF 250 and should not be used as a substitute for a thorough review of the revised licensing rules.

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

1. Licensed family providers may care for children up to 16 hours per day.
2. Children may be in care for up to 14 hours per day.
3. CPR and automated external defibrillator (AED) training must be completed within 3 months of becoming licensed or beginning to work with children.
4. Emergency plans must include procedures that address evacuation, relocation, shelter-in-place, lock-down; ensuring that the needs of children under age 2 and children with disabilities are met; communication with parents; connecting children with their parents if the center is required to evacuate the building.

#### **Transportation Rule Changes:**

1. Drivers must complete 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.

#### **Policies**

1. Parents must be notified immediately in any of the following situations: head injuries (any bump, blow, or jolt to the head); seizures; consumption of incorrect breast milk; consumption of food or drink that may contain a child's allergen; consumption or contact with poisonous materials; administration of incorrect medication.
2. New and updated policies must be submitted to the department by your license continuation date. If your continuation date is between April 1 – May 31, 2020, submit your policies by June 1, 2020.

**Other Rule Changes:**

1. Family applicants and licensees must be individuals. At the time of license continuation, any family child care center whose licensee or operator is a corporation, limited liability company, non-incorporated association, or cooperative will need to identify the individual to be licensed.
2. Any injury caused by an animal to a child in care must be reported to the department within 24 hours.
3. Temporary closings lasting more than 2 weeks must be reported to the department at least 5 days prior.
4. All disinfectants and sanitizers must be registered with the U.S. EPA and must be used in accordance with label instructions.
5. Rules regarding safe sleep environments have been updated. No soft or loose objects are allowed in cribs or playpens for children under 1 year of age, including blankets, flat sheets, and pacifiers with attached soft objects. Swaddling with a blanket is prohibited, but wearable sleep garments, including wearable swaddles, are allowed.
6. All licensed programs must follow current USDA food program guidelines.
7. Leftover food that is frozen must be used within 6 months.
8. Timeouts may not exceed 3 minutes.

**Additional Information**

The department has reviewed and updated, where necessary, all 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 Revisor's Version of the permanent rules are available electronically on the department's website at <https://dcf.wisconsin.gov/cclicensing/rules>. Printed rule books will be sent to each licensed location in early summer and commentary manuals will be updated and available on the department's website in early summer.

Due to the current COVID-19 pandemic, the department will not be offering in-person trainings on the new rules at this time. However, we have created a PowerPoint and spreadsheet identifying which rules were added, modified, or deleted that are available on the department's website: <https://dcf.wisconsin.gov/childcare/ccadminrule>.

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>.

To receive email updates from the Department, please sign up for the Child Care Listserv here: <https://dcf.wisconsin.gov/childcare/email-signup>.

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