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**DCF 252.02 Authority and purpose.**

(1) **AUTHORITY.** This chapter is promulgated under the authority of s. 48.67, Stats., to establish licensing requirements under s. 48.65, Stats., for day camps for children.

(2) **PURPOSE.** The purpose of this chapter is to protect and promote the health, safety and welfare of children being cared for in day camps in Wisconsin.

(3) **CONSTRUCTION.** This chapter shall be liberally construed to effect the objectives in sub. (2).

(4) **EXCEPTION TO A REQUIREMENT.** The department may grant an exception to a requirement of this chapter when it is demonstrated to the satisfaction of the department that granting the exception will not jeopardize the health, safety or welfare of the children served. A request for an exception shall be in writing, shall be sent to the department, and shall include justification for the requested action and an explanation of the alternative provisions planned to meet the intent of the requirement.

**Note:** A request for an exception to a requirement of this chapter should be sent to the appropriate regional office of the Department's Division of Early Care and Education. See Appendix A for addresses of those regional offices.

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**DCF 252.03 Included and excluded care arrangements.** This chapter applies to all day camps but it does not apply to family child care centers regulated under ch. DCF 250, group child care centers regulated under ch. DCF 251, or any of the following:

**Note:** Section 48.65, Stats., exempts parents, guardians and certain other relatives; public and parochial (private) schools; persons employed to come to the home of the child's parent to provide care for less than 24 hours per day; and counties, cities, villages, towns, school districts, and libraries that provide programs for children primarily intended for social or recreational purposes from the requirement for a license. As specified under s. 49.155 (4), Stats., or s. DCF 201.04 (1), programs, other than those operated by public schools, are required to be licensed by the department or certified by a county agency in order to be eligible to receive a child care subsidy.

(1) Group lessons to develop a talent or skill, such as dance or music lessons, social group meetings and activities, and group athletic activities.

(1m) Care and supervision of children in a program, including religious education classes, which operates no more than 4 hours a week.

(2) Care and supervision while the parents are on the premises and are engaged in shopping, recreation or other non-work activities.

(3) Seasonal programs of 10 days or less duration in any 3-month period, including day camps, vacation bible school and holiday child care programs.

(4) Care and supervision in emergency situations.

(5) Care and supervision while the parent is employed on the premises if the parent's child receives care and supervision for no more than 3 hours a day.

(6) Care and supervision at the site while the parent who is a recipient of temporary assistance to needy families or Wisconsin Works is involved in orientation, enrollment or initial assessment prior to the development of an employability plan.

**DCF 252.04 Definitions. In this subchapter:**

(1g) "Abusive head trauma" means a serious type of head injury, including shaken baby syndrome, that is caused by shaking, throwing, hitting, slamming, or jerking.

(1m) "Assistant counselor" means a counselor who works under the direct supervision of a lead counselor.

(1r) "Background check request form" means a form prescribed by the department on which a person completes required information for the child care background check under s. 48.686, Stats., and ch. DCF 13.

**Note:** Form DCF-F-5296, Background Check Request, is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

(2) "Base camp" means the permanent or temporary premises, public or private, on which the day camp is operated.

(3) "Camp director" means the individual on the campsite who is responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.

(3g) "Camp-provided transportation" means transportation provided in a vehicle owned, leased, or contracted for by the camp or transportation provided in volunteer or staff-owned vehicles regardless of whether the driver is reimbursed for the use of the vehicle.

(4) "Care" means providing for the safety and the developmental needs of a child in a day camp.

(4m) "Child care background check" means the requirements in s. 48.686, Stats., and ch. DCF 13.

(5) "Complaint" means an allegation that a provision of this chapter or of ch. 48, Stats., has been violated.

(8) "Counselor" or "camp counselor" means a ~~staff member~~ lead counselor or an assistant counselor who works directly with children.

(9) "Day camp" or "camp" means a program regulated under this chapter that provides care and supervision to 4 or more children 3 years of age and older in a seasonal program oriented to the out-of-doors for periods less than 24 hours a day.

(11) "Department" means the Wisconsin department of children and families.

(11m) "Division" means the department's division of early care and education.

(12) "Emergency" means unforeseen circumstances that require immediate attention.

(13) "Field trip" means any experience a child has away from the premises of the camp while under the care of camp staff whether the child walks or is transported.

(13m) "Fit and qualified" means displaying the capacity to successfully nurture and care for children and may include consideration of any of the following:

(a) Abuse of alcohol or drugs.

(b) A history of a civil or criminal conviction or administrative rule violation that is substantially related to the care of children, as determined under s. DCF 13.05.

(c) Exercise of unsound judgment.

(d) A history of civil or criminal offenses or any other actions that demonstrate an inability to manage financial resources or the activities of a camp.

**(14)** “Group” means a specific number of children who have a regularly assigned counselor responsible for the children’s well-being and meeting the children’s basic needs.

**(15)** “Hazard” means a potential source of harm that can jeopardize the health, safety or well-being of children in care.

**(15g)** “Hours of operation” means the hours within the terms of the license during which children are actually in the care of the camp.

**(15m)** “In care” means the camp is providing supervision, either on or off the premises, including during camp-provided transportation, for the safety and developmental needs of the child or children.

**(16)** “Inclement weather” means stormy or severe weather such as any of the following:

(a) Heavy rain.

(b) Temperatures above 90 degrees Fahrenheit.

(c) Wind chills of 0 degrees Fahrenheit or below.

**(16g)** “Lead counselor” means a counselor who meets the qualifications under s. DCF 252.42 (2) (d).

**(16m)** “Licensed hours” means the authorized hours specified on the license certificate and letter of transmittal within which the day camp may provide child care services.

**(17)** “Licensee” means the corporation, individual, partnership or non-incorporated association or cooperative which has legal and financial responsibility for the operation of a day camp and for meeting the requirements of this chapter.

**(18)** “Licensing representative” means a department employee responsible for licensing day camps.

**(19)** “Parent” means either “parent” as defined in s. 48.02 (13), Stats., or “guardian” as defined in s. 48.02 (8), Stats.

**(21)** “Parochial or private school” means an educational program which meets all the criteria specified under s. 118.165 (1), Stats., or as determined by the superintendent of public instruction under s. 118.167, Stats.

**(21g)** “Pet” means an animal kept for amusement or companionship.

**(21r)** “Physical restraint” means the use of physical force to restrict the free movement of all or part of a child’s body.

~~**(22)** “Physician” has the meaning prescribed in s. 448.01 (5), Stats.~~

**(22m)** “Pre-camp training” means a program developed by the licensee containing the elements specified in s. DCF 252.42 (3) and attended by camp staff prior to the opening of each year’s camp session.

**(23)** "Premises" means a tract of land on which the camp is located, including all buildings, structures, or shelters on that land.

**(23m)** "Regularly assigned counselor" means a person who meet the requirements of a counselor under s. DCF 252.42 and who is assigned to a specific group of children.

**(24)** "Shaken baby syndrome" or "SBS" means a severe form of brain injury that occurs when an infant or young child is shaken or thrown forcibly enough to cause the brain to rebound against his or her skull.

**(25)** "Supervision of children" means guidance of the behavior and activities of children for their health, safety, and well-being by counselors who are close enough to prevent harm and ensure safety.

**(26)** "Supervision of staff" means guidance of the behavior and activities of camp employees which may include provision of instructions to carry out activities for limited periods of time out of sight or hearing of the supervisor.

**(27)** "Universal precautions" mean measures taken to prevent transmission of infection from contact with blood or other potentially infectious material, as recommended by the U.S. public health services centers for disease control and adopted by the U.S. occupational safety and health administration (OSHA) as 29 CFR 1910.1030.

**Note:** "Standard precautions" for infection control measures incorporate universal precautions. Information on the OSHA requirements related to standard or universal precautions is available on the OSHA website at <https://www.osha.gov>. Information is also available from the Child Care Information Center, 1-800-362-7353.

**(28)** "Volunteer" means a person who agrees to give time, with or without reimbursement for expenses, to provide transportation or to work in a day camp.

**(29)** "Waterfront supervisor" means an adult present in a water activity area during times when children are using the water and who meets the requirements under s. DCF 252.44 (7) (b).

**DCF 252.05 Licensing administration.****(1) LICENSING PROCEDURES.**

(a) A person making an inquiry to the department about obtaining a license to operate a day camp shall be provided with all of the following:

1. A copy of this chapter.
2. Written procedures on how to obtain a day camp license.
- 2m. A copy of the background check request form.
3. An opportunity to meet with a licensing representative to discuss the materials.
4. The necessary forms if licensing is desired.
5. Assistance to complete the licensing process by a licensing representative.

**Note:** A packet of materials, including the Initial License Application – Day Camps for Children, is available from any of the regional offices listed in Appendix A.

(b) An applicant shall submit an application and other materials required for day camp licensure and license continuation on forms provided by the department at least:

1. Sixty days prior to the date proposed for the camp to begin operating.
2. Thirty days prior to the end of the current license continuation period.

(c) An applicant for an initial day camp license or a licensee continuing a regular license shall complete all forms truthfully and accurately, pay all fees and forfeitures due to the department, and submit all of the following materials to the department:

1. A clearly defined statement of purpose as it relates to the provision of child care services.
2. A signed statement by the applicant or licensee accepting legal responsibility for complying with this chapter.
3. The articles of incorporation and by-laws if the camp is organized as a corporation, association or cooperative or, if the licensee is a limited liability company, a copy of the articles of organization and the operating agreement, if any.
4. A signed authorization which permits the department to make whatever investigation it considers necessary for the verification of pertinent application information.
5. A general description of the camp area, geographic location and size of the base camp or the proposed itinerary of field trips if a program will consist primarily of field trips.
6. A written delegation of administrative authority signed by the licensee. The delegation of administrative authority shall describe the organizational structure of the camp and identify by position or name those persons on the premises in charge of the camp for all hours of operation.
7. The name, address, and telephone number of the person to be contacted by the licensing representative for the pre-camp licensing review.
8. A statement from the state laboratory of hygiene or a state approved laboratory indicating that the water from a private well providing drinking water has been tested and found to be safe.
9. The license fee required under s. 48.65, Stats., applicable fees for child care background checks under s. 48.686, Stats., any unpaid forfeiture under s. 48.715 (3) or 49.155 (7m) (a) 3., Stats., and any unpaid penalty under s. 48.76, Stats.
10. For an initial license application, a completed background check request form for the applicant and if the camp will be located in a residence, any household member 10 years of age and above.

**Note:** The background check request form is used for reporting background information. Information on how to request a background check is available on the department's website <http://dcf.wisconsin.gov>.

11. A statement from the applicant that indicates the camp is in compliance with this chapter.



**252.05(1)(c)12.**

12. A copy of all the policies required under s. DCF 252.41 (1) (f) and a completed copy of the day camp policy checklist on a form provided by the department.

**Note:** Information on how to obtain a copy of the form, Policy Checklist – Day Camp, is available on the department’s website <http://dcf.wisconsin.gov>, or from any of the regional offices in Appendix A.

13. The test results from the water on any beach on the premises of the camp that will be used for waterfront activities by the children in care.

14. A report indicating that any building used primarily for day camp purposes is in compliance with applicable commercial building codes.

15. Any other materials determined by the department as necessary to complete the department’s licensing investigation.

(d) Upon submission of a complete application, a licensing representative shall conduct an investigation to determine whether the applicant is eligible for a license.

(e) If the department determines that the applicant for an initial license is eligible for a license, the department shall issue a probationary license having a 6-month duration. A probationary license may be renewed for one 6-month period.

(f) If the department determines that an application for an initial license does not comply with the applicable requirements of this chapter or the department’s investigation determines that the applicant is not eligible for a license, the department may deny the application.

(g) A regular license shall be valid indefinitely, unless suspended or revoked by the department or surrendered by the licensee. The department shall review a regular license every 2 years after the date of issuance.

(h) If the department determines that the licensee continuing a regular license has met the minimum requirements for a license under this chapter, has paid the applicable fees referred to in ss. 48.65 and 48.686, Stats., any unpaid forfeiture under s. 48.715 (3) (a) or 49.155 (7m) (a) 3., Stats., and any unpaid penalty under s. 48.76, Stats., the department shall continue the license for an additional 2 years.

(i) The department may refuse to issue or continue a license if another child care center or day camp operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding forfeiture or penalty.

(j) The department may not process an application for a license if the applicant has had a child care license under s. 48.65, Stats., or a child care certification under s. 48.651, Stats., revoked or denied within the last 2 years. No person may submit an application for a licensee and no licensee may hire a person who had a child care license revoked or denied within the previous 2 years.

(k) The department shall consider a licensee who fails to submit any of the materials described in par. (c) by the expiration or continuation date of a license to have surrendered his or her license and to no longer hold title to the license. The former licensee may not continue to operate the day camp.

**(2) AMENDMENT TO LICENSE.** A written request for an amendment to the license shall be submitted to the department by the licensee before changes are made in the conditions of the current license such as a change in the licensed capacity of the camp, age range of children, hours, days of the week, months of the year in operation or change in the name of the camp.

**(3) TERMS OF LICENSE.**

(a) The number of children under 7 years of age in care of the center at any one time may not exceed the number for which the center is licensed.

(b) The age of children served may not be younger or older than the age range specified in the terms of the license.

**252.05(3)(c)**

(c) The hours, days and months of a center's operation may not exceed those specified in the license.

**(4) ADDITIONAL LICENSE.** A licensee seeking licensure for an additional day camp or child care center location shall demonstrate compliance with applicable parts of this chapter in the operation of the existing center. The licensee shall pay any fines, forfeitures or other fees due to the department under s. 48.715, Stats., on other facilities licensed by the department before the department issues an additional license.

**(5) CONDITION OF LICENSURE.** The department may deny a license or may suspend or revoke a license, initiate other enforcement actions specified in this chapter or in ch. 48, Stats., or place conditions on a license if the licensee, applicant or proposed or current employee, volunteer, household member or any other person having regular contact with children is, or has been any of the following:

(a) The subject of a pending criminal charge if the charge substantially relates to the care of children or activities of the camp.

(b) Convicted of a felony, misdemeanor or other offense which substantially relates to the care of children or activities of the camp.

(c) Determined to have abused or neglected a child pursuant to s. 48.981, Stats., or has been determined to have committed an offense which substantially relates to the care of children or the activities of the camp.

(d) The subject of a court finding that the person has abandoned his or her child, has inflicted sexual or physical abuse on a child or has neglected or refused, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of a child.

(e) The subject of a substantiated finding of misconduct in the department's nurse aide registry under s. DHS 129.10.

(f) Had a child care center license, day camp license or certification revoked or denied within the last 5 years.

(g) Violated any provision of this chapter or ch. 48, Stats., or fails to meet the minimum requirements of this chapter.

(h) Made false statements or withheld information.

**(6) SUMMARY SUSPENSION OF A LICENSE.**

(a) Under the authority of s. 227.51 (3), Stats., the department may order the summary suspension of a license and, therefore, close a day camp when the department finds the public health, safety or welfare requires emergency action and incorporates a finding to that effect into its order. A finding of the requirement for summary suspension of the license may be based on any of the following:

1. Failure of the licensee to provide environmental protections for the children such as heat, water, electricity or telephone service.

2. The licensee, an employee, a volunteer, a household member or any other person in regular contact with the children in care has been convicted of or has a pending charge for a crime against life or bodily injury.

3. The licensee, an employee, a volunteer, a household member or any other person in regular contact with the children in care has been convicted of a felony, misdemeanor or other offense or has a pending criminal charge which substantially relates to the circumstances of caring for children or activities of the camp.

4. The licensee, an employee, a volunteer, a household member or any other person in regular contact with the children in care is the subject of a current investigation for alleged child abuse or neglect pursuant to s. 48.981, Stats., or has been determined by a child protected services agency or law enforcement agency to have abused or neglected a child.

**252.05(6)(a)4. Note:**

**Note:** Examples of actions the department will consider in making determinations under s. DCF 252.05 (5) and (6), are: abuse and neglect of children; sexual assault; abuse of residents of facilities; crimes against life and bodily security; kidnapping; abduction; arson of buildings or property other than buildings; robbery; receiving property from children; crimes against sexual morality, such as enticing a minor for immoral purposes or exposing minors to harmful materials and interfering with the custody of a child. The list is illustrative. It is not all-inclusive of the types of offenses that may be considered.

5. The licensee or a person under the supervision of the licensee has committed an action or has created a condition relating to the operation or maintenance of the day camp that directly threatens the health, safety or welfare of any child under the care of the licensee.

(b) An initial order summarily suspending the license and closing a day camp may be a verbal order by a licensing representative. The department shall within 72 hours of the closing either permit the reopening of the center or initiate proceedings in accordance with s. 227.51 (3), Stats., for the revocation of the license to operate. A preliminary hearing on the revocation shall be conducted by the department of administration's division of hearings and appeals within 10 working days after the date of the initial order to close on the issue of whether the license shall remain suspended during revocation proceedings.

**(7) LICENSE DENIAL OR REVOCATION.**

(a) The department may deny or revoke a license, initiate other enforcement actions specified under this chapter or under ch. 48, Stats., or place conditions on a license if the applicant or licensee, a proposed or current employee, a volunteer or any other person having regular contact with the children, is any of the following:

1. The subject of a pending criminal charge for an action that substantially relates to the care of children or activities of the camp.

2. Convicted of a felony, misdemeanor or other offense that substantially relates to the care of children or activities of the camp.

3. Determined to have abused or neglected a child pursuant to s. 48.981, Stats., or has been determined to have committed an offense which substantially relates to the care of children or the activities of the camp.

4. The subject of a substantiated finding of misconduct in the department's nurse aide registry under s. DHS 129.10.

5. The subject of a court finding that the person has abandoned his or her child, has inflicted sexual or physical abuse on a child or has neglected or refused, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter for his or her child or ward or a child in his or her care so as to seriously endanger the physical health of the child.

6. Determined to have had a child care center license, day camp license or certification revoked or denied within the last 5 years.

7. Determined to have violated any provision of this chapter or ch. 48, Stats., or fails to meet the minimum requirements of this chapter.

8. Determined to have made false statements or withheld information.

(b) The department may deny, revoke, refuse to renew or suspend a license, initiate other enforcement actions specified in this chapter or in ch. 48, Stats., or place conditions on the license if the applicant or licensee is not fit and qualified as determined under sub. (10) (a).

**252.05(7)(b) Note:**

**Note:** See DCF 252.04 (13m) for the definition of fit and qualified. Examples of charges, actions or offenses the department will consider in making a determination under this paragraph that an act substantially relates to the care of children include but are not limited to: abuse or neglect of a child; sexual assault; abuse of a resident of a facility; a crime against life and bodily security; kidnapping; abduction; arson of a building or of property other than a building; robbery; receiving stolen property from a child; a crime against sexual morality, such as enticing a minor for immoral purposes or exposing a minor to harmful materials, interfering with the custody of a child; or civil or criminal actions demonstrating an inability to manage financial resources or activities of the camp. The list is illustrative. Other types of offenses may be considered.

(c) The department may not license a person if the department has received certification pursuant to s. 49.857 (2), Stats., from the department of workforce development that the applicant or licensee has failed to pay court-ordered payments of child or family support or expense related to the support of a child or former spouse or has failed to comply with a subpoena or warrant issued by the department of workforce development or a county child support agency related to paternity or child support proceedings. Notwithstanding s. 48.72, Stats., an action taken under this subsection is subject to review only as provided under s. 49.857, Stats., and not as provided in s. 48.72, Stats.

(d) The department may not license a person if the department has received certification pursuant to s. 73.0301, Stats., from the department of revenue certifying that the applicant or licensee has a delinquent tax liability. An action taken under this paragraph is subject to review only as provided under s. 73.0301 (5), Stats., and not as provided in s. 48.72, Stats.

**(8) EFFECT OF NOTICE TO REVOKE OR DENY A LICENSE.**

(a) 1. If the department decides under sub. (7) to deny a license or to revoke a license, the department shall notify the applicant or licensee in writing of its decision and the reasons for that decision.

2. If the department revokes a license, the effective date of the revocation shall be either immediately or 30 days after the date of the notice, based on the criteria under s. 48.715 (4m) (a) and (b), Stats., unless the decision is appealed under sub. (9).

(b) Upon receipt of the notice under par. (a) and during any revocation or denial procedures that may result, a day camp may not accept for care any child not enrolled and in care as of the date of receipt of the notice without the written approval of the department.

**(9) APPEAL OF DECISION TO DENY OR REVOKE A LICENSE.** Any person aggrieved by the department's decision to deny a probationary or regular license or to revoke a license may request a hearing on that decision under s. 227.42, Stats. The request for a hearing shall be in writing and submitted to the department of administration's division of hearings and appeals. The request for a hearing shall be sent to the division of hearings and appeals within 10 days after the date of the notice under sub. (8).

**Note:** A request for hearing should be submitted by mail to the Division of Hearings and Appeals, P.O. Box 7875, Madison, Wisconsin 53707-7875, or should be delivered to the Division at 5005 University Ave., Room 201, Madison, Wisconsin. Hearing requests may be faxed to 608-264-9885. A copy of the request should be sent to the appropriate regional licensing office listed in Appendix A.

**(10) GENERAL CONDITIONS FOR APPROVAL OF A LICENSE.**

(a) Persons licensed to operate a day camp shall be responsible, mature individuals who are fit and qualified. In determining whether an applicant is fit and qualified, the department shall consider any history of civil or criminal violations or other offenses substantially related to care of children by the applicant, owner, manager, representative, employee, camp resident, or other individual directly or indirectly participating in the operation of the day camp. A determination of being unfit and unqualified includes substantiated findings of child abuse or neglect under ch. 48, Stats., or substantiated abuse under ch. 50, Stats., or under similar statutes in another state or territory whether or not it results in a criminal charge or conviction.

**252.05(10)(b)**

(b) The department shall issue a day camp license to an applicant within 60 working days after receipt and department approval of a properly completed application, satisfactory department investigation and determination that the applicant is fit and qualified. Continued licensure requires a licensee to remain fit and qualified.

**Note:** See DCF 252.04 (13m) for the definition of "fit and qualified."

(c) A facility that provides care on a regular basis to 4 or more children under the age of 7 years shall be deemed to be providing care for compensation and shall be licensed.

(d) Prior to receiving a license, an applicant for a license under this chapter shall complete all application forms truthfully and accurately and pay all fees and forfeitures due to the department.

(e) The department may refuse to issue or continue a license if another program operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures.

(f) If the department has reason to believe that the physical or mental health of any person associated with the care of children at the camp or any household member of the camp might endanger children in care, the department may require that a written statement be submitted by a physician or, if appropriate, by a licensed mental health professional that shall certify the condition of the individual and the possible effect of that condition on the day camp or children in care.

(g) The department may deny or revoke the license if the examination specified under par. (f) gives the department reasonable concern for the care of children.

(h) The department may not process an application for a license if the applicant has had a license or certification to operate a day camp or child care center revoked or denied within the last 2 years. An applicant is deemed ineligible to submit an application for a license and a licensee may not hire an employee within 2 years from the date an applicant or employee had a child care or day camp license or certification revoked or denied.

(i) The department shall consider a licensee who fails to submit any of the materials described in sub. (1) (c) by the expiration or continuation date of a license to have surrendered his or her license and to no longer hold title to the license. The former licensee may not continue to operate the day camp.

**DCF 252.06 Complaints, inspections and enforcement actions.**

**(1) COMPLAINTS.** Anyone having a complaint about a licensed or illegally operating day camp may submit that complaint to the department by telephone, letter, e-mail, fax or personal interview. Every complaint shall be investigated by a licensing representative. A written report of the findings of the investigation shall be sent to the complainant upon request.

**Note:** A complaint should be sent, phoned or delivered to the appropriate regional licensing office listed in Appendix A.

**(2) INSPECTION.** Pursuant to s. 48.73, Stats., the department may visit and inspect any day camp at any time during licensed hours. A department licensing representative shall have unrestricted access to the premises, whether temporary or permanent, which are identified in the license, children in care, staff and child records, and any other materials or individuals with information on the camp's compliance with this chapter.

**(3) ENFORCEMENT ACTION.** The department may order any sanction or impose any penalty on a licensee in accordance with s. 48.686, 48.715, or 48.76, Stats.

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**DCF 252.07 Non-discrimination, confidentiality, and reporting child abuse or neglect.****(1) DISCRIMINATION PROHIBITED.**

(a) The licensee shall ensure that the day camp does not discriminate in employment against properly qualified individuals in a manner prohibited in ss. 111.31 to 111.395, Stats.

(b) The licensee shall ensure that the day camp does not discriminate against any enrolled child and family or any applicant for enrollment in admission, privilege of enrollment, or discharge condition on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry as provided in s. 106.52, Stats.

**(2) CONFIDENTIALITY OF RECORDS.**

(a) The licensee is responsible for the day camp's compliance with s. 48.78, Stats., and this subsection.

(b) Persons who have access to children's records may not discuss or disclose personal or other information about a child or a child's relatives. This paragraph does not apply to any of the following:

1. The child's parent.
2. Any person, business, school, social services provider, medical provider, or other agency or organization if written parental consent has been given.
3. An agency authorized under s. 48.78, Stats., to have access to children's records.

(c) If a parent requests a record or report on the parent's child, the day camp shall make the record or report accessible to the parent.

(d) All records required by the department for licensing purposes shall be made available to licensing representatives upon request.

**(3) REPORTING CHILD ABUSE OR NEGLECT.**

(a) A licensee, ~~counselor~~, employee, or volunteer at a day camp who knows or has reasonable cause to suspect that a child who is known or seen by the provider in the course of their professional or volunteer duties has been abused or neglected as defined in s. 48.02 (1) or (12g), Stats., or who has reason to believe that the child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall immediately contact the county department of social services under s. 46.22, Stats.; the county department of human services under 46.23, Stats.; in a county having a population of 750,000 or more, the department; or a local law enforcement agency, in compliance with s. 48.981 (3) (a), Stats.

(b) The licensee shall ensure that every employee or volunteer who comes in contact with the children at the day camp has received annual pre-camp training in all of the following:

1. Child abuse and neglect laws;
2. Identification of children who have been abused or neglected; and
3. The process for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

**Note:** Failure of the licensee to report known or suspected incidents of child abuse or neglect does not lessen the legal duty of the child care worker to report known or suspected cases of child abuse or neglect.

**DCF 252.08 Pets and other animals.**

(1) Pets that are kept on the premises of a day camp shall be maintained in good health and appropriately vaccinated against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.

(2) A pet that is suspected of being ill, or infested with external lice, fleas, ticks, or internal worms shall be inaccessible to children.

(3) In the event that an animal bites a child, the parent shall be notified and a veterinarian shall be contacted by center personnel to determine a course of action in the diagnosis of possible rabies in the animal. Procedures for emergency care of children shall be followed. Parents shall be notified of any action taken by the veterinarian.

(4) Turtles, skunks, exotic animals, wild animals and poisonous reptiles may not be kept as pets on the premises of the day camp.

(5) Animal pens shall be kept clean.

(6) All contact between pets or animals and children shall be under the supervision of a camp counselor who is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or animal inappropriately. Pets shall be kept and handled in a manner which protects the well-being of both children and pets.

(7) Pets in rooms used by children shall be confined in cages while food is being prepared or served. Pets, cages and litter boxes are prohibited in kitchens, lunch rooms and other food storage areas. Pet and animal feeding dishes and litter boxes may not be placed in areas accessible to children.

(8) No horses or other livestock may be permanently quartered closer than 500 feet from any building in which the day camp is located.

(9) Pets that pose any risk to the children shall be restricted from the areas used by children.

(10) Procedures to be followed when children have contact with animals, other than pets, while in the care of the camp shall be included in the camp's health policy.

**Note:** Service animals used by a person with a disability to assist that person are not considered pets under this rule while they are working as a service animal.



**DCF 252.09 Transportation.****(1) APPLICABILITY.**

(a) Except as provided in par. (b), this section applies to all transportation of children in care, including both regularly scheduled transportation to and from the camp and field trip transportation, if any of the following apply:

1. The licensee owns or leases the vehicle used.
2. The licensee contracts with another individual or organization that owns or leases the vehicle used.
3. Employees, parents, or volunteers are transporting children at the direction, request, or on behalf of the licensee.

(b) The following requirements do not apply to transportation provided in vehicles owned and driven by parents or volunteers who are not counted in the counselor-to-child ratios in Table DCF 252.425:

1. The requirement that a licensee obtain a copy of the driver's driving record under sub. (4) (c).

2. The requirement to provide evidence that the vehicle is in safe operating condition at 12-month intervals under sub. (5) (b).

3. The requirements related to child care vehicle safety alarms under sub. (8).

(c) The licensee shall document in their policies that transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section.

**(2) PERMISSION AND EMERGENCY INFORMATION.** Before transporting a child, a licensee shall obtain signed permission from the parent for transportation and emergency information for each child. The form shall include the following information:

(a) The purpose of the transportation and the parent or guardian's permission to transport the child for that purpose.

(b) An address and telephone number where a parent or other adult can be reached in an emergency.

(c) The name, address, and telephone number of the child's health care provider.

(d) Written consent from the child's parent or guardian for emergency medical treatment.

**Note:** The licensee may use the department's form, Child Care Enrollment, to obtain consent of the child's parent for emergency medical treatment. Information on how to obtain forms is available on the department's website, <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

**(3) REQUIRED INFORMATION FOR EACH TRIP.** The licensee shall ensure that written documentation of all of the following is maintained at the camp and in any vehicle transporting children while the children are being transported:

(a) A list of the children being transported.

(b) A copy of the completed permission and emergency information form under sub. (2) for each child being transported.

(c) For transportation to or from a child's home or school, the transportation route and scheduled stops.

**(4) DRIVER .**

(a) The driver of a vehicle used to transport children in care shall be at least 18 years of age and shall hold a valid driver's license for the state where the driver resides and for the type of vehicle driven.

(b) Before a driver who is not the licensee first transports children the licensee shall provide the driver with a training. The licensee shall review, document and update the training as necessary with each driver annually. The training shall include all of the following:

**252.09(4)(b)1.**

1. The procedure for ensuring that all children are properly restrained in the appropriate child safety seat.
2. The procedure for loading, unloading, and tracking of children being transported.
3. The procedure for evacuating the children from a vehicle in an emergency.
4. Behavior management techniques for use with children being transported.
5. A review of this section and the applicable statutes under s. 347.48, Stats.
6. A review of applicable camp policies.
7. First aid procedures.
8. A review of child abuse and neglect laws and center reporting procedures.
9. Information on any special needs a child being transported may have and the plan for how those needs will be met.
10. A review of the use of the vehicle alarm, if applicable.
11. Any other job responsibilities as determined by the licensee.

(c) 1. Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.

2. In determining whether a driver may pose a threat to the children, the licensee shall consider the totality of the driver's record, any other relevant facts, and all of the following factors in combination:

- a. The seriousness of any accidents or violations.
- b. How much time has passed since an accident or violation occurred.
- c. The number of accidents or violations.
- d. The likelihood that a similar incident will occur.

3. A driver whose driving record indicates that the driver poses a threat to the children may not transport children.

**Note:** Information on how to obtain driving records may be obtained by contacting the department of transportation at (608) 261-2566 or <http://dot.wisconsin.gov/drivers/drivers/point/abstract.htm>.

(d) 1. Except as provided in subd. 2., a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children except when the vehicle is out of traffic, not in operation, and any of the following applies:

- a. The phone or device is used to call 911.
- b. The phone or device is used to communicate with emergency responders.
- c. The phone or device is used to communicate with the camp regarding an emergency situation.

2. A navigation device may be used during transportation of children if the device is programmed to a destination when the vehicle is out of traffic and not in operation.

**(5) VEHICLE.**

(a) The licensee shall ensure that each vehicle that is used to transport children is all of the following:

1. Registered with the Wisconsin department of transportation or the appropriate authority in another state.
2. Clean, uncluttered, and free of obstruction on the floors, aisles, and seats.
3. In safe operating condition.

(b) At 12-month intervals, the licensee shall provide the department with evidence of a vehicle's safe operating condition on a form provided by the department.

**Note:** The department's form, Vehicle Safety Inspection, is used to record evidence of the vehicle's safe operating condition. Forms are available on the department's website, <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

(c) At least once per year, the licensee shall make available to the department each vehicle that is required to have a child safety alarm under sub. (8) (a) to determine whether the child safety alarm is in good working order.

(d) Hired or contracted school buses used to transport children shall be in compliance with ch. Trans 300.

**(6) SEAT BELTS AND CHILD SAFETY RESTRAINTS.**

(a) No person may transport a child under 8 years of age in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child's age and size and in accordance with s. 347.48 Stats., and ch. Trans 310.

**Note:** For further information on child safety restraints, see <https://wisconsindot.gov/Pages/safety/education/child-safety/default.aspx>.

(b) 1. Each child who is not required to be in an individual child car safety seat or booster seat when being transported under par. (a) shall be properly restrained by a seat belt in accordance with 347.48, Stats., and ch. Trans 315.

2. Each adult in the vehicle shall be properly restrained by a seat belt in accordance with 347.48, Stats., and ch. Trans 315.

3. Seat belts may not be shared.

(c) Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.

(d) Children under 13 years of age who are in the care of the camp may not ride in the front seat of a vehicle.

**(7) VEHICLE CAPACITY AND SUPERVISION.**

(a) The camp shall be responsible for a child from the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child. A parent of a school age child may authorize a child to enter a building unescorted.

**Note:** The form, Transportation Permission - Child Care Centers, may be used to designate an adult to receive a child being transported. Forms are available on the department's website, <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

(b) Children may not be left unattended in a vehicle.

(c) When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who have a disability that limits their ability to respond to an emergency.

(d) The licensee shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.

(e) No child may be in a vehicle for transport to or from the camp, a field trip, or other camp activity for more than 60 minutes each direction.

**(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>.

**DCF 252.41 Operational requirements for day camps.**

(1) ADMINISTRATION. The licensee shall do all of the following:

(a) Comply with all laws governing the camp and its operation.

(b) Comply with all requirements in this chapter.

(bm) Ensure that all information provided to the department is current and accurate.

(br) Comply with all conditions placed on the license.

(c) Designate, in writing, as part of the application under s. DCF 252.05 (1), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements in this chapter, if the licensee resides in another state.

(d) Meet, upon request, with the licensing representative on matters pertaining to licensing.

(e) Provide documentation of insurance coverage by the submission of a certificate of insurance reflecting current dates of coverage for:

1. General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.

2. Vehicle liability insurance, when transportation is provided, with minimums no less than those specified in s. 121.53, Stats.

3. Vehicle liability insurance for non-owned vehicles with minimums not less than the amounts specified under s. 121.53, Stats., if transportation is provided in vehicles that are not owned by the camp and are not public transportation vehicles or chartered vehicles.

4. Specific adventure-based activities identified in s. DCF 252.44 (13) when offered as part of the camp program.

(f) Develop, submit to the department, and implement written policies and procedures consistent with this chapter on all of the following subjects:

1. Discharge of enrolled children.

2. Fee payments and refunds.

3. Personnel policies including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall also contain a procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next working day when any of the following occurs:

a. The employee has been convicted of a crime.

b. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.

c. The employee has a governmental finding substantiated against them of abuse or neglect of a child or adult or of misappropriation of a client's property.

d. When a professional license held by a provider has been denied, revoked, restricted or otherwise limited.

4. Admission, including a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.

5. Program objectives and a description of activities designed to carry out the program objectives.

6. Transportation, if children may be transported to and from the camp or for field trips. The policy shall include a procedure to ensure that no child has been left unattended in a vehicle.

7. Plans to be followed in the event of a fire, tornado, missing child, or other emergency. If an open-sided shelter is used as a base camp, the plan shall identify the location of a designated tornado shelter and the procedure to ensure the camp receives information about tornado watches or warnings. The plan shall include a procedure to ensure that children reach the tornado shelter in a timely fashion.

**252.41(1)(f)8.**

8. The plan for supervising children during water activities and waterfront activities, including emergency procedures to be carried out if a child participating in water activities cannot be found.

9. The plan for providing pre-camp training to staff.

10. Child guidance, including ways to manage crying, fussing, or distraught children.

11. Health, including procedures to be followed when there is contact with animals.

12. Nutrition.

13. Continuing education for staff.

(i) Ensure that all published statements such as brochures and publicity are accurate.

(k) Post the day camp license at the base camp in an area visible to parents and the public.

(L)1. Post next to the day camp license all of the following:

a. The current licensing statement of compliance or a noncompliance statement and correction plan, including rule violations the department has not verified as corrected and in compliance.

b. Any notice from the department regarding rule violations, such as a warning letter or enforcement action.

c. Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.

2. All items posted as required under this paragraph shall be visible to parents.

(m) Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the day camp does not adversely affect the health, safety or welfare of any child under the care of the licensee.

(n) Submit to the department by the department's next business day a completed background check request form for any of the following:

1. There is a change in the board president or chairperson.

2. A corporation or limited liability company designates a new person to be subject to the child care background check.

3. A household member turns 18 years of age, unless the household member has previously submitted a background check request form.

4. A household member turns 10 years of age.

(o) Submit to the department a completed background check request form for each potential household member prior to the date on which the individual becomes a household member, unless the person is less than 10 years of age.

(p) Submit a current delegation of administrative authority signed by the licensee that describes the organizational structure of the camp. The delegation of administrative authority shall identify by position or name those persons that will be on the premises and in charge of the camp for all hours of operation.

**(2) REPORTS.** The licensee shall report all of the following to the department via fax, email, or letter or via telephone with a follow-up written report to the appropriate regional licensing office within 5 business days:

(a) Any accident or incident that occurs while the child is in the care of the camp that results in professional medical evaluation, within 24 hours of the licensee becoming aware of the medical evaluation.

**Note:** The licensee may use either the department's form, Incident Report – Regulated Child Care, or the licensee's own form to report accidents. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

(am) Any death of a child in care, within 24 hours after the death.

(ar) Any injury caused by an animal to a child in care, within 24 hours after the incident.

(b) Any damage to the base camp that may affect compliance with this chapter, or any incident at the base camp that results in the loss of utility services, within 24 hours after the occurrence.

(d) A change of the day camp director, within 7 days after the change.

(e) Statistical data required by the department on forms provided by the department.

(f) Any known convictions, pending charges or other offenses of the licensee, day camp employees or other persons subject to a child care background check which could potentially relate to the care of children at the camp or the activities of the camp by the department's next business day.

(g) Any suspected abuse or neglect of a child by a staff member that was reported under s. DCF 252.07 (3) (a), including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, by a staff member during the child's hours of attendance, within 24 hours after the occurrence.

(gm) Any prohibited actions specified in s. DCF 252.44 (2) (c) by a staff member to a child during the child's hours of attendance, within 24 hours after the incident.

(h) Any incident involving law enforcement within 24 hours after the occurrence in which any of the following occurs:

1. A licensee, a household member or an employee of the camp is involved in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the camp.

2. A person responsible for transporting children is involved in a traffic-related incident.

(i) Any change in room usage in the base camp, such as using rooms or areas not previously approved for use by children at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.

(j) Any incident related to a child who leaves the premises of the camp without the knowledge of a counselor or any incident which results in a counselor not knowing the whereabouts of a child in attendance at the camp within 24 hours after the occurrence.

(k) If requested by the department, a plan of correction for cited violations of this chapter or ch. 48., Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and the plan shall be approved by the department licensing representative.

**Note:** The licensing representative will notify the licensee if a plan of correction is required and provide the plan of correction format with the notification.

(L) Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be in writing before the construction or remodeling begins.

**Note:** It is recommended that the licensee check with the local municipality to determine whether a building permit is required before beginning any construction or remodeling.

**Note:** Alterations, additions, or changes of use to commercial buildings may require submittal of plans to and approval by the Department of Safety and Professional Services or its agent before commencing construction. It is recommended that an architect or engineer be consulted prior to the beginning of any construction or remodeling to determine whether plans must be submitted.

(m) Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the day camp or any person in contact with children at the camp, within 24 hours after the camp is notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the camp is notified of the diagnosis.

(n) Any change in meal preparation arrangements, at least 5 calendar days prior to the change. Camps adding meal preparation after an initial license has been issued shall document compliance with building codes related to kitchens before beginning to prepare meals.

(o) Any change in transportation services, at least 5 calendar days prior to the change.

(p) Expected temporary closures lasting more than 2 weeks, at least 5 calendar days before the closure.

(q) Unexpected closures lasting more than 2 weeks, within 24 hours after the camp has been closed for a 2-week period.

(r) Any change in swimming or water activities, boating, firearms and archery, horseback riding, or adventure-based activities, at least 20 working days prior to the change.



**(4) CHILDREN'S RECORDS FILES.**

(a) The licensee shall create and maintain at the camp a current written record for each child before the child's first day of attendance or subsequent re-enrollment. The licensee shall make the record available to the licensing representative. Each child's file shall include all of the following:

1. Enrollment information consisting of all of the following:

a. The name and birthdate of the child.

b. Names and contact information for the child's parents.

c. The child's home address and telephone number.

d. Address and telephone number where a parent can be reached while the child is in care.

e. Name, address, telephone number and relationship to the child of the person to be notified in an emergency, when a parent cannot be reached immediately.

f. Names, address and telephone number of the physician or medical facility caring for the child.

g. Names, addresses and telephone numbers of persons authorized to pick-up the child or to accept the child who is dropped off.

h. Dates of camp session in which the child is enrolled.

2. Consent from the parent for emergency medical care or treatment;

**Note:** The licensee may use either the department's form, Child Care Enrollment, or the licensee's own form to obtain consent of the child's parent for emergency medical treatment. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

4. Authorization from the parent for the child to participate in field trips and other off-premises activities, if these are part of the camp program.

**Note:** The licensee may use either the department's forms Field Trip or Other Activity Permission / Notification – Child Care Centers and Child Care Enrollment or the licensee's own form for securing parental information. Forms are available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

5. Specific written informed consent from the parent for each incident of participation by a child in any research or testing project. The day camp shall obtain and make available to the department and to the parent a statement indicating the sponsor, the subject matter, the specific purpose and the proposed use of results with respect to each project.

**Note:** The licensee may use either the department's form, Informed Consent for Observation or Testing by an Outside Agency – Child Care Centers, or the licensee's own form for securing the parent's written consent. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

6. Health history information that includes all the following:

a. The name and birthdate of the child.

b. The full names of the child's parents.

c. A telephone number where the parent can be reached while the child is in care.

d. The name, address, and telephone number of the physician or medical facility caring for the child.

e. The child's medical conditions, such as asthma, cerebral palsy, diabetes, epilepsy, food allergies, or gastrointestinal or feeding concerns. If the child has a milk allergy, a statement from a medical professional indicating an acceptable alternative.

f. If the child has a medical condition, triggers that may cause a problem, signs or symptoms for the counselor to watch for, steps a counselor should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identification of all counselors who have received specialized training or instructions to help treat symptoms.

**Note:** The licensee may use the department's form, DCF-F-CFS2345, Health History and Emergency Care Plan, or the licensee's own form for obtaining the information.

**252.41(4)(a)6m.**

6m. Documentation of each child's immunization history that indicates compliance with s. 252.04, Stats., and ch. DHS 144.

7. Authorization from the parent outlining the plan for a child to come to the camp from school, home or other activities and to go from the camp to school, home or other activities unless the child is accompanied by a parent or other authorized pick-up person.

**Note:** The licensee may use either the department's form, Alternate Arrival/Release Agreement — Child Care Centers, or the licensee's own form for securing the parent's signed agreement.

Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

8. Assessment of the child's swimming ability, if swimming is included in the program of activities.

**Note:** Either parents or the camp may assess the child's swimming ability.

(c) The licensee shall maintain a current, accurate, written record of the daily attendance and birthdate for each child enrolled in the program. If the hours of arrival and departure of the children vary, the actual time of arrival and departure for each child shall be recorded. Each record shall be maintained as long as the child is enrolled in the program.

**Note:** The department form, Daily Attendance Record — Child Care, may be used to document a child's daily attendance. Information on how to obtain the department's form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

**(5) PARENTS.**

(a) The camp director shall notify the parents of a child in care immediately and shall provide sufficient detail to apprise the parent if any of the following occurs:

1. The child becomes ill.

2. The child needs professional evaluation of an injury.

3. The child experiences a head injury, has a seizure, consumes incorrect breastmilk, consumes food or drink that may contain the child's allergen, consumes or comes in contact with poisonous materials, or is given incorrect medication. For purposes of this subdivision, a "head injury" means a bump, blow, or jolt to the head.

4. The child's whereabouts are unknown.

5. The child was subject to child guidance that is prohibited under s. DCF 252.44 (2) (c) and (d).

(b) If a child in care has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact, the camp director shall notify the child's parents when the information becomes known to the camp.

(c) If a child in care has sustained a minor injury that does not appear to require professional medical evaluation, the camp director shall notify the child's parents when the child is picked up at the camp or delivered to the parent or other authorized person.

(d) The camp shall notify the parents of any religious training that is part of the camp program. The reference to the religious component shall be included in any publicity and program objectives and activities.

(e) A copy of this chapter shall be posted or made available in an area of the camp where parents are likely to see it.

(f) A copy of the child care policies of the camp shall be made available to the parents in an area of the camp accessible to parents. Personnel policies do not need to be available to parents.



**DCF 252.42 Personnel.****(1) STAFF RECORDS.**

(a) The licensee shall maintain a file on each employee and contracted employee that shall be available for examination by the licensing representative. Each employee's file shall include all of the following:

1. The employee's name, address, date of birth, education, position, previous experience in child care including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.

**Note:** The licensee may use the department's form, *Staff Record - Child Care Centers*, or the licensee's own form for recording staff information. The form is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

2. Documentation of any pertinent certification or training required for the position, including department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children in care, if the person will provide care to children under 5 years of age.

3. Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13 and the person is eligible to work in a child care program.

**Note:** Information on child care background checks is available on the department's website, <https://dcf.wisconsin.gov/ccbgcheck>.

4. Documentation of successful completion of pre-camp training.

**Note:** The licensee may use the department's form, *Pre-camp Training Documentation - Day Camps*, or the licensee's own form to document the successful completion of pre-camp training. The form is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

5. Documentation of the days and hours worked when the person was included in the counselor-to-child ratio.

6. Documentation of a high school diploma or its equivalent as determined by the Wisconsin department of public instruction.

7. Documentation of compliance with continuing education requirements under sub. (3)(g).

(b) The licensee shall maintain a listing at the base camp of the name, address, and telephone number of the person to be notified in the event of an emergency involving an employee.

(c) The licensee shall maintain a staff record that meets the requirements specified in par. (a) 1. to 6. for each student teacher or person who works at the camp and is compensated from sources other than the camp.

**(2) CAMP STAFF**

(a) Camp staff members, including the camp director, counselors, and volunteers, shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

(b) 1. Each day camp shall have a person designated as camp director. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.

2. A camp director shall be at least 21 years of age and shall have at least one of the following:

a. The Wisconsin Afterschool and Youth Development Credential.

b. A bachelor's degree in outdoor education, recreation, coaching, juvenile justice, social work, psychology, child development, or education, or another camp-related field

c. Two or more years of supervisory or administrative experience in an organized camp or children's program.

~~(d) Counselors who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have a high school diploma or the equivalent, as determined by the department of public instruction.~~ Lead counselors. A lead counselor shall meet the following conditions:

1. Be at least 18 years of age.
2. Have a high school diploma or the equivalent, as determined by the department of public instruction.

(dm) Assistant counselors. An assistant counselor shall meet the following conditions:

1. Be at least 16 years of age.
2. Work under the supervision of a lead counselor with a group of children.

(e) In the absence of a regular staff member, there shall be a similarly qualified staff member or substitute to replace the absent staff member.

### (3) STAFF TRAINING .

(a) Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department and implemented. The plan shall include all of the following:

1. A review of the applicable parts of this chapter.
2. A review of camp policies and procedures, as required under s. DCF 252.41 (1) (f).
3. Job responsibilities in relation to job descriptions.
4. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids.

**Note:** A copy of the universal precautions may be obtained from the Child Care Information Center by calling 800-362-7353 or from the Occupational Health Section, Bureau of Public Health, Department of Health Services, 1 W. Wilson St. Madison, WI 53703.

5. Daily activity plans and schedules.
6. First aid procedures.
7. A review of plans required under ss. DCF 252.41 (1) (f) 7. and 8., and 252.43 (2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable.
8. The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.
9. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, such as vehicular traffic, and procedures to be followed to protect the children from these hazards.
10. A review of child abuse and neglect laws and the camp reporting procedures under s. DCF 252.07 (3).
11. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day.

12. Child management techniques.

13. For any person who will be providing care and supervision to children under 5 years of age, department-approved training in shaken baby syndrome and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children.

(b) All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.

(c) Volunteers who are not counted as counselors for meeting the required counselor-to-child ratio are exempt from the 24-hour pre-camp training if all of the following conditions are met:

1. The volunteer receives at least 4 hours of training in day camp programming, as required under par. (a), including orientation at the base camp.
2. The volunteer works under the supervision of a lead counselor who has met the training requirements specified in par. (b).

(d) The camp director shall plan and implement monthly staff meetings that provide ongoing supervision and in-service training for the staff.

(e) All camp staff in regular contact with the children, including the camp director and each counselor, shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR), including department-approved training in the use of an automatic external defibrillator prior to working with children in care. The CPR training may be included in pre-camp training.

(em) All camp staff in regular contact with children, including the camp director and each counselor, shall complete a training in pediatric first aid procedures prior to working with children in care. The pediatric first aid may be included in precamp training.

(f) The camp director shall coordinate the volunteer program and keep on file documentation of the days and hours worked for volunteers who are included for meeting the required counselor-to-child ratio.

(g) 1. Except as provided in subd. 1m., each camp director and camp counselor shall participate in at least 8 hours of continuing education annually.

1m. Each camp director and camp counselor who works fewer than 8 months per year shall participate in the equivalent of at least one hour of continuing education per month of employment as a camp director or camp counselor.

2. Any continuing education hours or courses for credit completed that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.

3. The types of trainings acceptable to meet continuing education requirements shall be any of the following:

- a. Formal courses resulting in credits or continuing education units.
- b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.
- c. Trainings offered by the day camp by guest or staff trainers.
- d. Documented observation time in other early childhood programs.
- e. Web-based training.
- f. Independent reading.
- g. Viewing educational materials, including videos, lesson plans, and websites.
- h. For participants in the YoungStar program, technical assistance under s. 48.659,

Stats.

4. Continuing education may be in any of the following topics:

- a. Prevention and control of infectious diseases.
- b. Medication administration.
- c. Prevention of and response to emergencies due to food and allergic reactions.
- d. Identification of and protection from hazards.
- e. Building and physical premises safety.
- f. Emergency preparedness and response planning.
- g. Handling and storage of hazardous materials.
- h. Handling and disposing of biocontaminants.
- i. Child growth and development.
- j. Caring for children with disabilities.
- k. Guiding children's behavior.
- L. Nutrition.
- m. Physical activity.
- n. Transportation and safety.
- o. Identification and reporting of suspected child abuse or neglect.
- p. Cardiopulmonary resuscitation.
- q. First aid.
- r. Business operations.

s. Any other topic that promotes child development or protects children's health or safety.

5. Each camp director or camp counselor shall have documentation of the 12-month period included in their training year for meeting continuing education requirements and begin a new training year in the same month each year.

**(4) HEALTH**

(a) No licensee, employee, volunteer, visitor, or parent with symptoms of a communicable disease reportable under ch. DHS 145 or a serious illness that presents a safety or health risk to children may be in contact with the children in care.

(b) 1. No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care.

2. The department may require a licensee, employee or other person in contact with the children in care whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.

(c) No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a camp until it is determined by appropriate tests that the person is not a carrier of the disease.

**DCF 252.425 Supervision and grouping of children.****(1) SUPERVISION.**

(a) Each child shall be supervised at all times to guide the child's behavior and activities, prevent harm, and ensure safety.

(am) At least one lead counselor shall supervise each group of children.

(b) All children in care shall be assigned to a counselor. The camp shall implement a procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.

(c) 1. Counselors who are included for meeting the required counselor-to-child ratio may not provide care to children more than 12 hours in any 24-hour period.

2. Notwithstanding subd. 1., camps that provide an occasional overnight activity for children enrolled in the camp may allow a counselor to provide care for children for more than 12 hours in the 24-hour period to permit the counselor to remain with the children during the overnight session.

(cm) No person under 18 years of age shall be left in sole charge of a child.

(d) No licensee, employee, volunteer, or other individual in contact with children may consume alcoholic beverages or any non-prescribed controlled substance specified in ch. 961 Stats., on the premises of the camp or be under the influence of any alcohol or non-prescribed controlled substance, during the hours of the camp's operation.

(e) A child may not be released to any person who has not been previously authorized by the parent.

(f) The camp shall implement a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.

(g) A child may not be in care for more than 14 hours in any 24-hour period.

(h) The camp director shall be at the camp during the hours of operation, except if any of the following conditions are met:

1. The camp director is on a field trip with all of the children.

2. The camp director is on a field trip with some of the children and has a reliable method of communicating easily with the camp.

3. Another qualified person that is identified in the written delegation of administrative authority under s. DCF 252.41 (1) (p) is present at the camp and is authorized to make decisions for the camp.

(i) When 9 or more children are present at the camp, there shall be at least 2 ~~adults~~ employees available at all times and at least one of the ~~adults~~ employees shall be a lead counselor.

**(2) GROUPING OF CHILDREN.**

(a) 1. Except as provided in subds. 2. and 4., the ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.425.

<b>TABLE DCF 252.425 COUNSELOR-TO-CHILD RATIO FOR CHILDREN IN A DAY CAMP</b>	
<b>Age of Children</b>	<b>Minimum Number of Counselors to Children</b>
3 Years to 4 Years	1:4
4 Years to 5 Years	1:6
5 Years and 6 Years	1:12
7 Years and Over	1:18

2. When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a pro rata basis, according to age.

**Note:** The department's form, Counselor-to-Child Ratio Worksheet may be used to prorate the staff-to-child ratio for mixed age groups. Information on how to obtain forms is available on the department's website, <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

4. When 9 or more children are on a field trip, at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.425 shall be met on field trips.

(b) Support staff, such as maintenance, clerical, housekeeping, and food service staff, may only be considered in determining counselor-to-child ratios if the support staff meet the qualifications of a camp counselor and are giving full attention to the care and supervision of children.

(c) A camp counselor may not engage in any duties that are not related to caring for children while he or she is counted in meeting the required counselor-to-child ratios.

(d) Children of staff who attend the camp and who are on the premises for supervision and care shall be counted in the determination of counselor-to-child ratios.

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**DCF 252.43 Base camp and facilities.****(1) SITE AND BUILDING.**

(a) The licensee shall identify a base camp that provides an environment that allows the program to be oriented to the out-of-doors. The base camp shall be maintained in a clean and sanitary condition at all times.

(b) The base camp shall have a building or shelter for use by the camp during inclement weather. If the shelter is not enclosed, the camp shall implement a procedure for ensuring that children are protected from the elements.

(c) The base camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health or safety of the occupants. No camp may be located in an area that is situated so that drainage for any source of filth, such as garbage or animal waste disposal, can be deposited on the site.

**Note:** Local authorities should be consulted to obtain any required zoning clearances or building permits. Chapter NR 115 and s. NR 116.12 (2) (b) may affect the camp's location with regard to flood plains and shore land areas.

(d) Buildings and shelters on sites used or constructed primarily for day camp purposes shall comply with the applicable Wisconsin Commercial Building Code and applicable local ordinances. A copy of the building inspection report shall be on file with the department.

**Note:** Local authorities should be consulted to obtain any required zoning clearances or building permits.

(e) All buildings and structures used by children for day camp purposes shall have not less than 2 plainly marked exits that are free of obstruction.

(f) The base camp premises and any structures used by children on the premises shall be free of litter, safe, well maintained, in good repair, and clean.

(g) If the base camp includes an enclosed building used by children, the inside temperature of the building may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the licensee shall provide for air circulation with fans or by other means.

(h) Painted exterior and interior surfaces accessible to children shall be free of flaking or deteriorating paint and finished with lead-free paint or other non-toxic material.

(i) Garbage and refuse at the base camp shall be kept in rigid, watertight, and leak-proof containers with tight-fitting covers and disposed of as necessary to prevent decomposition and overflow.

(j) The areas around garbage and refuse containers shall be clean and dry.

(k) Solid waste disposal sites on the premises must be licensed by the department of natural resources.

(L) The growth of brush, weeds, grass, and plants shall be controlled in the base camp area to prevent the harborage of noxious insects, rodents, and any other animals.

(m) Chemical and other insect, weed, and rodent control measures shall be used in accordance with label instructions.

**(2) PROTECTIVE MEASURES .**

(a) Children shall be protected from indoor and outdoor hazards, including vehicular traffic and any recalled products.

**Note:** Lists of recalled products are available on the Department of Agriculture, Trade and Consumer Protection website at <https://datcp.wi.gov/Pages/Publications/KeepYourKidsSafeNewsletter.aspx> or by contacting the U.S. consumer products safety commission (US CPSC) at 1-800-638-2772.

**252.43(2)(b)**

(b) Materials harmful to children, including drugs, pesticides, flammable or combustible materials, insecticides, matches, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous materials shall be stored in the original, covered, and labeled container in areas not accessible to children. Power tools shall be stored so they are inaccessible to children.

(c) A motor vehicle shall be immediately available at the camp in case of emergency if a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call.

(d) Smoking is prohibited anywhere on the premises or in a vehicle used to transport children when children are in care.

(e) The camp shall have a working telephone at the camp during the hours of operation. A list of emergency telephone numbers, including fire, law enforcement, and poison control shall be in a location known to all camp counselors. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.

**(3) EMERGENCY PLANS AND DRILLS.**

(a) Each camp shall have a written plan for taking appropriate action in the event of an emergency situation, including a fire, tornado, or natural disaster, extreme heat or cold, lost or missing children, a missing swimmer, an accident, an illness, allergic reactions, human-caused events, such as threats to the premises or its occupants, or other circumstances requiring immediate attention. The plan shall include specific procedures that address all of the following:

1. Evacuation, relocation, shelter-in-place, and lock-down.

2. Procedures for ensuring that the needs of children with chronic medical conditions and children with disabilities are met.

3. Communication with parents.

4. Connecting children with their parents if the camp is required to evacuate the premises.

5. Continuity of operations, including steps the day camp will take to demonstrate that they are prepared to resume business, when possible, following an emergency.

(am) Practice the emergency evacuation plans and tornado drills monthly during day camp operation with all staff, volunteers, and enrolled children.

(b) Each staff member and volunteer shall be informed of and knowledgeable about his or her duties in the event of an emergency and the appropriate evacuation routes.

(bm) Keep a written record of dates and times all fire and tornado drills are practiced.

(c) All fire protection facilities and equipment, including fire extinguishers, shall be operable and maintained in working order by a qualified person. Each fire extinguisher shall be inspected once per year by a qualified person and have a label indicating its present condition and the date of the last inspection.

(d) Before camp opens, written notification of the camp operation shall be given to the nearest fire department or forest ranger service for protection in case of fire. The notification shall include the dates the camp will be operational and the number and ages of children in care.

(e) Any necessary permits required for operation of incinerators or for open fires shall be secured and available for review by a licensing representative.

**Note:** The department recommends that the licensee contact the local municipality and the Department of Natural Resources prior to the camp opening to determine what permits are required.

(f) The clearing around open fires shall be free of burnable materials for a radius of 6 feet.

**(3m) FOOD PREPARATION, SERVICE, AND STORAGE .**

(a) When meals are prepared or heated on the premises, the kitchen area shall be equipped with a microwave or stove, a refrigerator, a sink, and utensils that are necessary to



prepare and serve meals. The sink shall be used exclusively for food preparation and dishwashing.

(b) Camps preparing or serving only snacks are not required to have a sink unless dishes or utensils requiring dishwashing are used. Camps preparing or serving only snacks are not required to have a microwave or stove unless the snacks require heating.

(c) All equipment and utensils used for preparing, serving, or storing food shall have smooth hard surfaces, be easily cleanable, in good repair, durable, non-toxic, and free of cracks, seams, chips, and roughened areas, and be maintained in a clean and sanitary condition.

(d) Single-service utensils and food containers may not be reused.

(e) Foods shall be stored at temperatures that protect against spoilage. Milk and other perishable food shall be maintained at or below 40 degrees Fahrenheit.

(f) Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents, or animals. Dry foods, such as cereals, crackers, and pasta shall be stored in bags with zip-type closures or metal, glass, or food-grade plastic containers with tight-fitting covers and shall be labeled and dated. In this paragraph, "food-grade plastic" means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.

(fm) Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding, and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs, and dairy products shall be from an inspected source.

(g) Raw fruits and vegetables shall be washed before being served or cooked.

(h) Meals shall be prepared at the base camp in a central kitchen operated by the camp or in another location that has been inspected by a representative of a state agency. Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40 degrees Fahrenheit and containers for hot food shall be capable of maintaining the temperature at or above 140 degrees Fahrenheit.

**Note:** The rules for retail food establishments are in ch. ATCP 75, found here:

[https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75).

(i) Extra food that was prepared but not served shall be dated, refrigerated promptly, and used within 36 hours, or frozen immediately for use within 6 months.

#### **(4) WATER.**

(a) A safe supply of drinking water shall be available to children and staff at all times from a drinking fountain of the angle jet type or by use of disposable or reusable cup or water bottle. Common use of drinkware is prohibited.

(b) If a camp gets its water from a private well, the camp shall comply with all of the following:

1. a. At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for total coliform and *Escherichia coli* (*E. coli*) bacteria using a laboratory certified by the department of agriculture, trade and consumer protection as specified in ch. ATCP 77. The laboratory report shall be available to the department upon request.

b. If the water test results indicate the presence of total coliform or *E. coli* bacteria, the water system shall be appropriately disinfected or treated and retested until it is determined to be free of bacteria. An alternative source of water shall be used for drinking and preparing food until the well is free from bacteria.

**Note 1:** A list of laboratories certified to test for bacteria can be found on the Department of Natural Resources website: [www.dnr.wi.gov](http://www.dnr.wi.gov).

**Note 2:** Alternative sources of drinking water can include bottled water and water from a public water system that meets drinking water standards.

2. a. At least 2 weeks prior to the camp opening each year, the camp shall have water samples from the well tested for nitrate using a laboratory certified under ch. NR 149. The laboratory report shall be available to the department upon request.

b. If water test results indicate nitrate levels are above 10 mg/L, an alternative source of water shall be used for drinking and preparing food until nitrate levels are below 10 mg/L.

**Note 1:** A list of laboratories certified to test for nitrate can be found on DNR's website: [www.dnr.wi.gov](http://www.dnr.wi.gov).

**Note 2:** Alternative sources of drinking water include bottled water, water that has been treated with a device certified by the department of safety and professional services to remove nitrate, and water from a public water system that meets drinking water standards.

3. a. The camp shall have the well tested for lead every five years including a laboratory certified by the department of natural resources under ch. NR 149. The laboratory report shall be available to the department upon request.

b. If water test results indicate lead levels are above 15 micrograms per liter (µg/L), an alternative source of water shall be used for drinking and preparing food until action is taken to reduce lead levels below 15 µg/L as confirmed by an additional water test.

**Note 1:** A list of laboratories certified to test for lead can be found on DNR's website: [www.dnr.wi.gov](http://www.dnr.wi.gov).

**Note 2:** Alternative sources of drinking water include, but are not limited to, bottled water, and water from a source known to be low in lead, such as a public water system that meets drinking water standards.

**Note 3:** Camps that meet the definition of a "public water system" in s. NR 809.04 (67) are required to comply with ch. NR 809, Safe Drinking Water Act Standards. For further information, see <https://dnr.wisconsin.gov/topic/DrinkingWater>.

(c) 1. When running water is not available, a camp shall use a covered drinking water container that is all of the following:

- a. Easily distinguishable from other containers.
  - b. Constructed of a food grade material that does not permit the water to become contaminated by dirt, insects, or animals.
  - c. Suitable for pouring or equipped with a faucet.
2. No one may dip into the water in the water container.
  3. The water container shall be cleaned and sanitized daily.
  4. The water in the container shall meet the requirements under par. (a) and (b).

#### **(5) WASHROOMS AND TOILET FACILITIES .**

- (a) Handwashing and toileting facilities shall be provided and accessible to children.
- (b) Single-use disposable towels shall be provided and accessible to children.
- (c) Soap, toilet paper, and a wastepaper container shall be provided and accessible to children.
- (d) Outdoor toilets, when used, shall be constructed according to the requirements of the applicable Wisconsin commercial building codes and maintained in good repair.
- (e) A portable toilet shall be in compliance with s. SPS 391.13 and local ordinances.
- (f) Plumbing shall comply with all applicable sections of Wisconsin plumbing codes.
- (g) Liquid waste disposal shall be connected to a public sewer, if available. If not available, liquid waste disposal shall be in accordance with chs. SPS 382, 383, and 384.
- (h) Handwashing and toilet facilities shall be in clean and sanitary condition.

**DCF 252.44 Program.****(1) PROGRAM PLANNING AND IMPLEMENTATION.**

(a) Each day camp shall have a written program of activities that shall be planned according to the developmental level of each child and each group of children and intended to expose children to a variety of cultures. The needs of children with disabilities shall be considered when planning the programming and activities for enrolled children. The program of activities shall focus on the outdoors and the natural environment and shall reflect the camp's written policies. The program shall provide each child with experiences that will promote all of the following:

1. An appreciation and understanding of the natural environment.
2. Large and small muscle development.
3. Intellectual growth.
4. Self-esteem and positive self-image.
5. Opportunities for recreation.
6. Social interaction.
7. Creative expression.
8. Self-expression and communication skills.
9. Literacy skills.

**Note:** With parental consent and consultation, it is recommended that camps who care for children who have an Individualized Education Program (IEP) coordinate programming activities with the local school district.

(b) The program shall:

1. Protect the children from excessive fatigue and from overstimulation.
2. Encourage spontaneous activities.
3. Be planned to provide a flexible balance each day of:
  - a. Active and quiet activities.
  - b. Individual and group activities.
4. Provide daily opportunities for children to play outdoors except during inclement weather or when not advisable for health reasons.
5. Provide reasonable regularity in eating, resting and other routines.
6. Provide daily periods when a variety of experiences are concurrently available for the children to select their own activities.
7. Limit the amount of time that children are kept waiting in lines or assembled in large groups during routines such as toileting and eating and intervals between activities.

**(2) CHILD GUIDANCE.**

(a) Each day camp shall have a written policy on guiding children's behavior which provides for positive guidance, redirection and the setting of clear-cut limits. The policy shall be designed to help each child develop self-control, self-esteem, and respect for the rights of others.

(b) 1. In this paragraph, a "time-out period" means a break from the large group that a counselor offers a child to provide the child an opportunity to calm and regain composure while being supported by the counselor.

2. A camp may use a time-out period to handle a child's unacceptable behavior only if all of the following conditions are met:

- a. The counselor offers the child the time-out period in a non-humiliating manner.
- b. The time-out period does not exceed 3 minutes.
- c. The child is not isolated.
- d. The child is not removed from group location.

3. The procedures for a time-out period shall be included in the camp guidance policy under par. (a).

(c) Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

**252.44(2)(c)1.**

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.
  2. Verbal abuse, threats or derogatory remarks about the child or the child's family.
  3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
  4. Withholding or forcing meals, snacks or naps.
  5. Actions that are aversive, cruel, frightening or humiliating.
- (d) Children shall not be punished for lapses in toilet training.

**(3) EQUIPMENT AND FURNISHINGS.**

(a) The camp shall provide program equipment and furnishings in a variety and quantity that allows staff to implement activities outlined in the written policy on program objectives and activities required under s. DCF 252.41 (1) (f) 5. and meets all of the following criteria:

1. Provides for large muscle development.
2. Provides construction activities and for the development of manipulative skills.
3. Encourages social interaction.
4. Provides intellectual stimulation.
5. Encourages creative expression.

(b) All equipment and furnishings, whether or not owned by the camp, shall be:

1. Scaled to the developmental level, size and ability of the children.
2. Safe, durable, of sturdy construction with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.
3. Placed to avoid danger of accident and collision and to permit freedom of action.
4. Used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care.

(c) Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.

(d) No trampolines or inflatable bounce surfaces on the premises may be accessible to children or used by children in care.

**(4) REST.** When a session is more than 4 hours in length, there shall be a rest period or period of quiet activities of at least 30 minutes for all children under 5 years of age.

**(5) MEALS, SNACKS, AND FOOD SERVICE.**

(a) Food shall be provided in accordance with Table DCF 252.44 which is based on the amount of time children are present. Food may be served at flexible intervals, but no child may go without nourishment for longer than 3 hours.

<b>TABLE 252.44</b>	
<b>MEAL AND SNACK REQUIREMENTS FOR EACH CHILD AT A DAY CAMP</b>	
<b>Time Children Are Present</b>	<b>Number of Meals and Snacks</b>
2½ to 4 hours	1 snack
4 to 8 hours	1 snacks and 1 meal
8 to 10 hours	2 snacks and 1 meal
10 hours or more	2 meals and 2 or 3 snacks

(b) Camp-provided transportation time shall be included in determining the total number of hours a child is present for the purpose of par. (a).

(c) Food allergies of specific children shall be reported to cooks, counselors and substitutes having direct contact with children.

(d) Menus for meals and snacks provided by the camp shall:

1. Be posted in the kitchen and in a conspicuous place accessible to parents.
2. Be planned at least one week in advance, dated and kept on file for 3 months.

**252.44(5)(d)3.**

3. Be available for review by the department.

4. Include diverse types of food.

(e) At a minimum, each meal and snack provided to children shall meet the U.S. department of agriculture child and adult care food program minimum meal requirements for amounts and types of food. Additional portions of vegetables, fruits, bread, and milk shall be available.

**Note:** The USDA meal program requirements may be found on the website,

<http://www.fns.usda.gov/cacfp/meals-and-snacks>

(f) When food for a child is provided by the child's parent, the camp shall provide the parent with information about requirements for food groups and quantities specified by the U.S. department of agriculture child and adult care food program minimum meal requirements.

(g) A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. A special diet based on a food allergy may be served upon the written request of the parent.

**(6) HEALTH.**

(a) *Observation.* Each child upon arrival at the camp shall be observed by a staff person for symptoms of illness. For an apparently ill child, the procedure under par. (c) shall be followed.

(b) *Health supervision.* There shall be an adult at the camp at all times who is responsible for health supervision. The on-site health supervisor shall be one of the following:

1. A physician licensed in Wisconsin.

2. A registered nurse or practical nurse licensed in Wisconsin.

3. A physician assistant licensed in Wisconsin.

4. An emergency medical technician.

5. A person currently certified as having completed the American Red Cross Standard First Aid course or equivalent.

(bm) If a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified by the department as a first responder under ch. DHS 110 must be on the premises during the hours when children are present. This person may serve as the camp health supervisor.

(c) *Ill child procedure.*

1. There shall be an isolation or first aid area for the care of children who become ill. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.

2. When an apparently ill child is observed in the day camp, the following procedures shall apply:

a. A child with symptoms of illness or a condition such as vomiting or diarrhea, shall be isolated and shall be made comfortable, with a place to lie down available, with a staff member within the sight or hearing of the child. Isolation shall be used until the child can be removed from the camp.

b. The child's parent, or a designated responsible person when parents cannot be reached, shall be contacted as soon as possible after the illness is discovered to take the child from the camp.

(d) *Communicable disease.*

1. No child or any other person with a reportable communicable disease specified in ch. DHS 145 may be admitted or readmitted to a camp, be permitted to remain in a camp, or be permitted to have contact with children in care during the period when the disease is communicable.

3. A person in contact with children or a child may be allowed to return to a camp if the person's physician provides a written statement that the condition is no longer contagious or the person has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the department.

**Note:** The Division of Public Health in the Department of Health Services has developed materials that identify those communicable diseases that are required to be reported to the local public health officer. These materials also provide information on the symptoms of each disease and guidance on how long an infected child must be excluded from the camp. Copies of the communicable disease chart are available from the Department of Health Services website at <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>.

(e) *Medication.*

1. Camp staff may give prescription and non-prescription medication to a child only under the following conditions:

a. A signed, dated, written authorization that includes the child's name and birthdate, name of the medication, administration instructions, medication intervals, and the length of the authorization from the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.

**Note:** The department's form, Authorization to Administer Medication, or the provider's own form may be used to obtain the parent's authorization to administer medication. Information on how to obtain the form is available on the department's website, <http://dcf.wisconsin.gov>, or from any of the regional licensing offices in Appendix A.

b. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administering.

2. All medications shall be stored so that they are not accessible to the children.

3. Medications shall be stored at the appropriate temperature as indicated on the label.

3m. All medication for a child in care shall be administered by the camp as directed on the label and as authorized by the parent.

4. No medication may be kept at the camp without a current authorization from the parent.

5. Bee sting medication, inhalers, an insulin syringe, or other medication or device used in the event of a life-threatening situation may be carried by a child over the age of 7 years with written authorization from the parent and the child's physician.

(f) *Injury.* Written procedures for the treatment of children who are in accidents or otherwise injured shall be available, made known to staff, and carried out as follows:

1. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the camp. The camp shall contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child.

**Note:** The camp may use the department's form, *Child Care Enrollment*, or its own form for obtaining medical consent from the parent. Information on how to obtain forms is available on the department's website, <http://dcf.wisconsin.gov>, or from any regional licensing office in Appendix A.

2. Prior to the opening of camp, a planned source of emergency medical care, such as a hospital emergency room, clinic, or other constantly staffed medical facility, shall be designated and made known to staff and parents.

3. A camp shall establish and follow written procedures for treating minor injuries and for taking a child to an emergency medical care facility.

4. First aid equipment shall be available at a designated location at the base camp.

5. Standard first aid procedures shall be followed for injuries.

6. Superficial wounds may be cleaned with soap and water only and protected.

7. Suspected poisoning shall be treated only after consultation with a poison control center.

(g) *Medical Log.*

1. The licensee shall maintain a medical log book that has a stitched binding with pages that are lined and numbered.

**252.44(6)(g)2.**

2. Pages may not be removed from the medical log under subd. 1. and lines may not be skipped. Each entry in the log book shall be in ink, dated, and signed or initialed by the person making the entry.

3. A provider shall record all of the following in the medical log under subd. 1.:

a. Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received in or out of the care of the camp.

b. Any injuries received by a child while in the care of the camp on the date the injury occurred. The record shall include the child's name, the date and time of the injury, and a brief description of the facts surrounding the injury.

c. Any medication dispensed to a child, on the date the medication is dispensed. The record shall include the name of the child, type of medication given, dosage, time, date, and the initials or signature of the person administering the medication.

d. Any incident or accident that occurs when the child is in the care of the center that results in professional medical evaluation.

4. The director or a designee shall review records of injuries with staff monthly during camp operations to ensure that all possible preventive measures are being taken. The reviews shall be documented in the medical logbook under subd. 1.

(i) *Health precautions and personal cleanliness.*

1. A child's hands shall be washed with soap and running water before meals and snacks and after handling animals and toileting or diapering.

2. Persons working with children shall wash their hands with soap and running water before handling food, after assisting with toileting and after wiping bodily secretions from a child.

3. Soap and water-based wet wipes may be used to wash hands when there is no running water immediately available. Disinfecting hand sanitizers may not replace the use of soap and water when washing hands.

4. Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in a sanitary condition.

5. Children shall be clothed to ensure body warmth and comfort. Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.

6. There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all children at the camp.

7. As appropriate, children shall be protected from sunburn and insect bites with protective clothing, if not protected by sunscreen or insect repellent. Sunscreen and insect repellent may only be applied on the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. If parents provide the sunscreen or insect repellent, the sunscreen or repellent shall be labeled with the child's name. Children may apply their own sunscreen or insect repellent with written parental authorization. Recording the application of sunscreen or insect repellent is not required.

8. Center staff shall follow universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges.

9. Single use disposable gloves shall be worn if there is contact with blood-containing bodily fluids or tissue discharges. Gloves shall be discarded in plastic bags.

(j) *Diapering.* When children are diapered, the camp counselor shall do all of the following:

1. Consult with the child's parent to develop a toilet training plan so that a child's toilet routine is consistent between the camp and the child's home, if the child is in the process of becoming toilet trained.

2. Change wet or soiled diapers and clothing promptly.

3. Change each child on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.

**252.44(6)(j)4.**

4. If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.

5. Place disposable soiled diapers and gloves, if used, in a plastic-lined, hands-free, covered container immediately.

6. Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.

7. Apply lotions, powders or salves to a child during diapering only at the specific written direction of the parent or the child's physician. The directions shall be posted in the diapering area. The application of diapering lotions, powders or salves is not required to be recorded in the camp medical log.

8. Wash the child's diaper area before each diapering with a disposable or fabric towel used only once.

**(7) SWIMMING AND WATER ACTIVITY AREAS.**

(a) *Definitions.* In this subsection, "waterfront" means a pool or beach accessible to or used by children in care.

(am) *Swimming area.*

1. Pools and other swimming areas used by children shall be located, constructed, equipped and operated according to the requirements of chs. SPS 390 and ATCP 76 for pools and water attractions. A beach shall be in compliance with applicable local ordinances.

2. a. Swimming pools shall be enclosed with a 5 foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 3½ inches or less. In addition, all of the following restrictions apply when the pool is not in use by children.

b. If access to the pool is through a gate, the gate shall be closed and locked.

c. If access to the pool is through a door, the door shall be closed, visibly locked and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.

d. Locks shall be located so that the locks cannot be opened by children.

e. The free-standing wall of an above ground pool may not serve as an enclosure unless it is at least 5 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.

f. The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.

3. The swimming area used by a day camp shall have designated areas for non-swimmers, intermediate swimmers, advanced swimmers and divers. A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.

4. Access to a water activity area or beach shall be controlled so that children may not enter the area without the knowledge of waterfront staff and any area used for swimming shall be clearly marked.

5. Equipment in water activity areas, including docks, ladders, rafts, diving boards, boats, life jackets, and paddles, shall be maintained and in good repair.

6. Rescue equipment, including a shepherd's crook type pole, a backboard, ring buoy, and rescue tube shall be maintained and immediately available at each water activity area as specified in s. ATCP 76.26.

(b) *Waterfront supervisor.*

1. Each day camp offering swimming, boating, canoeing, or other water activities whether at a pool or a beach shall designate a staff person as waterfront supervisor. All water activities, whether on or off the premises, shall be under the direction of the waterfront supervisor or an equally qualified adult who is present at the waterfront during water activities. The waterfront supervisor shall:

a. Be 18 years of age or older; and



**252.44(7)(b)1.b.**

b. Hold a current certification as a life-guard from a nationally recognized certifying agency.

1m. If the center uses a pool, beach, or other water attraction that is not located on the center premises and certified lifesaving personnel are on duty, the waterfront supervisor is not required to meet the qualification in subd. 1. b.

2. The camp shall maintain a ratio of one person with a current Red Cross certified lifesaving certificate per 25 children in the water, except where a public swimming place has life-saving personnel on duty. While children are in the water, only staff who can swim may be included when determining counselor-to-child ratios under Table DCF 252.425.

3. The waterfront supervisor or an equally qualified person shall be on duty at all times whenever children are in the water.

4. The waterfront supervisor shall establish and enforce a method for supervising children in the water such as the buddy system, the colored cap system or another method of supervising children. The supervision plan shall be included in the camp's written waterfront plan and reviewed during pre-camp training.

5. The waterfront supervisor shall establish and enforce a method for checking persons in and out of the water. The check-in and check-out procedures shall be included in the camp's written waterfront plan and reviewed during pre-camp training.

5m. The waterfront supervisor shall establish and enforce procedures for ensuring that children who have access to a beach or are engaged in fishing or other shoreline activities are properly supervised.

6. The waterfront supervisor or person acting as the waterfront supervisor may not be included when determining counselor-to-child ratios during any period when children are in the water.

*(c) Swimming procedures.*

1. The swimming ability of each child shall be assessed by either the parent or the camp. Documentation of the assessment shall be kept in the child's file.

2. Children shall be restricted to swimming areas within their swimming classification.

*(d) Boating prohibited in swimming areas.* Except in an emergency, no rowboat, canoe, motor boat or other craft, except a lifeboat used by lifeguards, is permitted in a swimming area, pursuant to s. 30.68 (7), Stats.

**(8) BOATS.**

(a) In this section, "boat" means every description of watercraft used or capable of being used as a means of transportation on water, including canoes, kayaks, large inner tubes, inflatable boats, paddleboards, and sailboards. Small inflatable toys such as swim rings and air mattresses are not considered "boats" under this definition.

(am) All boats shall comply with ch. NR 5.

(b) Each occupant of a boat shall wear a type I or II coast guard-approved personal flotation device which is appropriate to the weight of the person wearing it as specified in s. 30.62 (3) (a), Stats., and s. NR 5.13.

(c) There shall be at least one adult in each boat who is a competent swimmer as determined by the waterfront supervisor. When children are using single-seat boats, such as kayaks, a counselor who is a competent swimmer and at least 18 years of age shall be close enough to the children to provide assistance if necessary.

(d) Children who have not demonstrated advanced swimming skills shall be limited to the use of the rowboats only.

(e) All boats, oars and paddles shall be in good repair and inspected annually for safety.

**(9) Firearms and archery.** Firearms and archery equipment may not be used by children under 7 years of age. When firearms and archery equipment are used by children 7 years of age and older, the following precautions shall apply:

**252.44(9)(a)**

- (a) The archery or shooting range may be used only under the supervision of a trained adult instructor who holds a certification in bowhunter or hunter safety, respectively.
- (b) Other program activities shall be in an area away from the designated archery or shooting range. The range shall be fenced in with rope or wire and marked with danger signs or flags.
- (c) Firearms, ammunition, and archery equipment shall be stored under lock and key when not in use.
- (d) All firearms, archery equipment, and unused ammunition shall be returned to the instructor.

**(10) TOOLS.**

- (a) Power tools shall not be used by children under 7 years of age.
- (b) Children under 7 years of age shall not be allowed in areas where power tools are in use.
- (c) When power tools and other tools are not in use, they shall be stored in an area not accessible to children.

**(11) HORSEBACK RIDING.**

- (a) This subsection shall apply whether the camp owns, rents, or leases horses.
- (b) Children may ride horseback only in a ring or other enclosed area.
- (c) The riding tack shall be maintained in good repair to provide maximum safety for children. It shall be appropriate to the age, size, and ability of the rider.
- (d) Horseback riding shall be specifically covered by the camp's liability insurance.

**(12) FIELD TRIPS.** For field trips away from the base camp:

- (a) Staff shall carry emergency contact information and signed parental permission for the emergency medical care of all children on the field trip.
- (b) The counselor-to-child ratio under Table DCF 252.425 shall be maintained, except that the number of adults accompanying children away from the base camp shall be no fewer than 2.
- (c) A planned source of emergency medical care in the area to be visited shall be known to staff.
- (d) A list of children participating in the field trip shall be maintained by the camp director and a counselor accompanying the children.
- (e) Parents shall be notified in advance of the times and location of each field trip.
- (f) First aid supplies shall be taken on all field trips.

**(13) ADVENTURE-BASED ACTIVITIES.**

- (a) This subsection applies whether the camp owns, rents, or leases equipment used in adventure-based activities. Adventure-based activities include but are not limited to experiences such as ropes or challenge courses, hiking and rock climbing.
- (b) The licensee shall ensure that personnel leading and providing training to children are trained and have experience for the type of adventure-based experience they are supervising.
- (c) Equipment used in adventure-based activities shall be properly installed, maintained in good condition and working order and appropriate to the size, developmental and ability level of the children using the equipment.
- (d) Before a child is permitted to participate in an adventure-based activity, the licensee shall ensure that the child's medical history does not prohibit participation in the type of activity planned. If there is a question about a child's ability to participate for medical reasons, the licensee shall not permit participation without the written approval of the child's physician and written authorization from the child's parent.

**252.44(13)(e)**

(e) Counselor-to-child ratios shall be adequate to manage and supervise the adventure-based activity based upon the number of children participating and type of activity. At no time, shall the counselor-to-child ratio be less than that specified in Table DCF 252.425.

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**APPENDIX A****REGIONAL OFFICES OF THE DIVISION OF EARLY CARE AND EDUCATION**

The Department of Children and Families licenses child care centers through five Division of Early Care and Education regional offices. Below are addresses and phone numbers of the regional offices and the counties and tribes within each region.

<b>REGIONS</b>	<b>COUNTIES AND TRIBES</b>
<b>Northeastern Regional Office</b> 200 North Jefferson, Suite 411 Green Bay, WI 54301 Gen: (920) 785-7811 Fax: (920) 785-7869	<u>Counties:</u> Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Ozaukee, Shawano, Sheboygan, Washington, Waupaca, Waushara, Winnebago  <u>Tribes:</u> Menominee, Oneida, Stockbridge-Munsee, Ho Chunk
<b>Northern Regional Office</b> 2187 North Stevens Street, Suite C Rhinelander, WI 54501 Gen: (715) 361-7700 Fax: (715) 365-2517	Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood  <u>Tribes:</u> Bad River, Lac Courte Oreille; Lac du Flambeau, Red Cliff, Sokaogon, Forest County Potawatomi, Ho Chunk
<b>Southeastern Regional Office</b> 635 N 26 <sup>th</sup> St Milwaukee, WI 53233-1803 Gen: (262) 446-7800 Fax: (262) 446-7991	<u>Counties:</u> Kenosha, Milwaukee, Racine, Waukesha
<b>Southern Regional Office</b> 201 W Washington Avenue Madison, WI 53708-8947 Gen: (608) 422-6765 Fax: (608) 422-6766	<u>Counties:</u> Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, Richland, Rock, Sauk, Walworth  <u>Tribes:</u> Ho Chunk
<b>Western Regional Office</b> 610 Gibson Street, Suite 2 Eau Claire, WI 54701-3696 Gen: (715) 930-1148 Fax: (715) 836-2516	<u>Counties:</u> Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Vernon, Washburn  <u>Tribes:</u> Ho Chunk

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