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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 2020-05

To: Licensed Day Camps for Children

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 252 – Licensing Rules for Day Camps for Children

The permanent rules for DCF 252 went into effect on April 1, 2020. The primary purpose of the rule changes was to ensure that the department's licensed day camps 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 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. 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.

Additional Information

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.

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 also 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>

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