

## Licensing Checklist – Group Child Care Centers – DCF 251

**Use of form:** Use of this form by group child care licensees is mandatory under DCF 251.11(4)(b)1. and constitutes one portion of a complete application for continuation of, or advancement to, a group child care center license. Failure to comply may result in issuance of a noncompliance statement or enforcement action. This checklist contains only selected portions of DCF 251 Group Child Care Centers. The licensee must be in compliance with all applicable rules whether or not they are included on this checklist. Refer to the rule book for the complete rule. Licensing specialists also use this form to review a group child care center's compliance with ch. DCF 251. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** The licensee completes the "Licensee" column and submits the completed form to the department along with any other materials necessary for continuation of the group child care center license. The licensing specialist completes the "Licensing Specialist" column during the subsequent monitoring visits(s).

Name – Center		Physical Address – Center (Street, City, Zip Code)			Facility ID Number
Name – Center Administrator		Name – Center Director		Mailing Address – Center	
Telephone Number – Center		Email Address – Center Administrator or Director		Licensed Capacity	Ages Accepted
Hours of Operation					

**For Department Use Only**

License Continuation Date	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exceptions / Stipulations	Monitoring Plan
---------------------------	--	---------------------------	-----------------

Additional Programming:

Care of Mildly Ill Children     Night Care     Infant / Toddler Care     School-Age Care Only     Collaborative Agreement ( 4K / HS )

Code Section (Subsection)	Page	Date Reviewed	Code Section (Subsection)	Page	Date Reviewed
<b>251.04 Operational requirements</b>	<b>1</b>		<b>251.07 Program</b>	<b>23</b>	
(1) Terms; (2) Administration	1		(1) Program planning and scheduling	23	
(3) Reports	3		(2) Child guidance	24	
(4) Parents; (5) Staff records	4		(3) Equipment	25	
(6) Children's records	5		(4) Rest periods; (5) Meals and snacks	26	
(7) Confidentiality	6		(6) Health	27	
(8) Reporting child abuse	7		(7) Pets and animals; (8) Miscellaneous activities	31	
<b>251.05 Staffing</b>	<b>7</b>		<b>251.08 Transportation</b>	<b>31</b>	
(1) Responsibilities and qualifications of staff	7		(2) General	31	
(2) Staff development	11		(3) Driver; (4) Vehicle	32	
(3) Supervision; (4) Staffing and grouping	13		(5) Vehicle capacity and supervision	33	
<b>251.06 Physical plant and equipment</b>	<b>14</b>		(6) Regularly scheduled transportation	33	
(1) Building	14		(7) Center vehicles	34	
(2) Protective measures	15		<b>251.09 Infant and toddler care</b>	<b>37</b>	
(3) Emergencies; (4) Fire protection; (5) Sanitation	16		<b>251.095 Care of school-age children</b>	<b>38</b>	
(6) Water, (7) Indoor space, (8) Furnishings	17		<b>251.10 Night care</b>	<b>39</b>	
(9) Kitchens	18		<b>251.11 Licensing administration</b>	<b>40</b>	
(10) Washroom & toilet; (11) Outdoor play space	21		<b>251.12 Complaints, inspections, enforcements</b>	<b>41</b>	
(12) Swimming areas	23				

Date(s) – Licensing Visit(s): \_\_\_\_\_

**COMMENTS:**

## LICENSEE INSTRUCTIONS

1. If the center is in compliance with the specific rule, check "Met." Note: Some situations may have not yet occurred [e.g., 251.04(3)(a) regarding submitting a report to the department within 48 hours of the death or serious injury of a child in the care of the center]. However, check "Met" if you understand what your responsibilities are if the situation would arise.
2. If a specific rule does not apply to the center, check "N/A" for not applicable.
3. All items must be marked either "Met" or "N/A." If any items are left blank, your application will be considered incomplete.
4. If you have questions, contact your regional licensing office.

## LICENSING SPECIALIST INSTRUCTIONS

1. If the center is in compliance with the specific rule, check "Met."
2. If the center is not in compliance with the specific rule, check "Not Met."
3. If a specific rule does not apply to the center, check "N/A" for not applicable.
4. Items that have an asterisk (\*) to the left of the rule cite are items that are on the initial licensing checklist. Since these items must have been in compliance before the probationary license was issued, these items may or may not be specifically reviewed during the first probationary period.
5. Every administrative rule is important to the quality of the program, but the department has identified some administrative rules that are more directly related to assuring that children are safe in child care settings. Violation of these rule requirements is likely to pose the most serious threat to the health, safety and welfare of children in care. These "serious" rule requirements are those items which have an asterisk (\*) in the Not Met column.

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS</b>						
<b>(1) Terms Of a License</b>						
(1)(a) LICENSED CAPACITY The number of children at a group child care center at any one time may not exceed the number for which the center is licensed.				*		
(1)(b) AGE RANGE OF CHILDREN The age of children served by a center may not be younger or older than the age range specified in the license.						
(1)(c) HOURS, DAYS, MONTHS OF OPERATION The hours, days and months of a center's operation may not exceed those specified in the license.						
<b>(2) Administration.</b> A group child care center licensee shall do all of the following:						
* (2)(a) COMPLIANCE WITH LAWS Comply with all laws governing the facility and its operation.				*		
(2)(b) COMPLIANCE WITH RULES Comply with all requirements of this chapter.						
(2)(c) CURRENT, ACCURATE INFORMATION Ensure that all information provided to the department is current and accurate.						
(2)(d) ADMINISTRATION – IN-STATE REPRESENTATIVE If residing in another state, designate in writing, as part of the application under s. DCF 251.12(2), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements of this chapter.						
(2)(e) ADMINISTRATION – MEET WITH LICENSING REPRESENTATIVE Meet, upon request of the department, with a licensing representative on matters pertaining to the license.						
(2)(f) APPLICATION MATERIALS & FEES Prior to receiving or continuing a license, complete all application forms and pay all fees and forfeitures due to the department.						
* (2)(g) CERTIFICATE OF INSURANCE Submit to the department a certificate of insurance reflecting:						
* (2)(g)1. INSURANCE – DATES OF COVERAGE Current dates of coverage for all of the following:						
* (2)(g)1.a. INSURANCE – GENERAL LIABILITY 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)(g)1.b. INSURANCE – VEHICLE LIABILITY Vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s.121.53, Stats.						
* (2)(g)1.c. INSURANCE – NON-OWNED VEHICLE LIABILITY Nonowned vehicle liability insurance when transportation is provided in vehicles not owned by the center, excluding public transportation vehicles and chartered vehicles, with minimums no less than those specified in s.121.53, Stats.						
* (2)(g)2. INSURANCE – PETS An indication that pets are included in the liability coverage if cats or dogs are permitted in areas of the center accessible to children during the hours of operation.						
* (2)(h) POLICIES SUBMITTED FOR REVIEW & IMPLEMENTED Develop, submit to the department for review and implement written policies on the following subjects: (Note: Changes must be submitted to the department immediately.)						
* (2)(h)1. POLICY SUBMITTED & IMPLEMENTED – FEES Fee payments and refunds.						
* (2)(h)2. POLICY SUBMITTED & IMPLEMENTED – PERSONNEL Personnel, 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 contain a procedure that requires staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next business day when any situation listed in 251.04(2)(h)2.a. through d. occurs.						
* (2)(h)3. POLICY SUBMITTED & IMPLEMENTED – DISCHARGE OF ENROLLED CHILDREN Discharge of enrolled children.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
* (2)(i) POLICIES SUBMITTED FOR APPROVAL & IMPLEMENTED Develop, submit to the department for approval and implement as approved written policies and plans, consistent with the requirements of this chapter, on the following subjects: (Note: Changes must be submitted to the department immediately.)						
* (2)(i)1. POLICY SUBMITTED & IMPLEMENTED – ADMISSION Admission.						
* (2)(i)2. POLICY SUBMITTED & IMPLEMENTED – HEALTH CARE Health care. If the center is licensed to care for children under one year of age, Sudden Infant Death Syndrome risk reduction procedures shall be included.						
* (2)(i)3. POLICY SUBMITTED & IMPLEMENTED – EDUCATION Education.						
* (2)(i)4. POLICY SUBMITTED & IMPLEMENTED – NUTRITION Nutrition.						
* (2)(i)5. POLICY SUBMITTED & IMPLEMENTED – CHILD GUIDANCE Child guidance including appropriate ways to manage crying, fussing or distraught children.						
* (2)(i)6. POLICY SUBMITTED & IMPLEMENTED – CONTINGENCY PLANS Contingency plans to be followed in the event of a fire, tornado, missing child or other emergency.						
* (2)(i)7. POLICY SUBMITTED & IMPLEMENTED – STAFF CONTINUING EDUCATION Continuing education of staff.						
* (2)(i)8. POLICY SUBMITTED & IMPLEMENTED – STAFF / VOLUNTEER ORIENTATION Orientation of new staff and volunteers.						
* (2)(i)9. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation, if the center will transport children either on field trips or on a regular schedule. The policy shall include a procedure to ensure that no child is left unattended in a vehicle.						
(2)(j) ACCURATE PUBLISHED MATERIALS Ensure that all published statements such as brochures and publicity releases are accurate.						
(2)(k) LICENSE POSTED & VISIBLE Post the child care license near the entrance or in some other conspicuous area of the center that is visible to the public.						
(2)(L) MONITORING RESULTS, STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Post next to the child care center license the results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license.						
(2)(m) HEALTH, SAFETY & WELFARE OF CHILDREN Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee.						
(2)(n) BACKGROUND INFORMATION DISCLOSURE FORM – CHANGE TO BOARD / HOUSEHOLD Submit to the department by the department’s next business day a completed Background Information Disclosure form and appropriate caregiver background check fees when there is a change in the board chairperson or a person aged 12 and above becomes a household member.						
(2)(o) BACKGROUND INFORMATION DISCLOSURE FORM – CURRENT HOUSEHOLD MEMBER Submit to the department by the department’s next business day a completed Background Information Disclosure form for each current household member who turns age 12.						
* (2)(p) DELEGATION OF ADMINISTRATIVE AUTHORITY – SUBMITTED, CURRENT Submit a current delegation of administrative authority signed by the licensee that outlines the organizational structure and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
<b>(3) Reports</b>						
* (3) WRITTEN REPORT TO DEPARTMENT The licensee shall report to the department all of the following. If the report is made by telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days of the incident. Fax, e-mail, and letter are acceptable ways of filing a written report:						
* (3)(a) REPORT – INCIDENT OR ACCIDENT Any death of a child in the care of the center or any incident or accident that occurs while the child is in the care of the center that results in an injury that requires professional medical treatment within 48 hours of the licensee becoming aware of the medical treatment.				*		
* (3)(b) REPORT – DAMAGE TO PREMISES Any damage to the premises which may affect compliance with this chapter, within 24 hours after the occurrence.						
* (3)(c) REPORT – CHANGE IN ADMINISTRATOR OR CENTER DIRECTOR A change in the administrator or center director of a child care center, within 30 days after the change.						
* (3)(d) REPORT – CHANGE IN PROGRAM SERVICE A change of any program service, at least five days prior to the change.						
* (3)(e) REPORT – STATISTICAL DATA Statistical data required by the department on forms provided by the department.						
* (3)(f) REPORT – PLAN OF CORRECTION 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 be approved by the department licensing representative.						
* (3)(g) REPORT – CONVICTIONS, PENDING CHARGES, OTHER OFFENSES Any known convictions, pending charges or other offenses of the licensee, child care center employees or other person subject to a caregiver background check which could potentially relate to the care of children at the center or activities of the center by the department's next business day.				*		
* (3)(h) REPORT – CHANGE IN ROOM USAGE Any changes in room usage, such as changing the way rooms are primarily used by children or using rooms not previously approved for use at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.						
* (3)(i) REPORT – LOST OR MISSING CHILD Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours after the occurrence.						
* (3)(j) REPORT – ABUSE, NEGLECT, INAPPROPRIATE DISCIPLINE Any suspected abuse or neglect of a child by an employee or volunteer that was reported under s. DCF 251.04(8)(a) or any inappropriate discipline of a child by an employee or volunteer including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance within 24 hours after the occurrence.						
* (3)(k) Any incident involving law enforcement within 24 hours after the occurrence that:						
* (3)(k)1. REPORT – LAW ENFORCEMENT CONTACT – HARM Involves a licensee, a household resident or an employee of the center 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 center.						
* (3)(k)2. REPORT – LAW ENFORCEMENT CONTACT – TRAFFIC Involves any traffic-related incident where a person responsible for the violation transports children in the care of the center.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
* (3)(L) REPORT – CONSTRUCTION OR REMODELING Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the licensee. Notification shall be provided in writing before the construction or remodeling begins.						
* (3)(m) REPORT – COMMUNICABLE DISEASE Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the child care center or a person in contact with children at the center within 48 hours.						
* (3)(n) REPORT – CHANGE IN MEAL PREP ARRANGEMENTS / TRANSPORTATION SERVICES Any change in meal preparation arrangements or transportation services at least 5 calendar days before the change. Centers adding meal preparation after an initial license has been issued shall document compliance with building codes related to kitchens before beginning to prepare meals on the premises.						
<b>(4) Parents</b> (a) The center administrator shall notify the parents of an enrolled child of all of the following:						
(4)(a)1. PARENT NOTIFICATION – COMMUNICABLE DISEASE When their child has been exposed to a diagnosed or suspected communicable disease reportable under ch. DHS 145 and transmitted through normal contact.						
(4)(a)2. PARENT NOTIFICATION – ILLNESS OR SERIOUS INJURY Immediately, if the child becomes ill or is injured seriously enough to require professional medical treatment.						
(4)(a)3. PARENT NOTIFICATION – MINOR INJURY When they pick up the child or when the child is delivered, if the child sustains a minor injury.						
(4)(a)4. PARENT NOTIFICATION – FIELD TRIP Of the date, time and destination of any field trip which requires the use of a vehicle.						
(4)(b) PARENT VISITS The center shall permit parents to visit and observe at any time during the center's hours of operation, unless access is prohibited or restricted by court order.						
(4)(c) COMMUNICATION WITH PARENTS The center shall make opportunities available at least twice each year for parent and staff communication regarding the child's adjustment to the program and the child's growth and development.						
* (4)(d) NOTIFICATION OF RELIGIOUS OBSERVANCES / TRAINING If religious training is part of the center program, reference to the religious component shall be included in any publicity and in the education policy. This information shall be shared with parents.						
(4)(e) SUMMARY OF RULES PROVIDED The center shall provide a summary of this chapter to the parents of each child upon the child's enrollment.						
(4)(f) COPY OF RULES AVAILABLE A copy of this chapter shall be posted or available in an area of the center where parents are likely to see it.						
(4)(g) COPY OF POLICIES AVAILABLE A copy of the child care policies of the center shall be made available to the parents in an area of the center accessible to parents. Personnel policies need not be included.						
<b>(5) Staff Records</b>						
* (5)(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee which is available for examination by the licensing representative at the center. An employee's file shall include all of the following: (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance.)						
* (5)(a)1. STAFF FILE – STAFF RECORD INFORMATION The employee's name, address, date of birth, education, position, previous work experience in child care including reason for leaving previous positions, and the name, address and telephone numbers of persons to be notified in an emergency. (The form Staff Record – Child Care Centers may be used for recording staff information.)						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
* (5)(a)2. STAFF FILE – BACKGROUND INFORMATION DISCLOSURE FORM A background information disclosure form, completed prior to the employee's first day of employment and every year thereafter, that does not reveal any information which may preclude the person's employment under s.48.685, Stats., or ch. DHS 12. (Use form Background Information Disclosure.)				*		
* (5)(a)3. STAFF FILE – CAREGIVER BACKGROUND CHECK RESULTS A complete caregiver background check as specified in s.48.685, Stats., and ch. DHS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every year thereafter.				*		
* (5)(a)4. STAFF FILE – PHYSICAL EXAMINATION REPORT The physical examination report required under s. DCF 251.05(1)(L)1.						
* (5)(a)5. STAFF FILE – REGISTRY CERTIFICATE, EDUCATIONAL QUALIFICATIONS A certificate from The Registry documenting that the person has met the educational qualifications for the position if the person has worked as a teacher, director or administrator at the center for at least 3 months. A copy of an educator's license issued by department of public instruction as a teacher may substitute for a certificate from The Registry. For persons not required to have a Registry certificate including assistant teachers and a teacher, center director or administrator who has not worked for the center for more than 3 months, documentation of the person's educational qualifications shall be on file.						
* (5)(a)6. STAFF FILE – ORIENTATION & CONTINUING EDUCATION Documentation of orientation and continuing education received under s. DCF 251.05(2). (The forms Staff Orientation Checklist – Group Child Care Ctrs and Staff Continuing Education Record – Child Care Ctrs may be used.)						
* (5)(a)7. STAFF FILE – SHAKEN BABY SYNDROME PREVENTION TRAINING Documentation of training in shaken baby syndrome prevention taken before beginning work if the person will provide care and supervision to children under age 5.						
(5)(a)8. STAFF FILE – DAYS & HOURS WORKED Documentation of days and hours worked when the person was included in the staff-to-child ratio.						
(5)(b) STAFF FILE – CONTRACTED STAFF, STUDENT TEACHERS Adults who work at the center and who are compensated from sources other than the center, and student teachers, shall meet the staff record requirements specified in par. (a)1., 2. and 3.						
<b>(6) Children's Records</b>						
(6)(a) CHILD RECORD – MAINTENANCE & AVAILABILITY The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following: (The form <i>Child Record Checklist – Child Care Centers</i> may be used to check multiple children's records for compliance.)						
(6)(a)1. CHILD RECORD – ENROLLMENT INFORMATION Enrollment information consisting of: (Forms <i>Child Care Enrollment and Intake for Child Under 2 Years – Child Care Ctrs</i> may be used.)						
a. The name and birthdate of the child; b. The full names of the child's parents; c. The child's home address and telephone number; d. An address and telephone number where a parent can be reached while the child is in care; e. The name, address, telephone number and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately; f. The name, address and telephone number of a physician or medical facility caring for the child; g. The names, addresses and telephone numbers of persons other than a parent authorized to call for the child or to accept the child who is dropped off; h. The child's first day of attendance at the center; and i. For an infant, or toddler, a current statement from the parent about the infant or toddler's habits of eating, sleeping, toileting and communication, and specific techniques which appear to comfort the child.						
(6)(a)2. CHILD RECORD – EMERGENCY MEDICAL CONSENT Written consent from the parent for emergency medical care or treatment.						
(6)(a)3. CHILD RECORD – TRANSPORTATION AUTHORIZATION Authorization from the parent to transport the child to and from the center, when transportation is provided. (The form <i>Transportation Permission – Child Care Centers</i> may be used to obtain authorization.)						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
(6)(a)4. CHILD RECORD – FIELD TRIP AUTHORIZATION Authorization from the parent for the child to participate in and be transported for field trips and other activities, if these are part of the center's program. (The forms Field Trip or Other Activity Notification / Permission – Child Care Centers or Child Care Enrollment may be used for securing parental authorization.)						
(6)(a)5. CHILD RECORD – ALTERNATE ARRIVAL / RELEASE AGREEMENT Authorization from the parent outlining the plan for a child to come to the center from school, home or other activities or to go from the center to school, home or other activities unless the child is accompanied by a parent or other authorized person or transported by the center. (The form Alternate Arrival / Release Agreement – Child Care Centers may be used for securing the parent's signed agreement.)						
(6)(a)6. CHILD RECORD – HEALTH HISTORY Documentation of each child's health history on a form provided by the department. (Use the form Health History and Emergency Care Plan.)						
(6)(a)6m. CHILD RECORD – IMMUNIZATION HISTORY Documentation of each child's immunization history. (Department of Health Services' Child Care Immunization Record form may be used.)						
(6)(a)7. CHILD RECORD – RESEARCH, TESTING CONSENT Specific informed written consent from the parent for each incident of participation by a child in any research or testing project.						
(6)(a)8. CHILD RECORD – HEALTH EXAMINATION The health examination report required under s. DCF 251.07(6)(k)3.						
* (6)(b) CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee shall maintain a current, accurate written record of the daily attendance and date of birth of each child for the length of time the child is enrolled in the program. The actual time of arrival and departure for each child shall be recorded if hours of arrival and departure vary among children. (The form Daily Attendance Record – Child Care Centers may be used to record daily attendance.)				*		
* (6)(c) MEDICAL LOG – MAINTENANCE The licensee shall maintain a log or logs for medication and injury and shall record daily any injuries received by a child or medication dispensed to a child, as follows:						
* (6)(c)1. MEDICAL LOG – REQUIREMENTS The log shall be in a book with stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped.						
(6)(c)2. MEDICAL LOG – ENTRIES Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry.						
<b>(7) Confidentiality</b>						
(7) CONFIDENTIALITY – COMPLIANCE WITH STATUTES & RULES The licensee is responsible for the compliance of child care center employees and volunteers with s.48.78, Stats., and this subsection. The licensee shall ensure that:						
(7)(a) DISCLOSURE OF PERSONAL INFORMATION Persons having access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to: 1. The parent or a person authorized in writing by the parent to receive the information; 2. Any agency assisting in planning for the child when informed written parental consent has been given; or 3. Agencies authorized under s. 48.78, Stats.						
(7)(b) ACCESS TO RECORDS & REPORTS – PARENTS A parent, upon request, has access to all records and reports maintained on his or her child.						
(7)(c) ACCESS TO RECORDS – LICENSING REPRESENTATIVE All records required by the department under this chapter for licensing purposes are available to the licensing representative.						



CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.04 OPERATIONAL REQUIREMENTS (continued)</b>						
<b>(8) Reporting Child Abuse</b>						
* (8)(a) MANDATED REPORTING – CHILD ABUSE & NEGLECT A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss.48.02(1) and 48.981(1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats.				*		
(8)(b) BIENNIAL TRAINING – CHILD ABUSE & NEGLECT The licensee shall ensure that every employee and volunteer who comes in contact with the children at the child care center has received training every two years in all of the following:						
(8)(b)1. CHILD ABUSE & NEGLECT TRAINING – LAWS Child abuse and neglect law.						
(8)(b)2. CHILD ABUSE & NEGLECT TRAINING – IDENTIFICATION How to identify children who have been abused or neglected.						
* (8)(b)3. CHILD ABUSE & NEGLECT TRAINING – REPORTING PROCEDURE The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.						
<b>DCF 251.05 STAFFING</b>						
<b>(1) Responsibilities and Qualifications Of Staff</b>						
(1)(a) CHILD CARE WORKER COMPETENCY A child care worker, including the center administrator, center director, child care teachers, assistant teachers, and volunteers counted in the staff-to-child ratio shall be physically, mentally and emotionally able to provide responsible care for all children including children with disabilities.						
* (1)(b) SHAKEN BABY SYNDROME PREVENTION TRAINING Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. The training shall be completed by one of the methods outlined in 251.05(1)(b)1. or 251.05(1)(b)2. (Note: The SBS prevention training component is included in the courses “Introduction to the Child Care Profession” and “Fundamentals of Infant and Toddler Care” if the course was taken after 7/1/05.)						
(1)(c) CARDIOPULMONARY RESUSCITATION TRAINING. All employees in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 6 months after beginning to work with children. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.						
(1)(d) Administrator. Note: If the board of a parent cooperative is responsible for management of a center, the requirements under subsds. 2. and 3. do not apply.						
* (1)(d)1. ADMINISTRATOR – DESIGNATION, RESPONSIBILITIES The licensee may act as administrator of a group child care center. If the licensee does not act as administrator, the licensee shall designate a person or persons to be the administrator or administrators of the center. The administrator shall be responsible for the center’s management, including personnel, finance, physical plant and the day-to-day operation of the center.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
* (1)(d)2. An administrator shall: a. ADMINISTRATOR – MINIMUM AGE Be at least 21 years of age.						
* (1)(d)2.b. ADMINISTRATOR – COMPLETION OF HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the WI department of public instruction.						
* (1)(d)3. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE REQUIREMENTS Before a person assumes the position of administrator, the person shall have both of the following:						
* (1)(d)3.a. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – BUSINESS One year of experience as a manager or satisfactory completion of one credit or noncredit department-approved course in business or program administration.						
* (1)(d)3.b. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – EARLY CHILDHOOD One year of experience as a center director or child care teacher in a licensed child care center or kindergarten or satisfactory completion of one non-credit department-approved course or one course for credit in early childhood education or its equivalent.						
(1)(d)5. ADMINISTRATOR – SUPERVISION / PERSONNEL MANAGEMENT TRAINING Within one year of assuming the position, each administrator shall complete at least 10 hours of training in supervision or personnel management, if the administrator has not previously received that training. The training may be counted as part of the annual continuing education requirement.						
(1)(e)1. CENTER DIRECTOR – DESIGNATION Licensee may act as center director. If licensee does not act as center director, licensee shall designate a person or persons to be center director for each location.						
(1)(e)2. CENTER DIRECTOR – RESPONSIBILITIES The center director shall be responsible for the supervision of the planning and implementation of the center’s program for children, the supervision of staff at the center, staff meetings and orientation and continuing education for the staff.						
(1)(e)3. A center director shall be employed on one of the following schedules:						
* (1)(e)3.a. CENTER DIRECTOR / SMALL CENTER – EMPLOYMENT SCHEDULE At least 10 hours a week for the exclusive purpose of carrying out center director responsibilities in a single full-day center location licensed for 50 or fewer children.						
* (1)(e)3.b. CENTER DIRECTOR / LARGE CENTER – EMPLOYMENT SCHEDULE At least 20 hours a week for the exclusive purpose of carrying out center director responsibilities in a single full-day center location licensed for 51 or more children.						
* (1)(e)4. A center director for a program licensed to serve <b>50 or fewer children</b> shall:						
* (1)(e)4.a. CENTER DIRECTOR / SMALL CENTER – MINIMUM AGE Be at least 21 years of age.						
* (1)(e)4.b. CENTER DIRECTOR / SMALL CENTER – HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the WI department of public instruction.						
* (1)(e)4.c. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL EXPERIENCE Have at least 80 full days or 120 half days of experience as a teacher or assistant teacher in a licensed child care center or other approved setting.						
* (1)(e)4.d. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed at least one of the following training requirements:						
i. Two non-credit department-approved courses in early childhood education (ECE) and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. ii. Two courses for credit in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iii. Forty eight credits from an institution of higher education with at least 3 credits in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iv. A certificate from The Registry indicating the person is on Registry Level 12 or above. v. A o1-year child care diploma from an institution of higher education. vi. An associate degree in ECE or child care from an institution of higher education. vii. Child development associate (CDA) credential issued by the council for early childhood professional recognition and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. viii. A bachelor degree from an institution of higher education in ECE or child development or a license from the WI dept of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
(1)(e)4.e. CENTER DIRECTOR / SMALL CENTER – SUPERVISION / MANAGEMENT TRAINING Complete at least 10 hours of training in supervision or personnel management within one year of assuming the position of center director, if the director has not previously received that training. The training may be counted as part of the annual continuing education requirement.						
* (1)(e)5. A center director for a program licensed to serve <b>51 or more children</b> shall:						
* (1)(e)5.a. CENTER DIRECTOR / LARGE CENTER – MINIMUM AGE Be at least 21 years of age.						
* (1)(e)5.b. CENTER DIRECTOR / LARGE CENTER – HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by WI department of public instruction.						
* (1)(e)5.c. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL EXPERIENCE Have at least 2 years of experience as a child care teacher or center director in a licensed child care center or other approved setting.						
* (1)(e)5.d. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed one of the following training requirements:						
<b>i.</b> Four non-credit department-approved courses in early childhood education (ECE) or its equivalent and within 3 years of assuming the position the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. <b>ii.</b> Four courses for credit in ECE from an institution of higher education and within 3 years of assuming the position, the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator Credential may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. <b>iii.</b> An associate degree in ECE or child care from an institution of higher education. <b>iv.</b> A bachelor degree in ECE from an institution of higher education or a license from WI department of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher. <b>v.</b> A certificate from The Registry indicating the person is on Registry Level 14 or above.						
(1)(f)1. CHILD CARE TEACHER – RESPONSIBILITIES A child care teacher shall plan, implement and supervise the daily activities for a group of children.						
(1)(f)2. CHILD CARE TEACHER – MINIMUM AGE, HIGH SCHOOL OR EQUIVALENT A person who is a child care teacher shall be at least 18 years of age and have completed high school or its equivalent as determined by the WI department of public instruction.						
(1)(f)3. CHILD CARE TEACHER – ENTRY-LEVEL EXPERIENCE A person who is a child care teacher shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.						
(1)(f)4. CHILD CARE TEACHER – ENTRY-LEVEL TRAINING Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following:				*		
<b>a.</b> Two non-credit department-approved courses in early childhood education (ECE). <b>b.</b> Two courses for credit in ECE or its equivalent from an institution of higher education. <b>c.</b> Certificate from The Registry indicating that the person is qualified as a child care teacher. <b>d.</b> Forty-eight credits from an institution of higher education with at least 3 credits in ECE or its equivalent. <b>e.</b> A one-year child care diploma from an institution of higher education <b>f.</b> An associate degree in ECE or child care from an institution of higher education. <b>g.</b> Child development associate credential issued by the council for early childhood professional recognition. <b>h.</b> Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education. <b>i.</b> A bachelor degree in education from an institution of higher education or a license from the WI department of public instruction to act as a teacher. <b>j.</b> Certificate from the bureau of apprenticeship standards as a child development specialist.						
(1)(g)1. ASSISTANT CHILD CARE TEACHER – SUPERVISION An assistant child care teacher shall work under the supervision of a child care teacher with a group of children.						
(1)(g)2. ASSISTANT CHILD CARE TEACHER – QUALIFICATIONS A person hired to be assistant child care teacher shall be qualified in one of the following ways: <b>a.</b> The person shall be at least 18 years old and have satisfactorily completed one noncredit department-approved course in early childhood education (ECE) or completes that training within 6 months after assuming the position. <b>b.</b> The person shall be at least 18 years old and have satisfactorily completed one course for credit in ECE or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position. <b>c.</b> The person shall have satisfactorily completed an assistant child care teacher training program approved by the WI department of public instruction.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
(1)(h) NON-CREDIT COURSE APPROVAL (h) Non-credit courses offered to meet the non-credit course requirements specified in this subsection shall contain the components prescribed by the department and shall be approved by the department before being offered. The department may at any time withdraw its approval of a non-credit course. Instructors of non-credit department-approved courses shall be approved by the department prior to teaching a course.						
(1)(i) REGISTRY CERTIFICATE Each administrator, center director and child care teacher shall obtain a certificate from The Registry (the WI early childhood professional recognition system) within 3 months after assuming the position. An administrator, a center director and teachers in a school-age only program shall obtain a certificate from The Registry within 6 months after assuming the position. Persons holding a teacher license issued by the department of public instruction are not required to obtain a Registry certificate.						
(1)(j)1. SUBSTITUTE – REQUIREMENT & MINIMUM AGE When a regular required staff member is absent from a center, there shall be a substitute who is at least 18 years of age.						
(1)(j)2. SUBSTITUTE – TRAINING A substitute who is employed by the same licensee for more than 240 hours shall obtain at least one non-credit, department approved course or be currently enrolled in training to meet this requirement before completing 240 hours of work as a substitute. A substitute who provides care and supervision to children under age 5 shall have completed department-approved training in shaken baby syndrome as specified under par. (b) before working with children.						
(1)(j)3. SUBSTITUTE – RECORD OF DAYS, HOURS WORKED The center director or designee shall maintain a record of the days and hours worked by each substitute child care worker.						
(1)(k)1. ORIENTATION – VOLUNTEERS, STUDENT TEACHERS Volunteers and student teachers shall participate in the orientation required under sub. (2)(a).						
(1)(k)2. VOLUNTEER COUNTED IN RATIO – TRAINING A volunteer who is used to meet staff-to-child ratios shall obtain at least one noncredit, department-approved course or be currently enrolled in training to meet this requirement before completing 240 hours of work as a volunteer. A volunteer who provides care and supervision to children under age 5 shall have completed department-approved training in shaken baby syndrome as specified under par. (b) before working with children.						
(1)(k)3. VOLUNTEER NOT COUNTED IN RATIO – TRAINING A volunteer who is not used to meet staff-to-child ratios shall have training in child care programming and procedures before working with children. The training shall include the responsibilities of the volunteer, general child supervision techniques, a review of the daily schedule and general health and safety practices including meal or snack preparation, dishwashing, toileting, personal hygiene and emergency evacuation procedures. This includes volunteers working in a center operated by a parent cooperative.						
(1)(k)4. VOLUNTEER COUNTED IN RATIO – SCHEDULE OF HOURS The center director or designee shall coordinate the volunteer program and keep on file documentation of the hours worked by volunteers who are used to meet staff-to-child ratios.						
(1)(k)5. STUDENT TEACHERS NOT EMPLOYED BY CENTER COUNTED IN RATIO Student teachers who are not employed by the child care center may not be used to meet the staff-to-child ratios during the time the person is working as a student teacher.						
(1)(L)1. STAFF HEALTH EXAMINATION – REQUIREMENTS Except as provided under subd. 2., persons who work directly with children, except volunteers, shall have a health examination within 12 months before beginning work at a specific child care center or within 30 days after beginning work at the center. The results of the examination shall be stated on a form provided by the department. The report shall be dated and signed by a licensed physician, physician assistant or HealthCheck provider (use form, Staff Health Report – Child Care Provider). The report shall indicate all of the following:						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
(1)(L)1.a. STAFF HEALTH EXAMINATION – ILLNESS That the person is free from illness detrimental to children, including tuberculosis.						
(1)(L)1.b. STAFF HEALTH EXAMINATION – PHYSICAL ABILITY That the person is physically able to work with young children.						
(1)(L)2. STAFF HEALTH EXAMINATION – RELIGIOUS EXEMPTION The health examination requirement under subd. 1. does not apply to a person who requests an exemption from the department in writing. The exemption is granted based on adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with a bona fide religious sect or denomination.						
(1)(L)3. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. DHS 145 which presents a safety or health risk to children may be in contact with the children in care.						
(1)(L)4.a. CONTACT WITH PERSON – BEHAVIOR No licensee, employee, volunteer, visitor or parent whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.				*		
(1)(L)4.b. CONTACT WITH PERSON – MENTAL HEALTH EXAMINATION The department may require a licensee, employee or other person in contact with the children 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.						
(1)(L)5. CONTACT WITH PERSON – DIARRHEAL DISEASE No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.						
<b>(2) Staff Development</b>						
* (2)(a) STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT Except as provided under subd. 12., each center shall develop and implement a written orientation program which all new employees, substitutes and regularly scheduled volunteers shall complete and document within their first week at the center. The orientation program shall cover all of the following: (The department's form Staff Orientation Checklist – Group Child Care Centers may be used to document completion.)				*		
* (2)(a)1. STAFF ORIENTATION – RULES Review of this chapter.						
* (2)(a)2. STAFF ORIENTATION – POLICIES Review of center policies required under s. DCF 251.04(2)(h) and (i).						
* (2)(a)3. STAFF ORIENTATION – CONTINGENCY PLANS Review of the center contingency plans required under s. DCF 251.04(2)(i) including fire and tornado evacuation plans and the operation of fire extinguishers.						
* (2)(a)4. STAFF ORIENTATION – FIRST AID PROCEDURES First aid procedures.						
* (2)(a)5. STAFF ORIENTATION – JOB RESPONSIBILITIES Job responsibilities in relation to the job description.						
* (2)(a)6. STAFF ORIENTATION – ILLNESS RECOGNITION, INFECTIOUS DISEASE CONTROL Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids.						
* (2)(a)7. STAFF ORIENTATION – SCHEDULE OF ACTIVITIES Schedule of activities of the center.						
* (2)(a)8. STAFF ORIENTATION – CHILD ABUSE & NEGLECT LAWS, REPORTING Review of child abuse and neglect laws and center reporting procedures.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
* (2)(a)9. STAFF ORIENTATION – PROCEDURE FOR TRACKING CHILDREN The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation.						
* (2)(a)10. STAFF ORIENTATION – CHILD GUIDANCE TECHNIQUES Child management techniques.						
* (2)(a)11. STAFF ORIENTATION – SPECIAL HEALTH CARE NEEDS Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.						
* (2)(a)12. STAFF ORIENTATION – SIDS RISK REDUCTION Review of procedures to reduce the risk of sudden infant death syndrome prior to an employee's or volunteer's first day of work, if the center is licensed to care for children under one year of age.						
* (2)(a)13. STAFF ORIENTATION – CHILD ABSENCE WITHOUT PRIOR NOTIFICATION The procedure to contact a parent if a child is absent from the center without prior notification from the parent.						
* (2)(a)14. STAFF ORIENTATION – MEETING SPECIAL NEEDS Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met.						
(2)(b) STAFF MEETINGS To ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues, each center shall conduct staff meetings at least nine times in a calendar year or one time for each month of center operation and document that staff meetings have been held.						
(2)(c)1. CONTINUING EDUCATION REQUIREMENT – FULL TIME STAFF Each administrator, center director and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year. (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance. The form Staff Continuing Education Record – Child Care Centers may be used to record continuing education.)						
(2)(c)2. CONTINUING EDUCATION REQUIREMENT – PART TIME STAFF Each administrator, center director and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.						
(2)(c)3. CONTINUING EDUCATION – CARRY OVER HOURS Continuing education hours may be used to meet the continuing education requirement during the year in which the hours are earned and for the 2 years following that year.						
(2)(c)4. CONTINUING EDUCATION – CARRY OVER CREDITS Continuing education courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for the following 2 years.						
(2)(c)7. CONTINUING EDUCATION – TRAINING TYPES Types of training acceptable to meet continuing education requirements shall be limited to: a. Formal courses resulting in credits or continuing education units. b. Workshops, conferences, seminars, lectures, correspondence courses and home study courses. c. Training offered by the child care center through the use of guest or staff trainers. d. Documented observation time in other early childhood programs.						
(2)(c)8. CONTINUING EDUCATION – TRAINING TOPICS Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, caring for children with special needs, first aid, nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a child care center or in communication skills.						
(2)(c)9. CONTINUING EDUCATION – INDEPENDENT STUDY Independent reading and watching of educational materials may be counted for up to 5 hours of continuing education per year for each person required under par. (c) 1. to have 25 hours of continuing education, and up to 2.5 hours of continuing education per year for each person required under par. (c) 2. to have 15 hours of continuing education.						

CHILDREN AND FAMILIES		Licensee		Licensing Specialist			COMMENTS
		Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>							
(2)(d) FOOD SERVICE PERSONNEL – ORIENTATION, TRAINING The center shall provide food service personnel with the orientation under par. (a) and shall document annual training of at least four hours in kitchen sanitation, food handling and nutrition.							
<b>(3) Supervision</b>							
* (3)(a) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children.							
(3)(b) SUPERVISION – OPENING & CLOSING HOURS Assistant child care teachers who are at least 18 years of age and have completed the training required for the position may provide sole supervision to a group of children in full-day centers for opening and closing hours, not to exceed the first 2 hours and the last 2 hours of center operation.							
(3)(c) CLOSE SUPERVISION OF CHILDREN Each child shall be closely supervised by a child care worker who is within the sight and sound of the children to guide the children’s behavior and activities, prevent harm and assure safety.					*		
(3)(d) CHILD CARE WORKER – 10 HOUR CARE LIMIT A child care worker may not provide care to children at the center more than ten hours in any 24 hour period.							
(3)(e) CHILD – 12 HOUR CARE LIMIT A child may not be in care more than 12 hours in any 24 hour period.							
* (3)(f) CHILD TRACKING PROCEDURE The center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times.					*		
(3)(g) RELEASE OF CHILD – AUTHORIZATIONS A child may not be released to any person who has not been previously authorized by the parent.							
(3)(h) PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION The center shall implement a procedure to contact a parent if a child is absent from the center without prior notification from the parent.							
(3)(i) PERSON IN SOLE CHARGE OF CHILDREN – MINIMUM AGE No child shall be left in sole charge of a person under the age of 18.							
<b>(4) Staffing and Grouping</b>							
(4)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251.05-D.					*		
* (4)(b) STAFF-TO-CHILD RATIOS – MINIMUM The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 251.05-D.					*		
<b>Age of Children</b>	<b>Minimum Number of Child Care Workers to Children</b>	<b>Maximum Number of Children in a Group</b>					
Birth to 2 years	1:4	8					
2 years to 2 ½ years	1:6	12					
2 ½ years to 3 years	1:8	16					
3 years to 4 years	1:10	20					
4 years to 5 years	1:13	24					
5 years to 6 years	1:17	34					
6 years and over	1:18	36					
* (4)(c) STAFFING REQUIREMENTS – 8 OR FEWER CHILDREN IN CENTER When eight or fewer children are present in a center, there shall be a second adult available within five minutes for emergencies. The center shall maintain a signed and dated statement from that person, including address and telephone number, certifying that the person is available and agrees to serve if needed.							

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.05 STAFFING (continued)</b>						
(4)(d) FIELD TRIPS & OUTDOOR PLAY AREAS – GROUP SIZE, RATIO Maximum group size does not apply to field trips, outdoor play areas and areas of the center reserved exclusively for eating, however staff-to-child ratios shall be maintained in those settings.						
(4)(e) During naptime an adjustment in group size and staff-to-child ratios in Table 251.05-D may be made as follows:						
(4)(e)1. NAPTIME – STAFF-TO-CHILD RATIO SUPERVISION One child care worker shall be within sight or sound of each group of sleeping children. If at least one child is awake, sight and sound supervision of awake children is required.						
(4)(e)2. NAPTIME – STAFF-TO-CHILD RATIO PERSONS IN THE CENTER Adult-to-child ratios shall be maintained in the center during naptime.						
(4)(e)3. NAPTIME – MAXIMUM GROUP SIZE Maximum group size requirements do not apply to napping groups.						
(4)(f) MIXED-AGE GROUP – STAFF-TO-CHILD RATIO Where there is a mixed age group, the staff-to-child ratio shall be adjusted on a prorata basis, according to age.						
(4)(g) MIXED AGE GROUP WITH CHILDREN UNDER AGE 2 – GROUP SIZE When infants and toddlers are part of a mixed age group, the size of the group may not exceed eight.				*		
(4)(h) MIXED AGE GROUP OF CHILDREN OVER AGE 2 – GROUP SIZE When the group of children is a mixed age group of children two years and older, the group size shall be determined by the number of children that can be cared for by two child care workers as determined by the staff-to-child prorata requirement under par. (f).				*		
(4)(i) STAFFING REQUIREMENTS – 9 OR MORE CHILDREN IN CENTER In a center with nine or more children present, there shall be at least two adults available in the center at all times. At least one of the adults shall be a child care worker directly involved in the supervision and care of the children.						
(4)(j) STAFFING REQUIREMENTS – 9 OR MORE CHILDREN ON FIELD TRIP When 9 or more children are on a field trip there shall be at least 2 child care workers accompanying the children and the staff-to-child ratios in Table DCF 251.05-D shall be maintained. At least one of the child care workers shall be a child care teacher.						
(4)(k) STAFF-TO-CHILD RATIOS – COUNTING SUPPORT STAFF Support staff, such as clerical, housekeeping and food service staff, may only be considered in determining the staff-to-child ratios:						
(4)(k)1. STAFF-TO-CHILD RATIOS – SUPPORT STAFF – CARING FOR CHILDREN During those hours when they give full attention to the care and supervision of children.						
(4)(k)2. STAFF-TO-CHILD RATIOS – SUPPORT STAFF – QUALIFICATIONS If they meet the qualifications for a child care worker.						
(4)(L) STAFF-TO-CHILD RATIOS – NON-CLASSROOM DUTIES Child care workers shall be free of nonclassroom duties when they are counted in meeting the staff-to-child ratios.						
(4)(m) STAFF-TO-CHILD RATIOS – CHILDREN OF STAFF Children of staff who attend the center and who are on the premises for supervision and care shall be included in determining group size and staff-to-child ratios.						
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT</b>						
<b>(1) Building</b>						
* (1)(a) COMMERCIAL BUILDING CODE – COMPLIANCE, INSPECTION REPORT The building in which a center is located shall comply with applicable state and local building codes. The licensee shall maintain a report of inspection of the building, which specifies that the building meets the WI commercial building codes for use as a group child care center.						



CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
(1)(b) NOTICE TO DEPARTMENT – CONSTRUCTION, REMODELING The department shall be given written notice of proposed construction, remodeling of existing space or change in rooms to be used by children prior to the initiation of the changes.						
* (1)(c) SPACE DESIGNATED FOR CHILDREN Space designated for use by children may only be used by children and staff and may not be used for other purposes while the center is open.						
(1)(d) INSIDE TEMPERATURE – MINIMUM The inside temperature may not be less than 67 degrees.						
* (1)(e) INDOOR AIR CIRCULATION If the inside temperature exceeds 80 degrees, the licensee shall provide for air circulation with fans or by other means.						
<b>(2) Protective Measures</b>						
* (2)(a) POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises shall be free of hazards including any recalled products.				*		
* (2)(b) ELECTRICAL OR HOT SURFACE PROTECTION Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces, such as pipes, shall be protected by screens or guards so that children cannot touch them.						
* (2)(c) POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items may not be kept on the premises.				*		
* (2)(d) ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles hazardous or poisonous to children shall be in properly marked containers and stored in areas inaccessible to children.				*		
* (2)(e) MOTOR VEHICLE AVAILABILITY A motor vehicle shall be immediately available at the center at all times in case of an emergency if a public or private rescue or emergency vehicle cannot arrive at the center within ten minutes of a phone call.						
* (2)(f) TELEPHONES & EMERGENCY PHONE NUMBERS The center shall have a working telephone or access to a working telephone on the premises during hours of operation, with a list of emergency telephone numbers, including telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service posted near each telephone. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.						
* (2)(g) STAIRS, WALKS, RAMPS, PORCHES – SAFETY Stairs, walks, ramps and porches shall be maintained in a safe condition and free from the accumulation of water, ice or snow.						
(2)(h) SMOKING PROHIBITED ON PREMISES Smoking is prohibited on the premises of the center when the children are present.						
(2)(i) ALCOHOL OR CONTROLLED SUBSTANCE CONSUMPTION OR UNDER THE INFLUENCE A licensee, employee, volunteer or other individual in contact with children may not consume alcoholic beverages or any non-prescribed controlled substances, as specified in ch. 961, Stats., or be under the influence of any alcohol or non-prescribed controlled substance during the hours of the center's operation.				*		
(2)(j) POWER TOOLS Children may not be allowed in an area where power tools are in use.						
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there a hot tub on the premises?						
* (2)(k) HOT TUB – COVERED OR FENCED A hot tub located in a room or area accessible to children shall have a visible, locked, rigid cover or be enclosed by a locked fence at least 4 feet tall. The lock shall be installed so that the lock is inaccessible to children.						
* (2)(L) HOT TUB – VISIBLY LOCKED DOOR If a hot tub is located in a room or area not intended for use by children, access to the room or area shall be controlled through the use of a visibly locked door. The lock shall be installed so that the lock is inaccessible to children.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
<b>(3) Emergencies</b>						
* (3) EMERGENCIES – WRITTEN PLANS Each center shall have a written plan for responding to a fire, a tornado, a tornado warning, a missing child or other emergency. A center shall do all of the following:						
* (3)(a) EMERGENCIES – POST & PRACTICE WRITTEN PLANS Post the fire evacuation and tornado plan and practice implementing the fire evacuation plan monthly. Tornado drills shall be conducted monthly from April through October.						
(3)(b) EMERGENCIES – STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is a fire, tornado, a tornado warning, missing child or other emergency.						
* (3)(c) EMERGENCIES – RECORD OF FIRE / TORNADO DRILLS Keep a written record of dates and times of all fire and tornado drills practiced. (The department's form Fire Safety and Emergency Response Documentation – Group Child Care Centers may be used to document compliance.)						
<b>(4) Fire Protection</b>						
* (4)(a) FIRE EXTINGUISHERS – OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.						
(4)(b) FIRE EXTINGUISHERS – STAFF USE All staff members shall be instructed in and knowledgeable about the use of the fire extinguishers.						
* (4)(c) EXITS – NUMBER REQUIRED ON EACH LEVEL Each floor used by children shall have at least two exits.						
* (4)(d) EXITS & PASSAGEWAYS – UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.						
* (4)(e) EXTENSION CORD USE An extension cord may not be used permanently with an appliance.						
* (4)(f) ELECTRICAL OUTLET LIMIT No more than two electrical appliances may be plugged into any one wall outlet.						
* (4)(g) BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room shall be closed.						
* (4)(h) STORAGE AREAS UNDER STAIRS Areas under stairs may not be used for storage.						
* (4)(i) EXIT LIGHTS All exit lights shall be lit at all times.						
* (4)(j) FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire alarms, alarm systems and smoke detectors shall be maintained in good working order. Fire alarms and smoke detectors shall be used to conduct monthly fire evacuation drills. Fire alarms and smoke detectors shall be tested weekly and a record kept of the test results. (The department's form <i>Fire Safety and Emergency Response Documentation – Group Child Care Centers</i> may be used to document compliance.)						
* (4)(k) UNVENTED SPACE HEATERS Unvented gas, oil or kerosene space heaters are prohibited.						
<b>(5) Sanitation</b>						
* (5)(a) CONDITION OF PREMISES The premises shall be free from litter, clean and in good repair.						
* (5)(b)1. DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.				*		
* (5)(b)2. LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used.				*		

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
* (5)(c) GARBAGE CONTAINERS – CONSTRUCTION & DISPOSAL SCHEDULE Garbage containers in the building shall be rigid, covered, watertight and emptied daily or more often as needed. Compactors need not be emptied daily. Garbage and refuse stored out-of-doors shall be kept in leak-proof containers equipped with tight-fitting covers and shall be disposed of as necessary to prevent decomposition or overflow.						
* (5)(d) CLEANLINESS OF EQUIPMENT, FURNISHINGS, SANITATION OF EATING SURFACES Furnishings, toys, cots and other equipment shall be washed or cleaned when they become soiled. Eating surfaces shall be washed and sanitized before and after each use.						
* (5)(e)1. TOILET ROOMS & FIXTURES – SANITATION Toilet rooms and fixtures shall be in a sanitary condition at all times.						
(5)(e)2. POTTY CHAIRS Potty chair receptacles shall be emptied and rinsed and the potty chair and receptacle shall be disinfected immediately after each use with a chlorine bleach solution of one tablespoon to one quart of water, made fresh daily.						
* (5)(f) WINDOWS & DOORS USED FOR VENTILATION Windows and doors that are used for ventilation shall be screened.						
* (5)(g) PEST CONTROL The premises shall be maintained to prevent the entrance or harborage of vermin.						
<b>(6) Water</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No The center gets its water from a private well.						
* (6)(a) DRINKING WATER AVAILABILITY A safe supply of drinking water shall be available to children at all times from a drinking fountain of the angle jet type or by use of disposable cups. Common use of drinking cups is prohibited.						
* (6)(b)1. PRIVATE WELL – ANNUAL LEAD & BACTERIA TEST Water samples from the well shall be tested annually for lead and bacteria by a laboratory certified under ch. DHS 165. The laboratory report shall be available to the department upon request.						
* (6)(b)2. PRIVATE WELL – ANNUAL NITRATE TEST A center serving children under six months of age shall have the water tested annually for nitrate levels.						
* (6)(b)3. PRIVATE WELL – UNSAFE TEST RESULTS If water test results indicate the water contains high levels of lead or is bacteriologically unsafe, the water shall be appropriately treated and re-tested until it is determined to be safe. Bottled water shall be used until the water is determined to be safe. If the water tests above the maximum allowable level of nitrates, bottled water shall be used for infants under 6 months of age.						
<b>(7) Indoor Space</b>						
* (7)(a) INDOOR SPACE – SQUARE FOOTAGE PER CHILD The space used by children shall be no less than 35 square feet of usable floor space for each child, exclusive of passageways, kitchens, bathrooms, coat storage areas, offices, storage areas, isolation quarters, staff room, furnace room, parts of rooms occupied by stationary equipment, and areas not at all times available to children, including areas used exclusively for large muscle activity, napping or eating.						
* (7)(b) INDOOR SPACE – STORAGE There shall be additional storage space for cots, bedding, supplies and equipment not in use.						
<b>(8) Furnishings</b>						
* (8)(a) FURNISHINGS – SAFE & DURABLE Furnishings shall be durable and safe, with no sharp, rough, loose or pointed edges.						
* (8)(b) TABLES & SEATING – HEIGHT & SIZE Tables and seating shall be scaled to the proper height and size for the children’s comfort and reach.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
* (8)(c)1. TABLES & SEATING DURING MEALS Except as provided in subd. 2., in a center where meals are served, seating shall be at least equal to the licensed capacity, excluding infants, so that the children can be served at the same time, and there shall be space at a table for each child.						
* (8)(c)2. TABLES & SEATING IN LUNCHROOM In a center where meals are served in a central lunchroom, seating and tablespace shall be at least equal to the number of children to be served in a shift.						
* (8)(d) SHELVES Shelves shall be provided for equipment and supplies in rooms used by children. Equipment / supplies shall be arranged in an orderly fashion so children may select, use and replace items.						
* (8)(e) PERSONAL STORAGE SPACE There shall be sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings of as many children as are in the licensed capacity of the center. For children two years of age and older, the space for outer garment storage shall be at child level.						
* (8)(f) SAFE SLEEP SURFACE – CHILD 12 MONTHS OR OLDER A safe, washable cot, bed, two inch thick mat or sleeping bag shall be provided for each child 12 months old or older who naps or sleeps.						
* (8)(g) SAFE SLEEP SURFACE – CHILD UNDER 12 MONTHS OF AGE A safe, washable crib or playpen shall be provided for use of each child less than 12 months old who naps or sleeps. A crib or playpen shall be washed and disinfected between changes in occupancy. All cribs must meet the Consumer Products Safety Commission federal safety standards. Documentation can consist of a certificate of compliance from the manufacturer or a label attached to the crib indicating that the date of manufacture was June 28, 2011, or later.						
<b>(9) Kitchens</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No Meals are prepared or heated on the premises.						
* (9)(a)1. KITCHEN – REQUIRED EQUIPMENT & UTENSILS When meals are prepared or heated on the premises, the kitchen shall be equipped with a microwave or stove with an oven, 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.						
(9)(a)1m. REQUIREMENTS FOR CENTER PREPARING OR SERVING ONLY SNACKS Centers preparing or serving only snacks are not required to have a sink unless dishes or utensils requiring dishwashing are used. Centers preparing or serving only snacks are not required to have a microwave or stove unless the snacks served require heating. Refrigerators are required if the center serves milk or other perishable snacks.						
* (9)(a)2. KITCHEN EQUIPMENT & UTENSILS – SAFE & SANITARY All equipment and utensils shall have smooth, hard surfaces, be easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas, and shall be maintained in a clean and sanitary condition.						
* (9)(a)3. KITCHEN – FOOD PREPARATION TABLES Food preparation tables shall be durable, and surfaces shall be smooth, nonabsorbent and easily cleanable.						
* (9)(a)4. KITCHEN – UTENSIL STORAGE After cleaning, utensils shall be stored in a clean, dry place and protected from contamination.						
* (9)(a)5. KITCHEN – SINGLE-SERVICE UTENSILS Single service utensils shall be nontoxic, stored in a clean, dry place, kept covered, and may not be reused.						
(9)(a)6. INFANT BOTTLES – CLEAN & SANITIZE Infant bottles and nipples may not be reused without first being cleaned and sanitized.						
(9)(b)1. KITCHEN UTENSILS & SURFACES – CLEAN & SANITIZE All kitchen utensils and food contact surfaces used for preparation, storage or serving of food shall be thoroughly cleaned and sanitized after each use.						
(9)(b)2. PRE-WASHING DISHES All utensils and dishes shall be scraped, sorted and prewashed under running water.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
(9)(b)3. MANUAL DISHWASHING – 3-STEP PROCEDURE For manual washing of dishes and utensils, a three step procedure shall be used:						
* (9)(b)3.a. MANUAL DISHWASHING – WASH Wash in water between 110 and 125 degrees, using an effective soap or detergent.						
(9)(b)3.b. MANUAL DISHWASHING – RINSE Rinse by immersing dishes and utensils in clean, hot water to remove soap or detergent.						
(9)(b)3.c. MANUAL DISHWASHING – SANITIZE Sanitize by submerging dishes and utensils for at least two minutes in a solution of 1½ teaspoons of bleach per gallon of water or another sanitizer approved by the department.						
* (9)(b)4.a. MECHANICAL DISHWASHING – TEMPERATURE GAUGE If a center uses a commercial dishwasher to clean dishes and utensils, the dishwasher shall have a readily visible temperature gauge located in the wash compartment. If the dishwasher is a spray type or immersion type dishwasher, a temperature gauge shall also be located in the rinse water line.						
* (9)(b)4.b. MECHANICAL DISHWASHING – TEMPERATURE, TIME, CLEANING AGENT Wash at 130 degrees Fahrenheit to 150 degrees Fahrenheit for at least 20 seconds, using an effective cleaning agent, and rinse and sanitize at 180 degrees Fahrenheit for 10 seconds or more, using an automatic rinse injector.						
* (9)(b)4.c. MECHANICAL DISHWASHING – SPRAY-TYPE DISHWASHER When using a spray-type dishwashing machine, the dishes and utensils shall be washed, rinsed and sanitized in the dishwasher according to the manufacturer's operating instructions. A chemical sanitizer shall be used in the final rinse.						
* (9)(b)5. MECHANICAL DISHWASHING – HOME-TYPE DISHWASHER If the center uses a home-type dishwasher to clean dishes and utensils, the dishes and utensils shall be washed and rinsed in the dishwasher and sanitized by submerging dishes and utensils for at least 2 minutes in 1 1/2 teaspoons of bleach per gallon of water or other solution approved by the department.						
(9)(b)6. DISHWASHING – AIR DRYING All dishes and utensils shall be air-dried in racks or baskets or on drain boards.						
(9)(c)1. SAFE FOOD 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.						
(9)(c)2. MILK & MILK PRODUCTS Only milk and milk products which are pasteurized and meet the grade A milk standards of the WI department of agriculture, trade, and consumer protection may be served or used.						
* (9)(c)3m. FOOD PREPARATION LOCATION REQUIREMENTS Meals shall be prepared on the premises in a central kitchen operated by the child care center or in another location that has been inspected by a representative of a state agency.						
(9)(c)4. CANNED FOOD Food in dented, bulging or leaking cans, or cans without labels, may not be used.						
(9)(c)5. HOME-CANNED / PROCESSED FOOD Hermetically sealed, non-acid or low-acid food which has been processed in a place other than a commercial food processing establishment may not be used.						
(9)(d)1. FOOD STORAGE – SAFETY Foods shall be stored at temperatures which protect against spoilage. The following measures shall be taken to prevent spoilage:						
(9)(d)1.a. FOOD STORAGE – PERISHABLE, POTENTIALLY HAZARDOUS FOOD Perishable and potentially hazardous food which includes all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, salads containing meat, fish, eggs, milk or milk products, and any other food or food product likely to spoil quickly if not kept at the proper temperature shall be continuously maintained at 40° F. or below or 150° F. or above, as appropriate, except during necessary periods of preparation and service.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
(9)(d)1.b. FOOD STORAGE – REFRIGERATION UNITS Each refrigeration unit shall be maintained at 40 degrees or lower, and each freezing unit shall be maintained at 0° F. or lower.						
* (9)(d)1.c. FOOD STORAGE – COLD STORAGE THERMOMETERS Each cold storage facility shall be equipped with a clearly visible accurate thermometer.						
(9)(d)1.d. FOOD STORAGE – COVERING REFRIGERATED FOOD Food shall be covered while refrigerated, except when being cooled.						
* (9)(d)2. FOOD STORAGE – FOOD NOT REQUIRING REFRIGERATION Foods not requiring refrigeration shall be stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin. In addition:						
* (9)(d)2.a. FOOD STORAGE – DRY FOOD Dry foods, such as flour, sugar, cereals and beans 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. 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.						
* (9)(d)2.b. FOOD STORAGE – DISTANCE ABOVE FLOOR Foods stored in the basement shall be stored at least eight inches above the floor, and food stored in other areas shall be stored high enough above the floor to provide for air circulation and to facilitate cleaning.						
* (9)(e) 1. CLEANING AIDS – POISONOUS & TOXIC MATERIALS Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, shall be labeled and stored in cabinets used for no other purpose and shall be inaccessible to children.						
* (9)(e)2. CLEANING AIDS – EQUIPMENT Cleaning aids such as mops, brooms and buckets shall be clean and shall be stored outside of food preparation or food storage areas.						
(9)(f) 1. FOOD – RAW FRUITS & VEGETABLES Raw fruits and vegetables shall be washed before being served or cooked.						
(9)(f)2. FOOD – RETURNED FROM PLATES OR TABLES Food returned from individual plates or from dining tables shall be discarded.						
(9)(f)3. FOOD – LEFTOVER PREPARED FOOD Leftover prepared food which has not been served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use.						
* (9)(f)4. FOOD – DELIVERY VEHICLES & CONTAINERS 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° F. and containers for hot food shall be capable of maintaining the temperature at or above 150° F.						
(9)(f)5. FOOD – THAWING Potentially hazardous frozen foods shall be thawed in the refrigerator, under cold running water or on the defrost setting in a microwave oven. No potentially hazardous frozen food may be thawed by leaving it at room temperature.						
(9)(g) <i>Food service personnel.</i> 1. Personnel who help prepare meals shall:						
* (9)(g)1.a. FOOD SERVICE STAFF – MINIMUM AGE Be at least 18 years of age.						
(9)(g)1b. FOOD SERVICE STAFF – CLOTHING, HAIR RESTRAINTS Wear clean clothing and effective hair restraints such as hair nets or caps.						
(9)(g)1c. FOOD SERVICE STAFF – HANDWASHING Wash their hands with soap and warm running water before starting work, before and after handling food, and after using the toilet. Hands shall be dried with single-use towels.						
(9)(g)2. FOOD SERVICE STAFF – WOUNDS No one with an open or infected wound or sore may work in the food preparation area unless the wound or sore is covered and, if it is on a hand, a nonporous glove is worn on that hand.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
<b>(10) Washroom and Toilet Facilities</b>						
* (10)(a) TOILETS & WASH BASINS – NUMBERS A group child care center shall provide at least the number of washbasins and toilets with plumbing indicated in Table 251.06. Urinals may be submitted for up to 1/3 of the total required toilets.						
* (10)(b) TOILETS & WASH BASINS – LARGE CENTERS When a center is licensed for more than 70 children, one additional toilet shall be provided for each additional 15 children or fraction thereof and washbasins shall be provided in the ratio of one for every two additional toilets and urinals or fraction thereof.						
* (10)(c) TOILETS & WASHBASINS – CHILDREN UNDER 30 MONTHS Children under the age of 30 months need not be included when determining the required fixtures under par. (a). However, in all cases, at least one toilet and one washbasin shall be provided.						
* (10)(d) POTTY CHAIRS – NUMBERS If potty chairs are used for children under 30 months of age, the potty chairs shall be provided in a ratio of one for every four children or fraction thereof.						
* (10)(e) TOILETS & WASHBASINS – USE OF STEPS OR BLOCKS Steps or blocks shall be provided if the washbasins and toilets are not proportioned to the size of the children.						
* (10)(f) BATHROOM SUPPLIES Soap, toilet paper, disposable paper towels or blower-type air dryers and a wastepaper container shall be provided and accessible to children using the facilities.						
* (10)(g) TOILET ROOM DOOR LOCKS Toilet room door locks shall be openable from the outside and the opening device shall be readily accessible to the staff.						
<b>(11) Outdoor Play Space</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The outdoor play space is on the premises of the center</b>						
* (11)(a) OUTDOOR PLAY SPACE – REQUIREMENT A center shall have outdoor play space if children are present for more than three hours per day or if outdoor play is included in the center program.						
* (11)(b) OUTDOOR PLAY SPACE – REQUIRED FEATURES Except when an exemption is requested and is approved by the department under par. (c), a center shall comply with all of the following requirements for outdoor play space:						
* (11)(b)1. OUTDOOR PLAY SPACE – ON PREMISES The outdoor play space shall be on the premises of the center.						
* (11)(b)2. OUTDOOR PLAY SPACE CALCULATION – CHILDREN AGE 2 & ABOVE There shall be at least 75 square feet of outdoor play space for each child two years of age or older using the space at a given time.						
* (11)(b)3. OUTDOOR PLAY SPACE CALCULATION – CHILDREN UNDER AGE 2 There shall be at least 35 square feet of outdoor play space for each child under two years of age using the space at a given time except as provided in subd. 4.						
* (11)(b)4. OUTDOOR PLAY SPACE – MINIMUM TOTAL SPACE The total outdoor play space of a center shall accommodate not less than 1/3 of the number of children for which the center is licensed or shall be a minimum of 750 square feet, whichever is greater. The number of children under one year of age need not be included for purposes of computing the minimum required outdoor play space if the center provides spaces in wheeled vehicles such as strollers and wagons equal to the number of children under age 1 year.						
* (11)(b)5. OUTDOOR PLAY SPACE – ENERGY-ABSORBING SURFACES An energy-absorbing surface, such as loose sand, pea gravel or pine or bark mulch, in a depth of at least nine inches is required under climbing equipment, swings and slides and in a fall zone of four feet beyond and whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to the manufacturer's specifications based on the height of the equipment.				*		

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
* (11)(b)6. OUTDOOR PLAY SPACE – POTENTIAL SOURCE OF HARM The outdoor play space shall be well drained and shall be free of hazards such as uncovered wells, cisterns and unused appliances. Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an exterior oil-based sealant or stain. Wood containing creosote, including railroad ties, may not be accessible to children.				*		
* (11)(b)7. OUTDOOR PLAY SPACE – ENCLOSURE The boundaries of the outdoor play space shall be defined by a permanent enclosure not less than 4 feet high to protect the children. Fencing, plants or landscaping may be used to create a permanent enclosure.						
* (11)(b)8. OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.						
* (11)(c) <i>Exemption for off-premises play space.</i> 1m. OFF PREMISES PLAY SPACE – EXEMPTION If a center has no outdoor play space available on the premises of the center, the licensee may request an exemption from the requirements under par. (b) for a center's outdoor play space.						
* (11)(c)2. OFF PREMISES PLAY SPACE – PLAN A request for an exemption under subd. 1m. shall be in writing and shall be accompanied by a plan for outdoor play space which does all the following:						
* (11)(c)2.a. OFF PREMISES PLAY SPACE PLAN – LOCATION, DISTANCE, TRANSPORTATION Identifies and describes the location to be used, the travel distance from the center to that location and the means of transporting the children to that location.						
* (11)(c)2.b. OFF PREMISES PLAY SPACE PLAN – SUPERVISION Provides for adequate supervision of the children as specified in Table 251.05-D.						
* (11)(c)2.c. OFF PREMISES PLAY SPACE PLAN – DAILY EXERCISE Provides for daily vigorous exercise in the out-of-doors for the children.						
* (11)(c)2.d. OFF PREMISES PLAY SPACE PLAN – TOILETING AND DIAPERING Describes the arrangements to meet the toileting and diapering needs of the children.						
* (11)(c)2.e. OFF PREMISES PLAY SPACE PLAN – AFFIRMATION OF COMPLIANCE Affirms the center's compliance with the requirements included in subds. 3. to 6.						
* (11)(c)3. OFF PREMISES PLAY SPACE – POTENTIAL SOURCE OF HARM The off-premises outdoor play space shall be free of hazards such as bodies of water, railroad tracks, unfenced in-ground swimming pools, heavily wooded areas and nearby highways and main thoroughfares. (Note: In this paragraph, "main thoroughfare" means a heavily traveled street or road used by vehicles as a principal route of travel.)						
* (11)(c)4. OFF PREMISES PLAY SPACE – SPACE REQUIREMENTS There shall be at least 75 square feet of outdoor play space for each child two years of age or older using the space at a given time, and at least 35 square feet of outdoor play space for each child under two years of age using the space at a given time.						
* (11)(c)5. OFF PREMISES PLAY SPACE – SAFE SURFACING No climbing equipment, swing or slide in the play space may have concrete or asphalt under it.						
* (11)(c)6. OFF PREMISES PLAY SPACE – CHILDREN UNDER 3 When the off-premises outdoor play space is reached by walking, the center shall transport children under three years of age in wheeled vehicles, such as strollers or wagons, with a seating capacity equal to the number of children under three years of age to be transported.						
(11)(c)8. OFF PREMISES PLAY SPACE – CHANGES If any circumstance described in an approved plan for use of off-premises outdoor play space changes or if any condition for plan approval is not met or is no longer met, the department may withdraw its approval of the plan and cancel the exemption. A center with an approved plan shall immediately report to the department's licensing representative any significant change in any circumstance described in the plan.						



CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)</b>						
<b>(12) Swimming Areas</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>There is a swimming pool or beach on the premises.</b>						
* (12)(a) ON PREMISES SWIMMING POOL OR BEACH – USE & ENCLOSURE Above-ground and in-ground swimming pools, and beaches on the premises may not be used by children in care. Swimming pools shall be enclosed by a 6-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less. Access to a beach shall be restricted by a 6-foot fence.				*		
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Use of an on-premises wading pool is part of the center's programming.</b>						
(12)(b) WADING POOL A wading pool on the premises may be used if the water is changed and the pool is disinfected daily. Supervision and staff-to-child ratio requirements under 251.05(3) and (4) shall be met.						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Use of off premises wading pools, pools, water attractions or beaches, is part of the center's programming.</b>						
(12)(c) A wading pool, pool, water attraction or beach that is not located on the center premises may be used by children, if all the following conditions are met:						
(12)(c)1. OFF PREMISES SWIMMING – POOL CONSTRUCTION, OPERATION The construction and operation of the pool shall meet the requirements of chs. COMM 90 and DHS 172 for public swimming pools. A beach shall comply with any applicable local ordinance.						
(12)(c)2. OFF PREMISES SWIMMING – LIFE GUARDS Certified lifesaving personnel shall be on duty.						
(12)(c)3. While children are in the water of a pool, wading pool, water attraction or beach, staff-to-child ratios for child care workers who can swim shall be:						
(12)(c)3.a. OFF PREMISES SWIMMING – RATIOS CHILDREN UNDER AGE 3 For children under three years of age: 1:1.						
(12)(c)3.b. OFF PREMISES SWIMMING – RATIOS AGE 3 For children three years of age: 1:4.						
(12)(c)3.c. OFF PREMISES SWIMMING – RATIOS AGES 4 & 5 For children four and five years of age: 1:6.						
(12)(c)3.d. OFF PREMISES SWIMMING – RATIOS AGE 6 & ABOVE For children six years of age and older: 1:12.						
(12)(c)4. OFF PREMISES SWIMMING – RATIOS MIXED AGE GROUP When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.						
(12)(c)5. OFF PREMISES SWIMMING – SWIMMING ABILITY RESTRICTION A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.						
(12)(c)6. OFF PREMISES SWIMMING – SUPERVISION If some children are in the water and others are not, there shall be at least 2 child care workers supervising the children. One child care worker shall supervise the children who are in the water, and the other shall supervise children who are not in the water.						
<b>DCF 251.07 PROGRAM</b>						
<b>(1) Program Planning and Scheduling</b>						
* (1)(a) WRITTEN PROGRAM OF ACTIVITIES Each group child care center shall have a written program of activities which are suitable for the developmental level of each child and each group of children. The program shall provide each child with experiences which will promote all of the following:						
(1)(a)1. PROGRAM OF ACTIVITIES – PROMOTES SELF ESTEEM Self-esteem and positive self-image.						
(1)(a)2. PROGRAM OF ACTIVITIES –PROMOTES SOCIAL INTERACTION Social interaction.						
(1)(a)3. PROGRAM OF ACTIVITIES – PROMOTES SELF-EXPRESSION, COMMUNICATION Self-expression and communication skills.						
(1)(a)4. PROGRAM OF ACTIVITIES – PROMOTES CREATIVE EXPRESSION Creative expression.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(1)(a)5. PROGRAM OF ACTIVITIES – PROMOTES MUSCLE, MOTOR DEVELOPMENT Large and small muscle development.						
(1)(a)6. PROGRAM OF ACTIVITIES – PROMOTES INTELLECTUAL GROWTH Intellectual growth.						
(1)(a)7. PROGRAM OF ACTIVITIES – PROMOTES LITERACY Literacy.						
(1)(b) The program schedule shall be planned to provide a flexible balance each day of:						
(1)(b)1. PROGRAM SCHEDULE – BALANCE OF ACTIVE / QUIET Active and quiet activities.						
(1)(b)2. PROGRAM SCHEDULE – BALANCE OF INDIVIDUAL / GROUP Individual and group activities.						
(1)(b)3. PROGRAM SCHEDULE – BALANCE OF INDOOR / OUTDOOR Indoor and if the center is in operation more than three hours per day, outdoor activities.						
(1)(c) TELEVISION AS PART OF PROGRAM Television may be used only to supplement the daily plan for children. No child may be required to watch television. Other activities shall be available.						
(1)(d) DAILY ROUTINES Routines such as toileting and eating and intervals between activities shall be planned to avoid keeping children waiting in lines or assembled in large groups.						
(1)(e) The program shall provide all of the following:						
(1)(e)1. REGULARITY IN ROUTINES Reasonable regularity in eating, napping and other routines.						
(1)(e)2. CHILD-SELECTED ACTIVITIES Daily periods when a variety of experiences are concurrently available for the children to select their own activities.						
(1)(e)3. PROTECTION FROM FATIGUE & OVER STIMULATION Protection from excess fatigue and over stimulation.						
(1)(e)4. DAILY OUTDOOR ACTIVITIES If a center is in operation for more than three hours per day, daily outdoor activities except during inclement weather or when not advisable for health reasons.						
(1)(f) INDIVIDUAL ATTENTION Child care workers shall give children individual attention.						
(1)(g) EARLY / LATE DAY PLAN OF ACTIVITIES A center that is open in the early morning and late afternoon shall have a written plan for activities which meet the individual needs of the children during those time periods. The plan shall include:						
(1)(g)1. EARLY / LATE DAY ACTIVITIES – RESTING & EATING Provision of opportunities for the children to rest and eat.						
(1)(g)2. EARLY / LATE DAY ACTIVITIES – DUPLICATION OF ACTIVITIES Use of materials and engagement in activities which for the most part do not duplicate materials or activities planned for the major part of the program.						
(1)(h) PROGRAM REFLECTS POLICIES The program as implemented shall reflect the center's written policies.						
<b>(2) Child Guidance</b>						
(2)(b) POLICY – CHILD GUIDANCE Each child care center shall have a written policy which provides for positive guidance, redirection and the setting of clear-cut limits for the children. The policy shall be designed to help a child develop self-control, self-esteem and respect for the rights of others.						
<input type="checkbox"/> Yes <input type="checkbox"/> No Time out periods are used.						
(2)(c) TIME-OUT – TIME LIMIT If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed five minutes and the procedure shall be included in the center's child guidance policy.						
(2)(d) TIME-OUT – USE WITH CHILDREN UNDER AGE 3 Use of time-out periods is prohibited for children under three years of age.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(2)(e) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:						
(2)(e)1. PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.				*		
(2)(e)2. PROHIBITED ACTIONS – VERBAL ABUSE Verbal abuse, threats or derogatory remarks about the child or the child’s family.				*		
(2)(e)3. PROHIBITED ACTIONS – PHYSICAL RESTRAINT, RESTRICTION, ENCLOSURE Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.				*		
(2)(e)4. PROHIBITED ACTIONS – WITHHOLDING / FORCING FOOD OR SLEEP Withholding or forcing meals, snacks or naps.				*		
(2)(e)5. PROHIBITED ACTIONS – CRUEL, AVERSIVE, FRIGHTENING, HUMILIATING ACTIONS Actions that are cruel, aversive, frightening or humiliating to the child.				*		
(2)(f) PROHIBITED PUNISHMENT – TOILET TRAINING A child may not be punished for lapses in toilet training.						
<b>(3) Equipment</b>						
* (3)(a) INDOOR & OUTDOOR EQUIPMENT – SAFETY Indoor and outdoor play equipment shall be safe. The equipment shall be:						
* (3)(a)1. INDOOR & OUTDOOR EQUIPMENT – SCALE Scaled to the developmental level, size and ability of the children.						
* (3)(a)2. INDOOR & OUTDOOR EQUIPMENT – CONSTRUCTION, CONDITION 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)(a)3. INDOOR & OUTDOOR EQUIPMENT – PLACEMENT Placed to avoid danger of injury or collision and to permit freedom of action.						
* (3)(a)4. INDOOR & OUTDOOR EQUIPMENT – ENERGY-ABSORBING SURFACES Placed over an energy-absorbing surface, when equipment is four feet or more in height.						
* (3)(b) EQUIPMENT – CRITERIA A center shall provide equipment and supplies according to the following criteria:						
* (3)(b)1. Child development shall be fostered through selection of a variety of equipment that will:						
* (3)(b)1.a. EQUIPMENT – PROVIDE LARGE MUSCLE DEVELOPMENT Provide large muscle development.						
* (3)(b)1.b. EQUIPMENT – PROVIDE MANIPULATIVE SKILLS DEVELOPMENT Provide construction activities and for development of manipulative skills.						
* (3)(b)1.c. EQUIPMENT – ENCOURAGE SOCIAL INTERACTION Encourage social interaction.						
* (3)(b)1.d. EQUIPMENT – PROVIDE INTELLECTUAL STIMULATION Provide intellectual stimulation.						
* (3)(b)1.e. EQUIPMENT – ENCOURAGE CREATIVE EXPRESSION Encourage creative expression.						
* (3)(b)2. EQUIPMENT – QUANTITY FOR INDOORS A center shall provide sufficient indoor play equipment to allow each child a choice of at least three activities involving equipment when all children are using equipment.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
* (3)(b)3. EQUIPMENT – QUANTITY FOR OUTDOORS A center shall provide sufficient outdoor play equipment to allow each child at least 1 activity involving equipment when all children are using equipment.						
* (3)(c) INDOOR & OUTDOOR EQUIPMENT – BASED ON MAXIMUM LICENSED CAPACITY The quantity of indoor and outdoor play equipment specified in par. (b)2. and 3. shall be provided based on the maximum licensed capacity of the center.						
* (3)(d) EQUIPMENT & MATERIALS – CULTURAL & ETHNIC DIVERSITY Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.						
(3)(e) SUPERVISION WITH PLAY EQUIPMENT Children using play equipment shall be closely supervised to prevent injuries.						
<input type="checkbox"/> Yes <input type="checkbox"/> No There is a trampoline or inflatable bounce surface on the premises.						
* (3)(f) TRAMPOLINES & INFLATABLE BOUNCE SURFACES Trampolines and inflatable bounce surfaces on the premises shall not be accessible to children and shall not be used by children in care.						
<b>(4) Rest Periods</b>						
* (4)(a) NAPS OR REST PERIODS REQUIREMENT A child under five years of age in care for more than four hours shall have a nap or rest period.						
(4)(b) NAPS OR REST PERIODS – AWAKE CHILDREN Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to get up and to have quiet time through the use of equipment or activities which will not disturb other children.						
* (4)(c) NAPS OR REST PERIODS – SLEEPING SURFACES, PLACEMENT Each child who has a nap or rest period shall be provided with an individual bed, cot, sleeping bag, two inch thick mat, crib or playpen which is placed at least two feet from the next sleeping child. Cribs or cots may be placed end-to-end if a solid partition separates children and an aisle not less than two feet in width is maintained between cribs and cots.						
* (4)(d) NAPS OR REST PERIODS – INDIVIDUAL BEDDING Each child shall be provided with an individually identified sheet and blanket or sleeping bag which may be used only by that child until it is washed.						
* (4)(e) NAPS OR REST PERIODS – BEDDING MAINTENANCE, STORAGE, CLEANLINESS Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled and washed at least after every five uses.						
<b>(5) Meals and Snacks</b>						
(5)(a)1. MEALS & SNACKS – REQUIREMENTS Food shall be provided by the center based on the amount of time children are present as specified in Table 251.07.						
<b>Time a Child is Present</b>	<b>Number of Meals and Snacks</b>					
At least 2 ½ but less than 4 hours	1 snack					
At least 4 but less than 8 hours	1 snack and 1 meal					
At least 8 but less than 10 hours	2 snacks and 1 meal					
At least 10 or more hours	2 meals and 2 or 3 snacks					
(5)(a)2. MEALS & SNACKS – CENTER-PROVIDED TRANSPORTATION Center-provided transportation time shall be included in determining the amount of time children are present for the purposes of subd. 1.						
* (5)(a)3. MEALS & SNACKS – INTERVALS Food shall be served at flexible intervals, but no child may go without nourishment for longer than three hours.						
* (5)(a)4. MEALS & SNACKS – MINIMUM MEAL REQUIREMENTS Each meal and snack served shall meet the U.S. department of agriculture child care food program minimum meal requirements.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(5)(a)5. Menus for meals and snacks provided by the center shall:						
(5)(a)5.a. MENU – POST Be posted in the kitchen and in a conspicuous place accessible to parents.						
* (5)(a)5.b. MENU – PLAN Be planned at least 1 week in advance, dated and kept on file for 3 months.						
(5)(a)5.c. MENU – AVAILABLE FOR REVIEW Be available for review by the department.						
(5)(a)5.d. MENU – INCLUDE DIVERSE TYPES OF FOODS Include diverse types of foods.						
(5)(a)6. MENU – CHANGES Any changes in a menu as planned shall be recorded on the copies of the menu kept on file and posted for parents.						
(5)(a)6m. RECORD OF PARENT-PROVIDED SNACKS When snacks are provided by parents for all children, a record of the snack served shall be posted in an area accessible to parents.						
(5)(a)7. MEALS & SNACKS – SECOND PORTIONS Enough food shall be prepared for each meal so that second portions of vegetables or fruit, bread and milk are available to children.						
* (5)(a)8. MEALS & SNACKS – PROVIDED BY PARENTS When food for a child is provided by the child's parent, the center shall provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements.						
(5)(a)9. SPECIAL DIETS – MEDICAL CONDITION 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.						
(5)(a)9m. SPECIAL DIETS – FOOD ALLERGY A special diet based on a food allergy may be served upon the written request of the parent.						
(5)(a)10. SHARING INFORMATION ABOUT FOOD & OTHER ALLERGIES Cooks, staff members, child care workers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children.						
(5)(b)1. MEALTIME – STAFF WITH CHILDREN Staff shall sit at the table with the children during mealtime.						
(5)(b)2. MEALTIME – SOCIALIZATION Meals shall be served with time allowed for socialization.						
<b>(6) Health</b>						
(6)(a)1. OBSERVATION – SYMPTOMS OF ILLNESS Each child upon arrival at a center shall be observed by a staff person for symptoms of illness and injury. For an apparently ill child, the procedure under par. (c) shall be followed.						
(6)(a)2. OBSERVATION – INJURY OR EVIDENCE OF INJURY Any injury to a child or evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of center care shall be recorded in a log book and reported immediately to the administrator or other person in charge of the center.						
* (6)(b) ISOLATION AREA A center shall have an isolation area for the care of children who appear to be 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.						
(6)(c) Ill child procedure. The following procedures shall apply when a child with an illness or condition, such as vomiting or diarrhea, having the potential to affect the health of other persons is observed in the child care center:						
(6)(c)1. ILL CHILD – ISOLATION The child shall be isolated.						
* (6)(c)2. ILL CHILD – EQUIPMENT & SUPERVISION The child in the isolation area shall be provided with a bed, crib or cot and a sheet and blanket or sleeping bag, with a staff member within sight and hearing of the child, except that for sessions of up to four hours a kindergarten mat may be provided for the isolation room instead of a bed, crib or cot. Isolation shall be used until the child can be removed from the center.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(6)(c)3. ILL CHILD – CONTACTING PARENT The child’s parent, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered, and arrangements shall be made for removal of the child from the center.						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center is licensed to care for mildly ill children.</b>						
* (6)(d) MILDLY ILL CHILD – CONDITIONS FOR CARE A child who is mildly ill may be cared for at the center when all of the following conditions are met: Note: Must be approved by the department.						
* (6)(d)1. MILDLY ILL CHILD – SPACE The space for the care of a mildly ill child shall be a self-contained room and shall be separate from children who are well.						
* (6)(d)2. MILDLY ILL CHILD – SINK The room shall have a sink with hot and cold running water.						
* (6)(d)3. MILDLY ILL CHILD – PARENTAL CONSENT The parent consents in writing.						
* (6)(d)4. MILDLY ILL CHILD – HEALTH POLICY The written health policy of the center allows a mildly ill child to remain at the center.						
* (6)(d)5. MILDLY ILL CHILD – APPROVED CARE PLAN The center follows and implements procedures in a written plan for the provision of care to mildly ill children approved and signed by a licensed physician, or a pediatric or family nurse practitioner which covers all of the following:						
* (6)(d)5.a. MILDLY ILL CARE PLAN – ADMISSIONS & EXCLUSIONS Admissions and exclusions.						
* (6)(d)5.b. MILDLY ILL CARE PLAN – STAFFING Staffing.						
* (6)(d)5.c. MILDLY ILL CARE PLAN – STAFF TRAINING Staff training.						
* (6)(d)5.d. MILDLY ILL CARE PLAN – MONITORING & EVALUATION Monitoring and evaluation.						
* (6)(d)5.e. MILDLY ILL CARE PLAN – PROGRAMMING Programming.						
* (6)(d)5.f. MILDLY ILL CARE PLAN – INFECTIOUS DISEASE CONTROL Infectious disease control.						
* (6)(d)5.g. MILDLY ILL CARE PLAN – EMERGENCY PROCEDURES Emergency procedures.						
* (6)(d)6. MILDLY ILL CHILD – MEDICAL CONSULTATION AVAILABLE Medical consultation is available from a physician or local health department in establishing policy for the management of mildly ill children.						
* (6)(e)1. COMMUNICABLE DISEASE – EXCLUSIONS A child with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a child care center during the period when the disease is communicable.						
* (6)(e)2. COMMUNICABLE DISEASE – REPORTING When it is determined that a person in contact with children or a child enrolled in a child care center has a reportable communicable disease under ch. DCF 145, such as German measles, infectious hepatitis, measles, mumps, or meningitis, the local public health officer, the department and the parents of exposed children shall be notified.						
(6)(e)3. COMMUNICABLE DISEASE – READMISSION An employee, volunteer or a child may be readmitted to the group child care center if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.						
(6)(f) Medications. 1. Center staff may give prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:						
(6)(f)1.a. MEDICATION ADMINISTRATION – PARENT AUTHORIZATION A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.						
(6)(f)1.b. MEDICATION ADMINISTRATION – CONTAINERS & LABELING Medication is in the original container and labeled with child’s name and the label includes the dosage and directions for administration.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(6)(f)1.c. MEDICATION ADMINISTRATION – DOCUMENTING IN LOG BOOK A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the center medical log book on the same day that the medication is administered.						
(6)(f)2. SUNSCREEN & INSECT REPELLENT AUTHORIZATION Sunscreen and insect repellent may only be applied upon the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. Authorizations shall be reviewed every 6 months and updated as necessary. If sunscreen or insect repellent is provided by the parent, the sunscreen or repellent shall be labeled with the child’s name. The recording of the application of sunscreen or insect repellent is not required.						
* (6)(f)3. MEDICATION – STORAGE Medication shall be stored so that it is not accessible to the children.				*		
* (6)(f)4. MEDICATION – REFRIGERATION Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled “medication”.						
* (6)(f)5. MEDICATION ADMINISTRATION – AS LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.				*		
* (6)(f)6. CURRENT AUTHORIZATIONS FOR MEDICATIONS ON PREMISES No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.						
* (6)(g)1. WIPING BODILY SECRETIONS Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Whoever does the wiping shall wash his or her hands immediately.						
(6)(g)2. CLEANING BODILY SECRETIONS ON SURFACES Bodily secretions on surfaces shall be washed with soap and water and disinfected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands shall be washed immediately.						
(6)(g)3. SUNBURN PROTECTION Children shall be protected from sunburn with protective clothing, if not protected by sunscreen.						
* (6)(g)4. PROPERLY CLOTHED CHILDREN Children shall be clothed to assure body warmth and comfort.						
(6)(h)1. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children.						
(6)(h)2. HANDWASHING AFTER EXPOSURE TO BLOOD All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water.						
(6)(h)3. USE OF DISPOSABLE GLOVES Single use disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bags.						
(6)(h)4. DISINFECTING SURFACES AFTER CONTACT WITH VOMIT, URINE, FECES For spills of vomitus, urine, feces, blood or other body fluids, center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables.						
(6)(i)1. WASHING CHILD’S HANDS & FACE A child’s hands shall be washed with soap and warm running water before meals and snacks and after toileting or diapering. A child’s hands and face shall be washed after meals.						
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(6)(i)3. CONDITION & SHARING OF PERSONAL CARE ITEMS Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in a sanitary condition.						
* (6)(i)4. WET OR SOILED CLOTHING & DIAPERS Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.						
(6)(i)5. DIAPERING CHILDREN OVER AGE 2 Applicable rules under s. DCF 251.09(4) shall apply to child care workers when children two years of age and older require attention for diapering and toileting.						
(6)(i)6. HAND WASHING OUTDOORS & ON FIELD TRIPS If running water is not immediately available when outdoors or on field trips, soap and water-based wet wipes may be used. When running water becomes available, hands must be washed immediately with soap and running water.						
(6)(i)7. USE OF HAND SANITIZERS Disinfecting hand sanitizers may not replace the use of soap and water when washing hands.						
(6)(j)1. EMERGENCY MEDICAL AUTHORIZATION & PARENTAL NOTIFICATION 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 center. The center 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.						
(6)(j)2. PLANNED SOURCE OF EMERGENCY MEDICAL CARE A center shall identify a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed facility, and shall advise parents about the designated emergency medical facility.						
(6)(j)3. PROCEDURE FOR EMERGENCY MEDICAL CARE A center shall establish and follow written procedures for bringing a child to an emergency medical care facility and for treatment of minor injuries.						
(6)(j)4. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries.						
* (6)(j)5. SUPPLY OF BANDAGES, TAPE & BAND-AIDS Each center shall have a supply of bandages, tape and Band-Aids.						
(6)(j)6. CLEANING & PROTECTING SUPERFICIAL WOUNDS Superficial wounds shall be cleaned with soap and water only and protected with a bandaid or bandage.						
(6)(j)7. TREATING SUSPECTED POISONING Suspected poisoning shall be treated only after consultation with a poison control center.						
(6)(j)8. DAILY RECORD OF INJURIES A daily record of injuries shall be kept in the medical log book.						
(6)(j)9. REVIEWING INJURY RECORDS Records of injuries shall be reviewed by the director or designated person with staff every 6 months in order to ensure that all possible preventive measures are being taken. There shall be documentation in the medical log book that reviews have taken place.						
(6)(k)1. HEALTH EXAMINATION – CHILDREN UNDER AGE 2 Each child under two years of age shall have an initial health examination not more than six months prior to nor later than three months after being admitted to a center, and a follow-up health examination at least once every six months thereafter.						
(6)(k)2. HEALTH EXAMINATION – CHILDREN OVER AGE 2 Each child 2 years of age and older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. School-age children are not required to have a health exam.						
(6)(k)3. HEALTH EXAMINATION – DOCUMENTATION The health examination report shall be on a form provided by the department and shall be signed and dated by a physician, physician assistant or HealthCheck provider.						
(6)(k)4. HEALTH EXAMINATION – RELIGIOUS EXEMPTION The health examination requirement under subd. 1. or 2. does not apply if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.						



CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.07 PROGRAM (continued)</b>						
(6)(k)5. HEALTH HISTORY INFORMATION A child's health history on a form prescribed by the department completed by the child's parent shall be on file at the center by the first day of attendance. Information contained on the health history form shall be shared with any child care worker assigned to care for the child.						
(6)(L) IMMUNIZATION DOCUMENTATION The center shall maintain a record of immunizations for each child to document compliance with s. 252.04 Stats., and ch. DCF 144.						
<b>(7) Pets and Animals</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Pets or animals are on the premises.</b>						
* (7)(a) PETS & ANIMALS – HEALTH & IMMUNIZATION Animals shall be maintained in good health and appropriately immunized against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.						
* (7)(b) PETS & ANIMALS – RISK TO CHILDREN Animals that pose any risk to the children shall be restricted from the indoor and outdoor areas used by children.				*		
* (7)(c) PETS & ANIMALS – NOTIFICATION Licensees shall ensure that parents are aware of the presence of pets and animals in the center. If pets and animals are allowed to roam in areas of the center occupied by children, written acknowledgement from the parents shall be obtained. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.						
* (7)(d) PETS & ANIMALS – PROHIBITED ANIMALS Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals may not be accessible to children.						
(7)(e) PETS & ANIMALS – SUPERVISION All contact between pets or animals and children shall be under the close supervision of a child care worker 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.						
* (7)(f) PETS & ANIMALS – FOOD AREA RESTRICTIONS Pets in classrooms shall be confined in cages while food is being prepared or served in the classroom. Pets cages and litter boxes are prohibited in kitchens, lunch rooms, and food storage areas. Pet and animal feeding dishes, excluding water dishes, and litter boxes may not be placed in areas accessible to children.						
* (7)(g) PETS & ANIMALS – EXCREMENT Indoor and outdoor areas accessible to children shall be free of animal excrement.						
* (7)(h) PETS & ANIMALS – LIABILITY INSURANCE If dogs or cats are allowed in areas of the center accessible to children, the certificate of insurance required under s. DCF 251.04(2)(g) shall indicate the number and types of pets covered by the insurance.						
* (7)(i) PETS & ANIMALS – COMPLIANCE WITH LOCAL ORDINANCES Licensees shall ensure that the center is in compliance with all applicable local ordinances regarding the number, types and health status of pets or animals.						
<b>(8) Miscellaneous Activities</b>						
(8) WATERCRAFT, RIFLERY, ARCHERY, HORSEBACK RIDING A center which includes in its program watercraft, riflery, archery or horseback riding shall comply with the applicable requirements under 252.44(8), (9) and (11).						
<b>DCF 251.08 TRANSPORTATION</b>						
<b>The center <input type="checkbox"/> provides regularly-scheduled transportation, <input type="checkbox"/> provides transportation for field trips, <input type="checkbox"/> does not transport.</b>						
<b>(2) General</b>						
(2)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child between 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.				*		

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.08 TRANSPORTATION (continued)</b>						
(2)(b) EMERGENCY INFORMATION IN VEHICLE The following emergency information shall be carried in the vehicle for each child transported:				*		
(2)(b)1. EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.				*		
(2)(b)2. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN CONTACT The name, address, and telephone number of the child’s physician or medical facility.				*		
(2)(b)3. EMERGENCY INFORMATION IN VEHICLE – EMERGENCY MEDICAL CONSENT Written consent from the child’s parent for emergency medical treatment.				*		
(2)(c) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.				*		
(2)(d) REPORTING VEHICLE ACCIDENTS The center administrator shall submit a copy of any accident report to the department within five days after the occurrence of an accident involving a vehicle transporting children.				*		
<b>(3) Driver</b>						
* (3)(a) DRIVER – QUALIFICATIONS The driver of a center-provided vehicle shall be or have all of the following:				*		
* (3)(a)1. DRIVER QUALIFICATIONS – MINIMUM AGE At least 18 years of age.				*		
* (3)(a)2. DRIVER QUALIFICATIONS – LICENSE A valid WI operator’s license for the type of vehicle driven.				*		
* (3)(a)3. DRIVER QUALIFICATIONS – EXPERIENCE At least one year of experience as a licensed driver.				*		
* (3)(b) DRIVER RECORD – OBTAIN & REVIEW The licensee shall obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall 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.				*		
(3)(c) DRIVER RECORD – PROHIBITIONS A driver whose driving record poses a threat to the children may not transport children.				*		
<b>(4) Vehicle.</b> (a) A vehicle used to transport children shall be:						
* (4)(a)1. VEHICLE REQUIREMENTS – REGISTRATION Registered in Wisconsin.				*		
* (4)(a)2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered and free of obstructions on the floors, aisles and seats.				*		
* (4)(a)3. VEHICLE REQUIREMENTS – ENCLOSED Enclosed. Children may not be transported in a truck except in the cab.				*		
(4)(b)1. CAR SAFETY SEAT– CHILD UNDER AGE 1 OR UNDER 20 POUNDS Each child who is under 1 year of age or who weighs less than 20 pounds shall be properly restrained in a rear-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.				*		
(4)(b)2. CAR SAFETY SEAT – CHILD AGE 1 TO 4 OR 20 TO 40 LBS Each child who is at least 1 year of age but less than 4 years of age or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.				*		
(4)(b)3. BOOSTER SEAT RESTRAINT – CHILD AGE 4 TO 8 OR UNDER 80 LBS OR 4’9” Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat when being transported in a vehicle as specified in s. 347.48 Stats.				*		

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.08 TRANSPORTATION (continued)</b>						
(4)(b)4. SEAT BELT USE Each child who is not required to be transported in an individual child car safety seat or booster seat when being transported in a vehicle shall be properly restrained by a seat belt. Each adult shall be properly restrained by a seat belt. Seat belts may not be shared.				*		
(4)(b)5. SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.				*		
(4)(c) VEHICLE – PASSENGER DOORS Passenger doors shall be locked at all times when a vehicle transporting children is moving.				*		
(4)(d) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat.				*		
<b>(5) Vehicle Capacity and Supervision</b>						
(5)(a) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.				*		
(5)(b) VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver in either of the following circumstances:				*		
(5)(b)1. VEHICLE SUPERVISION – 3 OR MORE CHILDREN UNDER 2 OR WITH DISABILITY There are more than 3 children who are either under 2 years of age or have a disability which limits their ability to respond in an emergency.				*		
251.08(5)(b)2.-VEHICLE SUPERVISION – MORE THAN 10 CHILDREN UNDER 5 There are more than ten children under five years of age in the vehicle.				*		
(5)(c) RELEASING A CHILD AFTER TRANSPORTATION After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.				*		
(5)(d) VEHICLE CAPACITY A seat in the vehicle shall be provided for each child. In a vehicle not required to have seat belts, the manufacturer shall determine the capacity of the vehicle.				*		
(5)(e) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The center shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.				*		
<b>(6) Regularly Scheduled Transportation.</b> (a) When regularly scheduled transportation is provided by a center, the center shall maintain the following information in writing at the center and in each vehicle:						
* (6)(a)1. TRANSPORTATION – LIST OF CHILDREN TRANSPORTED ON FILE A list of children transported.				*		
* (6)(a)2. TRANSPORTATION – ROUTE & STOPS ON FILE The transportation route and scheduled stops.				*		
* (6)(a)3. TRANSPORTATION – AUTHORIZED PERSON TO RECEIVE CHILD ON FILE The name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence.				*		
* (6)(a)4. TRANSPORTATION – PROCEDURE IF NO ONE HOME TO RECEIVE CHILD ON FILE Procedures to be followed when parent or designated authorized adult is not home to receive child.				*		
* (6)(b) TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The center shall maintain written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.				*		
* (6)(c) TRANSPORTATION – CONTRACTED / CHARTERED VEHICLE CONTACT When transportation services are contracted or chartered, the name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the center.				*		

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.08 TRANSPORTATION (continued)</b>						
<b>(7) Center Vehicles</b>						
* (a) VEHICLE – CONDITION, INSPECTION REPORT A center-provided vehicle shall be in safe operating condition. Except for licensed contract motor carrier vehicles, the licensee shall provide the department with evidence of the vehicle's safe operating condition at 12-month intervals on a form the department provides. Licensed contract motor carrier vehicles shall comply with all applicable standards for those vehicles.				*		
* (b) VEHICLE – FIRST AID KIT A center-provided vehicle, other than a licensed contract motor carrier, shall be equipped with a first aid kit.				*		
<b>s.48.658, Wis. Stats.</b> All vehicles that have a seating capacity of 6 or more passengers in addition to the driver that are owned or leased by the child care provider or a contractor of the child care provider and that are used to transport children must be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting the child care vehicle.				*		
<b>DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age two years.						
<b>(1) Applicability and General Requirements.</b> (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.						
(1)(am) INFANT & TODDLER – INTAKE INFORMATION Prior to admission, an interview shall be conducted with a child's parent or guardian to obtain written information which will aid child care workers in individualizing the program of care for the child. Information shall include all of the following: (The form Intake for Child Under 2 Years – Child Care Centers may be used.)						
(1)(am)1. INFANT & TODDLER INTAKE – FEEDING SCHEDULE Schedule of meals and feeding.						
(1)(am)2. INFANT & TODDLER INTAKE – NEW FOOD INTRODUCTION Types of food introduced and timetable for new foods.						
(1)(am)3. INFANT & TODDLER INTAKE – DIAPERING & TOILETING Toileting and diapering.						
(1)(am)4. INFANT & TODDLER INTAKE – SLEEP SCHEDULE Sleep and nap schedule.						
(1)(am)5. INFANT & TODDLER INTAKE – COMMUNICATION & COMFORTING The child's way of communicating and being comforted.						
(1)(am)6. INFANT & TODDLER INTAKE – DEVELOPMENTAL & HEALTH HISTORY Developmental and health history.						
(1)(b) INFANT & TODDLER – LOCATION & SHARING INTAKE INFORMATION Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker.						
(1)(c) INFANT & TODDLER – DOCUMENTING CHANGES IN DEVELOPMENT Child care workers shall document changes in a child's development and routines every three months based on discussion with the parent.						
* (1)(d) INFANT & TODDLER – ASSIGNMENT TO ROOM & CAREGIVER Each infant and toddler shall be cared for by a regularly assigned child care worker in a specific self-contained room or area. Infants and toddlers may not be transferred to the care of another child care worker or another group or room in order to adjust group sizes or staff-to-child ratios, except under one of the following circumstances:						
(1)(d)1. INFANT & TODDLER – OPENING & CLOSING HOURS During the first 2 hours and the last 2 hours of center operation.						
(1)(d)2. INFANT & TODDLER – NUMBER OF CHILDREN IS LOW When the number of children in a group is one or two children to one child care worker.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)</b>						
(1)(e) INFANT & TODDLER – PROVIDER TRAINING The regularly assigned child care teacher and assistant child care teacher for each group of infants and toddlers shall have a minimum of ten hours of training in infant and toddler care approved by the department within six months after assuming the position. If the training is not part of the required entry-level training under s. DCF 251.05(1)(d) or (e), it shall be obtained through continuing education.						
* (1)(f) INFANT & TODDLER – BUILDING CODES / INSPECTION REPORT Infants and toddlers are restricted to first floors and ground floors having direct grade-level exits unless the building is in compliance with all applicable building codes that permit children to be cared for on other levels. The building inspection report on file with the licensing office shall indicate that children under two years of age may be cared for on other levels of the center.						
* (1)(g) INFANT & TODDLER – SAFETY GATES Safety gates shall be provided at open stairways.						
* (1)(h) INFANT & TODDLER – CRIB SPACE REQUIREMENT For centers licensed on or after January 1, 2009, the space occupied by cribs shall be deducted in determining the 35 square feet space requirement under s. DCF 251.06(7)(a) for each child.						
* (1)(i) INFANT & TODDLER – NUMBER OF CRIBS & PLAYPENS The number of children under one year of age admitted at any one time may not exceed the number of cribs and playpens.						
* (1)(j) INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Water beds may not be used by children under age two.						
(1)(k) INFANT & TODDLER – BEDDING Sheets or blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.						
* (1)(L) INFANT & TODDLER – SOFT MATERIALS IN CRIBS Children under one year of age may not sleep in a crib or playpen that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.						
<b>(2) Daily Program</b>						
(2)(a) INFANT & TODDLER – RESPONDING TO CRYING CHILDREN Child care workers shall respond promptly to a crying child's needs.						
(2)(b) INFANT & TODDLER – INDIVIDUAL SLEEP PATTERNS Each infant and each toddler shall be allowed to form and follow his or her own pattern of sleeping and waking.						
* (2)(bm) INFANT & TODDLER – SLEEP POSITION Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him / her when able to roll over unassisted.				*		
(2)(c) INFANT & TODDLER – PLAY AS A LEARNING EXPERIENCE Emphasis in activities shall be given to play as a learning and growth experience.						
(2)(d) INFANT & TODDLER – PHYSICAL CONTACT & ATTENTION Throughout the day each infant and each toddler shall receive physical contact and attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center.						
(2)(e) INFANT & TODDLER – LANGUAGE DEVELOPMENT, LEARNING EXPERIENCES Routines relating to activities such as taking a nap, eating, diapering and toileting shall be used as occasions for language development and other learning experiences.						
(2)(f) INFANT & TODDLER – CHANGING INFANT BODY POSITIONS, LOCATION When non-mobile child is awake, the worker shall change child's body position and location in the room periodically. Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day.						
* (2)(g) INFANT & TODDLER – CREEPING / CRAWLING CHILDREN The non-walking child who can creep or crawl shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)</b>						
* (2)(h) INFANT & TODDLER – SAFE TOYS & OBJECTS Child care workers shall encourage infants and toddlers to play with a wide variety of safe toys and objects.						
(2)(i) INFANT & TODDLER – OUTDOOR TIME Infants and toddlers shall be taken outdoors for part of each day except during inclement weather or when this is not advisable for health reasons.						
* (2)(j) INFANT & TODDLER – EQUIPMENT FOR GOING ON WALKS Equipment shall be provided to take infants and toddlers out-of-doors for a walk.						
* (2)(k) INFANT & TODDLER – ADULT-SIZE CHAIRS An adult-size rocking chair or other adult-size chair shall be provided for each child care worker for the purpose of holding and rocking children.						
<b>(3) Feeding</b>						
(3)(a) INFANT & TODDLER – WORKER FEEDING RESPONSIBILITIES Child care workers shall do all of the following:						
(3)(a)1. INFANT & TODDLER – FEEDING SCHEDULES Feed each infant and each toddler on the child's own feeding schedule.						
(3)(a)2. INFANT & TODDLER – FOOD & FORMULA BROUGHT FROM HOME Ensure that food and formula brought from home are labeled with child's name and dated, and are refrigerated if required.						
(3)(a)3. INFANT & TODDLER – FORMULA PROVIDED BY CENTER Ensure that formula prepared by center is of the commercial, iron-enriched type and mixed according to the manufacturer's directions.						
(3)(a)4. INFANT & TODDLER – FORMULA & BREAST MILK CHILDREN UNDER 12 MONTHS Except as provided in subd. 6., provide formula or breast milk to all children under 12 months of age.						
(3)(a)6. INFANT & TODDLER – PROVIDING MILK OR SUBSTITUTE Provide a type of milk other than a type under subd. 4., or a milk substitute, only on the written direction of the child's physician.						
(3)(a)7. INFANT & TODDLER – LEFTOVER MILK OR FORMULA Discard leftover milk or formula after each feeding and rinse bottles after use.						
(3)(a)8. INFANT & TODDLER – DRINKING WATER Offer drinking water to infants and toddlers several times daily.						
(3)(a)9. INFANT & TODDLER – BOTTLE FEEDING Hold a child unable to hold a bottle whenever a bottle is given. Bottles may not be propped.						
(3)(a)10. INFANT & TODDLER – OPEN CONTAINERS, LEFTOVER FOOD Cover, date and refrigerate commercial baby food containers which are opened and foods prepared in the center which are stored. If not used within 36 hours, leftover food shall be discarded.						
* (3)(a)11. INFANT & TODDLER – CARE DURING FEEDING Hold or place a child too young to sit in a high chair in an infant seat during feeding. Wide-based high chairs, hook-on chairs or infant seats with safety straps shall be provided for children not developmentally able to sit at tables and chairs.						
(3)(a)12. INFANT & TODDLER – SELF FEEDING Encourage children to experiment with self-feeding with their hands and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the children.						
(3)(a)13. INFANT & TODDLER – VARIETY OF FOODS Offer a variety of nourishing foods to each child, such as cereal, vegetables, fruit, egg yolks and meat, according to the child's developmental level and the parent's feeding schedule.						
(3)(a)14. INFANT & TODDLER – FEEDING FROM BABY FOOD CONTAINERS Refrain from feeding a child directly from commercial food containers.						
(3)(a)15. INFANT & TODDLER – HEATING BREAST MILK IN MICROWAVE Refrain from heating breast milk in a microwave oven.						
* (3)(b) INFANT & TODDLER – HEATING FORMULA, MILK & FOOD IN MICROWAVE Procedures for heating infant formula, milk and food in a microwave oven shall be posted near the microwave oven. Child care workers shall follow the posted procedures for heating food, milk and formula.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)</b>						
<b>(4) Diapering and Toileting</b>						
(4)(a) INFANT & TODDLER – WORKER DIAPERING / TOILETING RESPONSIBILITIES Child care workers shall do all of the following:						
(4)(a)1. INFANT & TODDLER – TOILET TRAINING Plan toilet training in cooperation with the parent so that a child's toilet routine is consistent between the center and the child's home, except that no routine attempts may be made to toilet train a child under 18 months of age.						
(4)(a)2. INFANT & TODDLER – WET OR SOILED DIAPERS Change wet or soiled diapers and clothing promptly.						
* (4)(a)3. INFANT & TODDLER – DIAPER CHANGING SURFACE DISINFECTION Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one tablespoon bleach to one quart of water, made fresh daily, or a quaternary ammonia product prepared in accordance with label directions.						
* (4)(a)4. INFANT & TODDLER – DIAPER CHANGING SURFACE SAFETY 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.						
* (4)(a)5. INFANT & TODDLER – SOILED DIAPERS DISPOSAL Place disposable soiled diapers and gloves, if used, in a plastic-lined, hands-free, covered container immediately.						
* (4)(a)6. INFANT & TODDLER – SOILED PARENT-SUPPLIED CLOTH DIAPERS PLACEMENT Place parent-supplied soiled cloth diapers in labeled plastic bags which are kept separate from other clothing.						
(4)(a)7. INFANT & TODDLER – SOILED CENTER-SUPPLIED CLOTH DIAPERS PLACEMENT Place center-supplied soiled cloth diapers in a plastic lined covered container for washing by a commercial diaper service.						
(4)(a)8. INFANT & TODDLER – DIAPER DISPOSAL CONTAINERS Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.						
(4)(a)9. INFANT & TODDLER – HANDWASHING WHEN DIAPERING Wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap and a fabric or paper washcloth.						
(4)(a)10. INFANT & TODDLER – DIAPERING LOTIONS, POWDERS, SALVES Apply lotions, powders or salves to a child during diapering only at the specific written direction of the child's parent or the child's physician. The directions on use shall be posted in the diaper changing area. Recording the use of lotions, powders or salves during diapering in the medical log book is not required.						
(4)(a)11. INFANT & TODDLER – CLEANING CHILD'S DIAPER AREA Wash the child's diaper area before each diapering with a disposable or fabric towel used only once.						
* (b) INFANT & TODDLER – SINKS IN SELF-CONTAINED AREA Each self-contained classroom or area serving infants or toddlers who are diapered shall have a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area.						
* (c) INFANT & TODDLER – DIAPERING & FOOD PREPARATION There shall be a solid barrier between the diapering area and any food preparation area.						
(d) INFANT & TODDLER – SUPPLY OF EXTRA DIAPERS & CLOTHING There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all the children at the center.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			
DCF 251.095 EXCEPTIONS & ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE	Met	N/A	Met	Not Met	N/A	COMMENTS
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center is licensed to serve only school-age children</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center serves school-age children in groups separate from children who are under age 5.</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Care is provided to school-age children in a school building.</b>						
<p>(1) Applicability. This section applies to group child care centers that serve only school-age children and group child care centers that serve school-age children in groups separate from children who are under 5 years of age. This section does not apply to group child care centers where school-age children are served in groups with children under 5 years of age.</p>						
<p>(2) Exceptions for group child care centers serving only school-age children. All requirements under ss. DCF 251.04 to 251.08 and 251.11 apply to group child care centers serving school-age children except for the following requirements: (a) Section DCF-251.06(2)(b) but only in regard to protection of electrical outlets. (b) Section DCF 251.06(8)(d) and (e) relating to shelves and storage space for clothing and personal belongings. (c) Section DCF 251.06(11)(b)7. concerning a permanent enclosure of outdoor space. If hazards exist, such as traffic or bodies of water, the boundaries of outdoor play space shall be made known to the children. (d) Section DCF 251.05(1)(e)2. relating to training for assistant child care teachers. (e) Section DCF 251.05(3)(b) relating to supervision of children does not apply to children 8 years of age and older in the child care center.</p>						
<p>(3) Exceptions for group child care centers serving only school-age children in school buildings. The following requirements do not apply to group child care centers serving only school-age children in school buildings currently in use as school buildings: (a) Section DCF-251.05(1)(e)2. relating to training for assistant child care teachers. (b) Section DCF 251.06(1)(a) on maintaining a building inspection report. (c) Section DCF 251.06(4)(a) on fire extinguishers. (d) Section DCF 251.06(4)(j) on testing smoke detectors and fire alarms. (dm) Section DCF 251.06(5)(c) on the requirement that garbage containers be covered. All other requirements of this section shall be met. (e) Section DCF 251.06(6)(b) on testing well water.</p>						
<p><b>(4) Additional Requirements For Group Child Care Centers Serving School-Age Children</b></p>						
<p>(4)(a)1. SCHOOL-AGE CARE – CENTER RESPONSIBILITY FOR CHILDREN The center is responsible for the health, safety and well-being of a child between the time the child arrives at the center and the time the child is released to the parent or to another activity which is specifically authorized in writing by the parent.</p>						
<p>(4)(a)2. SCHOOL-AGE CARE – ATTENDANCE SCHEDULE, RELEASE AGREEMENT The center shall have on file an agreement, signed by the parent, which specifies the attendance schedule to be followed and authorizes the child's release to activities away from the center.</p>						
<p>(4)(a)3. SCHOOL-AGE CARE – SUPERVISION OF CHILDREN AGE 8 &amp; ABOVE School-age children 8 years of age and older may be authorized by staff to participate in center-sponsored activities in the child care center away from direct supervision by center staff.</p>						
<p>(4)(a)5. SCHOOL-AGE CARE – CHILD TRACKING METHOD School-age children 8 years of age and older may move between groups if a tracking method is implemented to ensure that child care workers know the whereabouts of each child assigned to the worker's care.</p>						
<p>* (4)(b)1. SCHOOL-AGE CARE – ADMINISTRATOR The administrator of a center serving only school-age children shall meet the requirements in DCF 251.05(1)(b)2. and 3. or department-approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department-approved training.</p>						
<p>* (4)(b)2. SCHOOL-AGE CARE – CENTER DIRECTOR, CHILD CARE TEACHER A center director or child care teacher of a center serving only school-age children shall meet the requirements of DCF 251.05(1)(c) or (d), as appropriate, or shall substitute for those requirements department-approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department-approved training.</p>						
<p>(4)(b)3. SCHOOL-AGE CARE – ASSISTANT CHILD CARE TEACHER Each assistant child care teacher shall meet the requirements in DCF 251.05(1)(e) or shall have satisfactorily completed at least 10 hours of training approved by the department in care of school-age children within 6 months after assuming position.</p>						
<p>(4)(c) SCHOOL-AGE CARE – PLANNED PROGRAM A center serving school-age children shall have a planned program which provides a change from the routine of school through provision of:</p>						
<p>(4)(c)1. SCHOOL-AGE PROGRAM – REST &amp; QUIET AREAS Rest and quiet areas.</p>						
<p>(4)(c)2. SCHOOL-AGE PROGRAM – RECREATIONAL ACTIVITIES Recreational activities, including outdoor and active play.</p>						



CHILDREN AND FAMILIES	Applicant		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.095 EXCEPTIONS &amp; ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE (cont.)</b>						
(4)(c)3. SCHOOL-AGE PROGRAM – SELF-SELECTED ACTIVITIES Freedom for children to select and plan their own activities.						
(4)(d)1. SCHOOL-AGE CARE – MEALS & SNACKS Children enrolled in school who are attending the center when a meal or snack is served shall be offered the meal or snack.						
(4)(d)2. SCHOOL-AGE CARE – AFTER-SCHOOL SNACK School-age children present after school shall be served a snack.						
<b>DCF 251.10 ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No The center's hours of operation include any period of time between 9:00 p.m. and 5:00 a.m.						
<b>(2) General Requirements</b>						
* (2)(a) NIGHT CARE – CAPACITY & EMERGENCY LIGHTING A center offering night care may serve no more than 20 children at any one time between 9:00 P.M. and 5:00 A.M. unless the building is equipped with emergency lighting supplied by a stand-by power source.						
(2)(b) NIGHT CARE – MAXIMUM LICENSED CAPACITY When the same premises are used for the operation of both day care and night care, the number of children during any overlapping of the day care and night care periods may not exceed the maximum licensed capacity of the center.						
(2)(c) NIGHT CARE – STAFF-TO-CHILD RATIOS Minimum staff-to-child ratios and group sizes as specified in s. DCF 251.05(4) shall be maintained during night care.						
(2)(d) NIGHT CARE – PROVIDER RESPONSE TO CHILD NEEDS All child care workers on duty shall remain awake, available, within call and able to respond to the needs of the children during night care.						
* (2)(e) NIGHT CARE – SLEEPING GARMENTS & TOOTHBRUSHES The parent or center shall provide each child in night care with an individually labeled sleeping garment and a toothbrush.						
<b>(3) Program</b>						
(3)(a) NIGHT CARE – COORDINATING SCHEDULES Child care staff shall work with a child's parent to coordinate how the child spends his or her time during night care at the center with the family's schedule.						
* (3)(b) NIGHT CARE – AWAKE CHILD A center offering night care shall provide a self-contained room away from sleeping children where an awake child can engage in activities.						
(3)(c) NIGHT CARE – SCHEDULE OF ACTIVITIES An evening and morning schedule of program activities shall be planned for the hours that children in night care are awake.						
(3)(d) NIGHT CARE – OPPORTUNITIES FOR READING OR HOMEWORK School-age children shall have an opportunity to read or do schoolwork.						
<b>(4) Preventive Measures</b>						
* (4)(a) NIGHT CARE – EVACUATING SLEEPING CHILDREN Child care workers shall be given training in techniques of evacuating sleeping children in an emergency during orientation to the job.						
* (4)(b) NIGHT CARE – EMERGENCY LIGHTING Centers operating during hours of darkness shall provide emergency lighting, such as an operable flashlight, for each self-contained room used by children.						
* (4)(c) NIGHT CARE – FIRE EVACUATION DRILLS Fire evacuation drills shall be practiced during night care hours at least 2 times per year.						
<b>(5) Feeding</b>						
(5)(a) NIGHT CARE – BREAKFAST Breakfast shall be served to all children in care for the night, unless the parent specifies otherwise.						
(5)(b) NIGHT CARE – NIGHTTIME SNACK A nighttime snack shall be available to all children in care.						
(5)(c) NIGHT CARE – EVENING MEALS A child present at the time the evening meal is served shall be served the evening meal.						

CHILDREN AND FAMILIES	Applicant		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<b>DCF 251.10 ADDITIONAL REQUIREMENTS FOR NIGHT CARE (continued)</b>						
<b>(6) Sleep</b>						
(6)(a) NIGHT CARE – PART-NIGHT CARE Children who attend the center for the evening hours but not the whole night shall have an opportunity to sleep, as needed.						
(6)(b) NIGHT CARE – INDIVIDUAL SLEEP ROUTINES Sleep routines for individual children shall be based on information provided by the parents.						
* (6)(c) NIGHT CARE – SLEEPING SURFACES & BEDDING A bed, crib or cot with sheets and blankets or a sleeping bag, individual to each child, shall be provided in night care.						
* (6)(d) NIGHT CARE – EXTRA SLEEPING GARMENTS & BEDDING The center shall maintain a supply of extra sleeping garments and bedding for emergencies and accidents.						
* (6)(e) NIGHT CARE – CRIBS Children under two years of age in night care shall sleep in cribs.						
<b>DCF 251.11 LICENSING ADMINISTRATION</b>						
<b>(1) General Conditions For Approval of License</b>						
(1)(b) CONDITION FOR LICENSE APPROVAL – FORMS & FEES 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.						
(1)(c) CONDITION FOR LICENSE APPROVAL – OTHER LICENSES COMPLIANCE HISTORY The department may refuse to issue or continue a license if another center operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fine or forfeitures.						
(1)(d) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE Persons licensed to operate a child care center 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 the care of children by the applicant, owner, manager, representative, employee, center resident or other individual directly or indirectly participating in the operation of the group child care center. 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.						
(1)(f) CONDITION FOR LICENSE APPROVAL – MENTAL HEALTH EXAMINATION If the department has reason to believe that the physical or mental health of any person associated with the care of children at the center or any household resident of the center 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 group child care center or the children in care.						
<b>(4) Continuing a Regular License</b>						
(4)(b) CONTINUATION LICENSE – APPLICATION MATERIALS SUBMISSION At least 30 days before the continuation review date of the license, an applicant for license renewal shall submit to the department the following materials:						
(4)(b)1. CONTINUATION LICENSE – FORMS A completed license continuation application.						
(4)(b)2. CONTINUATION LICENSE – CAREGIVER BACKGROUND CHECK Any completed background information disclosure forms required under s.48.685, Stats., including any applicable fees.						
(4)(b)3. CONTINUATION LICENSE – FEES The license renewal fee under s.48.65(3)(a), Stats., and any forfeiture due and owing under s.48.715(3), Stats., or penalty under s.48.76, Stats.						
(4)(b)4. CONTINUATION LICENSE – POLICY CHANGES Any changes to center policies, if not previously submitted.						

CHILDREN AND FAMILIES	Applicant		Licensing Specialist			COMMENTS	
	Met	N/A	Met	Not Met	N/A		
<b>DCF 251.11 LICENSING ADMINISTRATION (continued)</b>							
(4)(b)5. CONTINUATION LICENSE – DELEGATION OF ADMINISTRATIVE AUTHORITY Any changes to the delegation of administrative authority if not previously submitted.							
(4)(b)6. CONTINUATION LICENSE – OTHER MATERIALS DETERMINED BY DEPARTMENT Any other materials determined by the department as necessary to complete the department’s licensing investigation.							
<b>(5) Amending a License</b>							
(5)(a) LICENSE AMENDMENT – WRITTEN REQUEST A licensee shall submit to the department a written request for an amendment to the license if the licensee wishes to change any of the following aspects of the license:							
(5)(a)1. LICENSE AMENDMENT – CAPACITY A change in the licensed capacity of the center.							
(5)(a)2. LICENSE AMENDMENT – AGE RANGE The age range of the children.							
(5)(a)3. LICENSE AMENDMENT – HOURS The hours of the center’s operation.							
(5)(a)4. LICENSE AMENDMENT – DAYS The days of the week the center is in operation.							
(5)(a)5. LICENSE AMENDMENT – MONTHS The months of the year the center is in operation.							
(5)(a)6. LICENSE AMENDMENT – NAME OF CENTER The name of the center.							
(5)(b) LICENSE AMENDMENT – WRITTEN APPROVAL FROM DEPARTMENT A licensee may not make a change that affects a condition of the license under par. (a) without the prior written approval of the department.							
(5)(c) MOVING OR CHANGING OWNERSHIP A licensee may not move the center to a new location or change ownership of the center without notifying the department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership.							
(5)(d) INCREASE IN CAPACITY A licensee proposing to increase the licensed capacity of a center shall demonstrate compliance with this chapter in the operation of the existing center and compliance with rules for any other facility licensed by the department and operated by the licensee.							
<b>(6) Additional License</b>							
(6) ADDITIONAL CENTER LOCATIONS A licensee applying for a license for an additional center location shall demonstrate compliance with this chapter in the operation of the existing center he or she operates and compliance with rules for any other facility licensed by the department and operated by the licensee. The licensee shall pay any fines, forfeitures or other fees due and owing under s.48.715, Stats., or s.48.65, Stats., on other facilities licensed by the department before the department issues an additional license.							
<b>DCF 251.12 COMPLAINTS, INSPECTIONS AND ENFORCEMENTS</b>							
(1) COMPLAINTS. (b) The licensee may not discharge an employee because that employee has reported violations of this chapter to the licensing representative.							
(2) DEPARTMENT ACCESS TO CENTER. Pursuant to s.48.73, Stats., the department may visit and inspect any group child care center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group child care center’s compliance with this chapter.							

\_\_\_\_\_  
SIGNATURE – Center Representative

\_\_\_\_\_  
Date Signed

