

## Licensing Checklist – Day Camps DCF 252

**Use of form:** Use of this form by day camp licensees is mandatory under DCF 252 and constitutes one portion of a complete application for, advancement to, or continuation of a day camp license. Failure to comply may result in issuance of a noncompliance statement or enforcement action. This checklist contains only selected portions of DCF 252 Licensing Rules for Day Camps. Refer to the rule book for the complete rule. Licensing Specialists also use this form to review a day camp's compliance with DCF 252. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** The applicant for initial licensure, for advancement to a regular license from probationary status, or for license continuation completes the "Applicant" column and submits the completed form to the department along with any other materials requested by the department. The Licensing Specialist completes the "Licensing Specialist" column during the subsequent monitoring visits(s). Items preceded by an asterisk (\*) must be in compliance prior to issuing a probationary license.

Name – Day Camp		Telephone Number – Camp	Facility ID Number
Physical Address – Camp (Street, City, Zip Code)		Mailing Address – Camp (if different from physical address)	
Name – Center Director		Name – Contact Person for Pre-Camp Licensing Review	
Licensed Capacity	<input type="checkbox"/> Permanent base camp location <input type="checkbox"/> Mobile camp site with permanent headquarters	Ages Accepted	Hours of Operation

**For Department Use Only**

License Continuation Date	Exceptions / Stipulations	Monitoring Plan:
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Additional Information:

Program established by school board  
  Horseback riding  
  Water activities  
  Adventure-based activities

Code Section (Subsection)	Page	Date Reviewed	Code Section (Subsection)	Page	Date Reviewed
Licensing Administration	252.05	1	Personnel	252.42	12
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Non-Discrimination, Confidentiality and Reporting Child Abuse	252.07	3	Program	252.44	19
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Pets and Other Animals	252.08	4	Equipment; Rest	(3); (4)	20
Transportation	252.09	4	Food; Health	(5); (6)	21
Operational Requirements	252.41	6	Water activity area	(7)	25
			Boats; Firearms and archery	(8); (9)	26
Administration	(1)	6	Tools; Horseback riding	(10); (11)	27
Reports; Staff records	(2); (3)	9	Field trips; Adventure-based activities	(12); (13)	27
Children's records	(4)	10			
Notifications to parents	(5)	11			

Date(s) – Licensing Visit(s):

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**COMMENTS:**

## LICENSEE INSTRUCTIONS

1. If the camp is in compliance with the specific rule, check "Met." Note: Some situations may have not yet occurred. 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 camp, check "N/A" for not applicable.
3. The camp representative shall sign and date the completed checklist.
4. All items must be marked either "Met" or "N/A." If any items are left blank, your application will be considered incomplete.
5. If you have questions, contact your regional licensing office.

## LICENSING SPECIALIST INSTRUCTIONS

1. If the camp is in compliance with the specific rule, check "Met."
2. If the camp is not in compliance with the specific rule, check "Not Met."
3. If a specific rule does not apply to the camp, check "N/A" for not applicable.
4. Write the date the rules were reviewed and the dates of the monitoring visits in the corresponding fields on the cover page.
5. Items that have an asterisk (\*) to the left of the rule cite are items that must be in compliance before the probationary license may be issued, these items may or may not be specifically reviewed during the first probationary period.

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.05 Licensing administration	Met	N/A	Met	Not Met	N/A
(1) Licensing procedures.					
(b) An applicant shall submit an application and other materials required for day camp licensure and license continuation on forms provided by the department at least:					
2. LICENSE CONTINUATION – TIME FRAME TO SUBMIT MATERIALS Thirty days prior to the end of the current license continuation period.					
* (c) An applicant for an initial day camp license or a licensee continuing a regular license shall submit all of the following materials to the department:					
1. STATEMENT OF PURPOSE A clearly defined statement of purpose as it relates to the provision of child care services.					
* 2. LEGAL RESPONSIBILITY A signed statement by the applicant or licensee accepting legal responsibility for complying with this chapter.					
* 3. ARTICLES OF INCORPORATION, BY-LAWS The articles of incorporation and by-laws if the camp is organized as a corporation, association or cooperative.					
* 4. INVESTIGATION AUTHORIZATION A signed authorization which permits the department to make whatever investigation it considers necessary for the verification of pertinent application information.					
* 5. DESCRIPTION OF CAMP OR FIELD TRIP ITINERARY A general description of the camp area, geographic location and size of the base camp or the proposed itinerary of field trips if a program will consist primarily of field trips.					
* 6. DELEGATION OF ADMINISTRATIVE AUTHORITY A written delegation of administrative authority signed by the licensee. The delegation of administrative authority shall describe the organizational structure of the camp and identify by position or name those persons on the premises in charge of the camp for all hours of operation.					
* 7. CONTACT PERSON FOR PRE-CAMP LICENSING REVIEW The name, address, and telephone number of the person to be contacted by the licensing representative for the pre-camp licensing review.					
* 8. DRINKING WATER TEST RESULTS A statement from the state laboratory of hygiene or a state approved laboratory indicating that the water from a private well providing drinking water has been tested and found to be safe.					
* 9. LICENSE FEE The license fee required under s.48.65(3)(a), Stats.					
* 10. BACKGROUND INFORMATION DISCLOSURE FORM A completed Background Information Disclosure form provided by the department for the applicant and if the camp will be located in a residence, any household member aged 10 and above. <b>Note:</b> The form, Background Information Disclosure, is used for reporting background information. Information on how to obtain forms is available on the department's website <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or from any of the regional offices in Appendix A.					
* 11. STATEMENT OF COMPLIANCE A statement from the applicant that indicates the camp is in compliance with this chapter.					
* 12. POLICIES & POLICY CHECKLIST A copy of all the policies required under s. DCF 252.41(1)(f) and (g) and a completed copy of the day camp policy checklist on a form provided by the department. <b>Note:</b> Information on how to obtain the form, Policy Checklist — Day Camps, is available on the department's website <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or from any of the regional offices in Appendix A.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.05(1)(c)13.</b>					
* 13. BEACH WATER TEST RESULTS The test results from the water on any beach on the premises of the camp that will be used for waterfront activities by the children in care.					
* 14. BUILDING INSPECTION REPORT A report indicating that any building used primarily for day camp purposes is in compliance with applicable commercial building codes.					
* 15. OTHER MATERIALS DETERMINED BY DEPARTMENT Any other materials determined by the department as necessary to complete the department's licensing investigation.					
(2) LICENSE AMENDMENT – REQUEST A written request for an amendment to the license shall be submitted to the department by the licensee before changes are made in the conditions of the current license such as a change in the licensed capacity of the camp, age range of children, hours, days of the week, months of the year in operation or change in the name of the camp.					
(3) Terms of license					
(a) LICENSE CAPACITY The number of children under 7 years of age in care of the center at any one time may not exceed the number for which the center is licensed.					
(b) AGES SERVED The age of children served may not be younger or older than the age range specified in the terms of the license.					
(c) HOURS, DAYS, MONTHS OF OPERATION The hours, days and months of a center's operation may not exceed those specified in the license.					
* (4) ADDITIONAL CENTER / CAMP LOCATIONS A licensee seeking licensure for an additional day camp or child care center location shall demonstrate compliance with applicable parts of this chapter in the operation of the existing center. The licensee shall pay any fines, forfeitures or other fees due to the department under s.48.715, Stats., on other facilities licensed by the department before the department issues an additional license.					
(10) General conditions for approval of a license					
(a) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE Persons licensed to operate a day camp shall be responsible, mature individuals who are fit and qualified. In determining whether an applicant is fit and qualified, the department shall consider any history of civil or criminal violations or other offenses substantially related to care of children by the applicant, owner, manager, representative, employee, camp resident, or other individual directly or indirectly participating in the operation of the day camp. A determination of being unfit and unqualified includes substantiated findings of child abuse or neglect under ch. 48, Stats., or substantiated abuse under ch. 50, Stats., or under similar statutes in another state or territory whether or not it results in a criminal charge or conviction.					
(b) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE The department shall issue a day camp license to an applicant within 60 working days after receipt and department approval of a properly completed application, satisfactory department investigation and determination that the applicant is fit and qualified. Continued licensure requires a licensee to remain fit and qualified.					
(d) 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.					
(e) CONDITION FOR LICENSE APPROVAL – OTHER LICENSES COMPLIANCE HISTORY The department may refuse to issue or continue a license if another program operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.05(10)(f)</b>					
(f) <b>CONDITION FOR LICENSE APPROVAL – PHYSICAL / MENTAL HEALTH EXAM</b> If the department has reason to believe that the physical or mental health of any person associated with the care of children at the camp or any household member of the camp might endanger children in care, the department may require that a written statement be submitted by a physician or, if appropriate, by a licensed mental health professional that shall certify the condition of the individual and the possible effect of that condition on the day camp or children in care.					
<b>DCF 252.06 Complaints, inspections and enforcement actions</b>					
(2) <b>DEPARTMENT ACCESS TO CAMP</b> Pursuant to s.48.73, Stats., the department may visit and inspect any day camp at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises, either temporary or permanent, identified in the license; children served; staff records and any other materials or other individuals as determined by the department.					
<b>DCF 252.07 Non-discrimination, confidentiality and reporting child abuse</b>					
<b>(1) Discrimination prohibited</b>					
(a) <b>DISCRIMINATION PROHIBITED – EMPLOYEES</b> The licensee shall ensure that the day camp does not discriminate in employment against properly qualified individuals in a manner prohibited in ss.111.31 to 111.395, Stats.					
(b) <b>DISCRIMINATION PROHIBITED – CHILD / FAMILY</b> The licensee shall ensure that the day camp does not discriminate against any enrolled child and family or any applicant for enrollment in admission, privilege of enrollment, or discharge condition on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry as provided in s.106.52, Stats.					
<b>(2) Confidentiality of records</b>					
(a) <b>CONFIDENTIALITY – COMPLIANCE WITH STATUTES &amp; REGULATIONS</b> The licensee is responsible for the day camp's compliance with s.48.78, Stats., and this subsection.					
(b) <b>DISCLOSURE OF PERSONAL INFORMATION</b> Persons who have access to children's records may not discuss or disclose personal or other information about a child or a child's relatives.					
(c) <b>ACCESS TO RECORDS &amp; REPORTS – PARENTS</b> If a parent requests a record or report on the parent's child, the day camp shall make the record or report accessible to the parent upon request.					
(d) <b>ACCESS TO RECORDS – LICENSING REPRESENTATIVE</b> All records required by the department for licensing purposes shall be made available to licensing representatives upon request.					
<b>(3) Reporting child abuse</b>					
(a) <b>MANDATED REPORTING – CHILD ABUSE &amp; NEGLECT</b> A licensee who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s.48.981(1), Stats., shall immediately contact the county welfare agency, or local law enforcement agency in compliance with s.48.981, Stats.					
* (b) <b>ANNUAL TRAINING – CHILD ABUSE &amp; NEGLECT</b> The licensee shall ensure that every day camp worker who comes in contact with the children at the day camp has received annual pre-camp training in all of the following:					
* 1. <b>CHILD ABUSE &amp; NEGLECT TRAINING – LAWS</b> Child abuse and neglect laws;					
* 2. <b>CHILD ABUSE &amp; NEGLECT TRAINING – IDENTIFICATION</b> Identification of children who have been abused or neglected; and					
* 3. <b>CHILD ABUSE &amp; NEGLECT TRAINING – REPORTING PROCEDURE</b> The process for reporting known or suspected cases of child abuse or neglect.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.08 Pets and other animals	Met	N/A	Met	Not Met	N/A
* (1) PET HEALTH & IMMUNIZATION Pets that are kept on the premises of a day camp shall be maintained in good health and appropriately vaccinated against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.					
* (2) ILL PETS A pet that is suspected of being ill, or infested with external lice, fleas, ticks or internal worms shall be removed from the camp.					
* (3) ANIMAL BITES In the event that an animal bites a child, the parent shall be notified and a veterinarian shall be contacted by center personnel to determine a course of action in the diagnosis of possible rabies in the animal. Procedures for emergency care of children shall be followed. Parents shall be notified of any action taken by the veterinarian.					
* (4) PETS & ANIMALS – PROHIBITED ANIMALS Turtles, skunks, exotic animals, wild animals and poisonous reptiles may not be kept as pets on the premises of the day camp.					
* (5) CLEAN ANIMAL PENS Animal pens shall be kept clean.					
* (6) PETS & ANIMALS – SUPERVISION & HANDLING All contact between pets or animals and children shall be under the supervision of a camp counselor who is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or animal inappropriately. Pets shall be kept and handled in a manner which protects the well-being of both children and pets.					
(7) PETS & ANIMALS – FOOD AREA RESTRICTIONS Pets in rooms used by children shall be confined in cages while food is being prepared or served. Pets, cages and litter boxes are prohibited in kitchens, lunch rooms and other food storage areas. Pet and animal feeding dishes and litter boxes may not be placed in areas accessible to children.					
* (8) PERMANENTLY QUARTERED HORSES OR LIVESTOCK No horses or other livestock may be permanently quartered closer than 500 feet from any building in which the day camp is located.					
* (9) PETS & ANIMALS – RISK TO CHILDREN Pets that pose any risk to the children shall be restricted from the areas used by children.					
* (10) HEALTH POLICY – CONTACT WITH ANIMALS Procedures to be followed when children have contact with animals, other than pets, while in the care of the camp shall be included in the camp's health policy.					
<b>DCF 252.09 Transportation.</b> The following requirements apply to all camp-provided transportation of children, including both regularly scheduled transportation to and from the camp and field trip transportation:					
(1) General					
(a) CENTER RESPONSIBILITY FOR CHILDREN DURING TRANSPORTATION The camp shall assume responsibility 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.					
* (c)1. CONTRACTED TRANSPORTATION – COMPLIANCE WITH REQUIREMENTS Whenever the camp contracts with a firm for the provision of transportation, the camp shall ensure that the firm complies with all applicable requirements of this subsection.					
* (c)2. CONTRACTED TRANSPORTATION – CONTACT INFORMATION When services for transportation are contracted, 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 camp.					
(d) SCHOOL BUS COMPLIANCE When children are transported in school buses as defined in s. 340.01(56), Stats., the school buses shall comply with ch. Trans 300.					
* (e) DRIVER FILES When regularly scheduled transportation is provided by the camp, the name of each driver, type of license held and the date of expiration of the license shall be on file at the camp.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.09(1)(f)</b>					
* (f) WRITTEN PLAN FOR TRANSPORTATION The camp shall maintain a written plan for regularly scheduled transportation of children between the children’s homes or camp pick-up and drop-off locations and the camp, which shall include:					
1. TRANSPORTATION – LIST OF CHILDREN TRANSPORTED ON FILE A list of children transported and the method of taking daily attendance;					
2. TRANSPORTATION ROUTE & STOPS ON FILE The transportation route and scheduled stops;					
3. TRANSPORTATION – AUTHORIZED PERSON TO RECEIVE CHILD ON FILE The name and address of the person authorized to receive the child if the child is dropped off at a place other than the child’s residence; and					
* 4. TRANSPORTATION – PROCEDURE IF NO ONE HOME TO RECEIVE CHILD ON FILE Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.					
* (g) TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The camp shall have written safety precautions to be followed when transporting children with disabilities or children who have a limited ability to respond to an emergency.					
(h) EMERGENCY INFORMATION IN VEHICLE The following information shall be carried in the vehicle for each child being transported:					
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. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN / MEDICAL FACILITY The name, address, and telephone number of the child’s physician or medical facility.					
3. EMERGENCY INFORMATION IN VEHICLE – CONSENT FOR EMERGENCY TREATMENT Written consent from the child’s parent for emergency medical treatment.					
(i) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.					
<b>(2) Driver</b>					
* (a) DRIVER QUALIFICATIONS – LICENSE The driver of a vehicle used to transport children enrolled in the camp shall have a valid Wisconsin operator’s license for the type of vehicle being driven.					
* (b) DRIVER QUALIFICATIONS – DRIVING RECORD The camp shall have a copy of the driver’s driving record on file before that person may drive a camp-provided vehicle. The licensee shall annually obtain and review each driver’s 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.					
* (c) DRIVER QUALIFICATIONS – AGE & EXPERIENCE The driver of a vehicle shall be at least 18 years of age and have at least one year of experience as a licensed driver.					
<b>(3) Vehicle</b>					
(a) VEHICLE REQUIREMENTS – REGISTRATION All vehicles used to transport children shall be registered by the state of Wisconsin.					
* (b) VEHICLE – CONDITION, INSPECTION REPORT All vehicles used to transport children shall be in safe operating condition, and at 12-month intervals the licensee shall provide the department with evidence of the vehicle’s safe operating condition on a form provided by the department. <b>Note:</b> Form, Vehicle Safety Inspection, may be obtained from the department’s website at <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> or from any regional office listed in Appendix A.					
* (c) VEHICLE – FIRST AID KIT Vehicles used to transport children shall be equipped with a first aid kit.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.09(3)(d)</b>					
(d) VEHICLE REQUIREMENTS – INTERIOR CONDITION All vehicles shall be clean, uncluttered, and free of obstructions on the floors, aisles and seats.					
(e) VEHICLE REQUIREMENTS – ENCLOSED All vehicles shall be enclosed. Children may not be transported in a truck except in the cab.					
(f) 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.					
(g)1. CAR SAFETY SEAT – CHILDREN UNDER AGE 4 Each child under 4 years of age or who weighs less than 40 pounds being transported in a vehicle shall be properly restrained in a forward-facing child car safety seat as specified in s.347.48, Stats.					
(g)2. 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 before being transported in a vehicle as specified in s.347.48, Stats.					
(g)3. SEAT BELT USE Each child not required to be transported in an individual child car safety seat or booster seat shall be properly restrained by a seat belt. Each adult in a vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.					
(h) VEHICLE – LOCKED DOORS DURING TRANSPORTATION Doors shall be locked at all times when the vehicle is moving.					
(i) VEHICLE – ACCIDENT REPORTING A copy of any accident report shall be submitted to the department within 5 days after the occurrence of an accident involving a vehicle transporting children.					
<b>(4) Vehicle capacity and supervision</b>					
(a) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in the vehicle.					
(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 whenever there are more than 3 children who have a disability or limited ability to respond to an emergency.					
(c) VEHICLE SUPERVISION – MORE THAN 10 CHILDREN UNDER AGE 5 There shall be at least one adult supervisor in addition to the driver when there are more than 10 children under 5 years of age in the vehicle.					
(d) VEHICLE SUPERVISION IN VEHICLE – CHILDREN AGE 5 & ABOVE There shall be at least one adult supervisor in addition to the driver when there are more than 17 children 5 years and older in the vehicle.					
(e) RELEASING A CHILD AFTER TRANSPORTATION After transporting a child to his or her destination, the driver shall wait until the child enters the building or is in the hands of an adult designated by the parent, unless otherwise authorized by the parent.					
(f) VEHICLE CAPACITY A seat shall be provided for each child. In a vehicle not required to have seat belts, the camp shall follow the manufacturer’s recommendation regarding the capacity of the vehicle.					
(g) CHILDREN SEATED DURING TRANSPORTATION The driver or adult supervisor shall be responsible for seeing that children remain seated while the vehicle is in motion.					
(h) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat.					
* (i) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The camp shall implement a procedure to ensure that all children exit the vehicle after transportation to a destination.					
<b>DCF 252.41 Operational requirements for day camps</b>					
<b>(1) Administration.</b> The licensee shall do all of the following:					



DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.41(1)(b)</b>					
* (a) COMPLIANCE WITH LAWS Comply with all laws governing the camp and its operation.					
(b) COMPLIANCE WITH RULES Comply with all requirements in this chapter.					
* (c) IN-STATE REPRESENTATIVE Designate, in writing, as part of the application under s. DCF 252.05(1), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements in this chapter, if the licensee resides in another state.					
* (d) MEET WITH LICENSING REPRESENTATIVE Meet, upon request, with the licensing representative on matters pertaining to licensing.					
* (e) INSURANCE CERTIFICATE Provide documentation of insurance coverage by the submission of a certificate of insurance reflecting current dates of coverage for:					
* 1. INSURANCE COVERAGE – 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. INSURANCE COVERAGE – VEHICLE LIABILITY Vehicle liability insurance, when transportation is provided, with minimums no less than those specified in s.121.53, Stats.					
* 3. INSURANCE COVERAGE – NON-OWNED VEHICLE LIABILITY Non-owned vehicle liability insurance when transportation is provided by other than camp-owned vehicles.					
* 4. INSURANCE COVERAGE – ADVENTURE-BASED ACTIVITIES Specific adventure-based activities identified in s. DCF 252.44(13) when offered as part of the camp program.					
* (f) POLICIES & PROCEDURES SUBMITTED FOR REVIEW & IMPLEMENTED Develop written policies and procedures on the following subjects, submit them to the department for review and implement them:					
* 1. POLICY SUBMITTED & IMPLEMENTED – DISCHARGE OF ENROLLED CHILDREN Discharge of enrolled children.					
* 2. POLICY SUBMITTED & IMPLEMENTED – FEE PAYMENT & REFUND Fee payments and refunds.					
* 3. POLICY SUBMITTED & IMPLEMENTED – PERSONNEL Personnel policies including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall also contain a procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next working day when any of the following occurs:					
<b>a.</b> The employee has been convicted of a crime. <b>b.</b> The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property. <b>c.</b> The employee has a governmental finding substantiated against them of abuse or neglect of a child or adult or of misappropriation of a client's property. <b>d.</b> When a professional license held by a provider has been denied, revoked, restricted or otherwise limited.					
* (g) POLICIES & PROCEDURES – SUBMITTED FOR APPROVAL & IMPLEMENTED Develop, submit to the department for approval, and implement approved written policies and procedures on all the following subjects:					
* 1. POLICY APPROVED & IMPLEMENTED – ADMISSION Admission, including a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.					
* 2. POLICY SUBMITTED & IMPLEMENTED – PROGRAM OBJECTIVES & ACTIVITIES Program objectives and a description of activities designed to carry out the program objectives.					
* 3. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation if children may be transported to and from the camp or for field trips. The policy shall include a procedure to ensure that no child has been left unattended in a vehicle.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.41(1)(g)4.</b>					
* 4. POLICY SUBMITTED & IMPLEMENTED – EMERGENCY PLANS Plans to be followed in the event of a fire, tornado, missing child or other emergency. If an open-sided shelter is used as a base camp, the plan shall identify the location of a designated tornado shelter and the procedure to ensure the camp receives information about tornado watches or warnings. The plan shall include a procedure to ensure that children reach the tornado shelter in a timely fashion.					
* 5. POLICY SUBMITTED & IMPLEMENTED – PRE-CAMP TRAINING PLAN The plan for providing pre-camp training to staff.					
* 6. POLICY SUBMITTED & IMPLEMENTED – WATER / WATERFRONT ACTIVITIES The plan for supervising children during water activities and waterfront activities including emergency procedures to be carried out if a child participating in water activities cannot be found.					
* 7. POLICY SUBMITTED & IMPLEMENTED – CHILD GUIDANCE Child guidance, including ways to manage crying, fussing or distraught children.					
* 8. POLICY SUBMITTED & IMPLEMENTED – HEALTH Health, including procedures to be followed when there is contact with animals.					
* 9. POLICY SUBMITTED & IMPLEMENTED – NUTRITION Nutrition.					
* (h) COPY OF RULES & POLICIES AVAILABLE Make available to the parents, on request, a copy of the applicable parts of this chapter and a copy of the child care policies of the camp. Personnel, in-service training and orientation policies need not be included.					
* (i) ACCURATE WRITTEN MATERIALS Ensure that all published statements such as brochures and publicity are accurate.					
* (j) RELIGIOUS COMPONENT IDENTIFIED & SHARED WITH PARENTS Include a reference to the religious component in any publicity and program objectives if religious training is part of the camp program. This information shall be shared with parents.					
(k) LICENSE POSTED & VISIBLE Post the day camp license at the base camp in an area visible to parents and the public.					
(L) MONITORING RESULTS, STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Post next to the day camp 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, or exceptions that affect the license.					
(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 day camp does not adversely affect the health, safety or welfare of any child under the care of the licensee.					
(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 board chairperson or a person aged 10 and above becomes a camp household member. <b>Note:</b> For more information about caregiver background checks refer to the administrative rule under ch. DHS 12. Information on how to obtain a copy of the Background Information Disclosure form is available from the department’s website, <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or any regional licensing office in Appendix A.					
(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 camp household member who turns age 10.					
* (p) DELEGATION OF ADMINISTRATIVE AUTHORITY Submit a written delegation of administrative authority signed by the licensee. The delegation of administrative authority shall describe the organizational structure of the camp and identify by position or name, those person on the premises of the camp who are in charge of the camp for all hours of operation.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.41(2)</b>					
<b>(2) WRITTEN REPORT TO DEPARTMENT</b> The licensee shall report to the department all of the following. If the report was made via telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days. Fax, e-mail and letter are acceptable ways of filing a written report:					
(a) <b>REPORT – INCIDENT OR ACCIDENT</b> The death of a child in care or any accident or incident that occurs while the child is in the care of the camp that results in professional medical treatment, within 48 hours of the licensee becoming aware of the medical treatment.					
(b) <b>REPORT – DAMAGE TO BASE CAMP</b> Any damage to the base camp which may affect compliance with this chapter within 24 hours after the occurrence.					
(d) <b>REPORT – CHANGE IN CAMP DIRECTOR</b> A change of the day camp director, within 7 days after the change.					
(e) <b>REPORT – STATISTICAL DATA</b> Statistical data required by the department on forms provided by the department.					
(f) <b>REPORT – CONVICTIONS, PENDING CHARGES, OTHER OFFENSES</b> Any known convictions, pending charges or other offenses of the licensee, day camp employees or other persons subject to a caregiver background check which could potentially relate to the care of children at the camp or the activities of the camp by the department’s next business day.					
(g) <b>REPORT – ABUSE, NEGLECT, INAPPROPRIATE DISCIPLINE</b> Any suspected abuse or neglect of a child by a staff member that was reported under s. DCF 252.07(3)(a) or any inappropriate discipline of a child, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, by a staff member during the child’s hours of attendance, within 24 hours after the occurrence.					
(h) Any incident involving law enforcement within 24 hours after the occurrence in which any of the following occurs:					
1. <b>REPORT – LAW ENFORCEMENT CONTACT – HARM</b> A licensee, a household member or an employee of the camp is involved in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the camp.					
2. <b>REPORT – LAW ENFORCEMENT CONTACT – TRAFFIC</b> A person responsible for transporting children is involved in a traffic-related incident.					
(i) <b>REPORT – CHANGE IN ROOM USAGE</b> Any change in room usage in the base camp, such as using rooms or areas not previously approved for use by children at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.					
(j) <b>REPORT – LOST OR MISSING CHILD</b> Any incident related to a child who leaves the premises of the camp without the knowledge of a counselor or any incident which results in a counselor not knowing the whereabouts of a child in attendance at the camp within 24 hours after the occurrence.					
(k) <b>REPORT – PLAN OF CORRECTION</b> If requested by the department, a plan of correction for cited violations of this chapter or ch. 48., Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and the plan shall be approved by the department licensing representative.					
(L) <b>REPORT – CONSTRUCTION OR REMODELING</b> Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be in writing before the construction or remodeling begins.					
<b>(3) Staff records.</b> The licensee shall:					
* (a) <b>STAFF FILE – MAINTENANCE &amp; AVAILABILITY</b> Maintain a file on each employee which is available for examination by the licensing representative. Each employee’s file shall include all of the following:					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.41(3)(a)1.</b>					
1. STAFF FILE – STAFF INFORMATION The employee’s name, address, date of birth, education, position, previous experience in child care including the reason for leaving previous positions and the name, address, and telephone numbers of persons to be notified in an emergency.					
2. STAFF FILE – TRAINING & CERTIFICATIONS Documentation of any pertinent certification or training required for the position; including department-approved training in shaken baby syndrome prevention and the effects of shaking an infant or young child, taken before to beginning to work with children, if the person will provide care to children under age 5 years.					
3. STAFF FILE – BACKGROUND INFORMATION DISCLOSURE FORM A Background Information Disclosure form, completed before the employee’s first day of employment and every 4 years thereafter. <b>Note:</b> The department’s form, Background Information Disclosure is used for reporting background information. Information on how to obtain the form is available from the department’s website, <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or any regional licensing office in Appendix A.					
4. 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 4 years thereafter.					
5. STAFF FILE – PRE-CAMP TRAINING Documentation of successful completion of pre-camp training.					
6. STAFF FILE – DAYS & HOURS WORKED Documentation of the days and hours worked when the person was included in the counselor-to-child ratio.					
* (b) STAFF EMERGENCY CONTACT INFORMATION AT BASE CAMP Maintain a listing at the base camp of the name, address, and telephone number of the person to be notified in the event of an emergency involving an employee.					
(c) STAFF FILE – STAFF COMPENSATED FROM OTHER SOURCES Maintain a staff record which meets the requirements specified in par. (a)1. to 6. for each student teacher or person who works at the camp and is compensated from sources other than the camp.					
<b>(4) Children’s records files</b>					
(a) CHILD RECORD – MAINTENANCE, AVAILABILITY, REQUIREMENTS The licensee shall maintain at the camp, a current written record for each child enrolled at the camp. The record shall be on file before the child’s first day of attendance and updated annually. The licensee shall make the record available to the licensing representative. Each child’s file shall include all of the following:					
1. CHILD RECORD – ENROLLMENT INFORMATION Pre-admission and enrollment information consisting of:					
<b>a.</b> The name and birthdate of the child. <b>b.</b> Names and contact information for the child’s parents. <b>c.</b> The child’s home address and telephone number. <b>d.</b> Address and telephone number where a parent can be reached while the child is in care. <b>e.</b> Name, address, telephone number and relationship to the child of the person to be notified in an emergency, when a parent cannot be reached immediately. <b>f.</b> Names, address and telephone number of the physician or medical facility caring for the child. <b>g.</b> Names, addresses and telephone numbers of persons authorized to pick-up the child or to accept the child who is dropped off. <b>h.</b> Dates of camp session in which the child is enrolled.					
2. CHILD RECORD – EMERGENCY MEDICAL CONSENT Consent from the parent for emergency medical care or treatment;					
3. CHILD RECORD – TRANSPORTATION AUTHORIZATION Authorization from the parent to transport the child to and from the camp, when transportation is provided;					
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 camp program;					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.41(4)(a)5.</b>					
5. CHILD RECORD – RESEARCH / TESTING CONSENT Specific written informed consent from the parent for each incident of participation by a child in any research or testing project. The day camp shall obtain and make available to the department and to the parent a statement indicating the sponsor, the subject matter, the specific purpose and the proposed use of results with respect to each project;					
6. CHILD RECORD – HEALTH HISTORY The child's health history and any other matters relating to the child's health; on a form provided by the department. <b>Note:</b> The department's form, Health History and Emergency Care Plan, is used for health history information. Information on how to obtain forms is available from the department's website, <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or any regional licensing office in Appendix A.					
7. CHILD RECORD – ALTERNATE ARRIVAL / RELEASE AGREEMENT Authorization from the parent outlining the plan for a child to come to the camp from school, home or other activities and to go from the camp to school, home or other activities unless the child is accompanied by a parent or other authorized pick-up person.					
8. CHILD RECORD – SWIMMING ABILITY ASSESSMENT Assessment of the child's swimming ability, if swimming is included in the program of activities.					
(b)1. MEDICAL LOG – RECORDING TIME FRAME The licensee shall record in a medical log any medication dispensed to a child by a camp employee and any injury received by a child enrolled in the program on the day the medication is dispensed or the injury is received.					
* (b)2. MEDICAL LOG – REQUIREMENTS The medical log shall be a book with stitched binding and lined and numbered pages. Each entry shall be recorded in ink and signed or initialed by the person making the entry. The pages in the log may not be skipped or removed.					
(b)3. MEDICAL LOG – MAINTENANCE The log shall be maintained for the length of time the child is enrolled in the camp.					
(c) CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee shall maintain a current, accurate, written record of the daily attendance and birthdate for each child enrolled in the program. If the hours of arrival and departure of the children vary, the actual time of arrival and departure for each child shall be recorded. Each record shall be maintained as long as the child is enrolled in the program.					
<b>(5) Notifications to parents</b>					
(a) The camp director shall notify the parents of an enrolled child of all of the following:					
1. PARENT NOTIFICATION – COMMUNICABLE DISEASE Exposure of the child to a diagnosed or suspected communicable disease reportable under ch. DHS 145. Notification shall occur when the information becomes known to the camp director.					
2. PARENT NOTIFICATION – ILLNESS OR SERIOUS INJURY Illness or injury to the child that requires professional medical treatment. Notification shall occur immediately.					
3. PARENT NOTIFICATION – MINOR INJURY Minor injury to the child. Notification shall occur when a parent picks up a child or when the child is delivered.					
4. PARENT NOTIFICATION – FIELD TRIP When the child participates in a field trip. The camp shall provide parents with a current and accurate schedule of all the field trips prior to the trips. Changes in the schedule of trips shall be communicated to parents.					
5. PARENT NOTIFICATION – MISSING CHILD When a child is missing.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
DCF 252.42 Personnel	Met	N/A	Met	Not Met	N/A
<b>(1) Staff: paid and volunteer</b>					
* (a) <b>CAMP DIRECTOR – ON PREMISES &amp; RESPONSIBILITIES</b> Each day camp shall have a person designated as camp director on the premises at all times. If the camp director is not on the premises, a similarly qualified adult shall be present. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.					
* (b) <b>CAMP DIRECTOR – AGE &amp; EXPERIENCE / EDUCATION</b> The camp director shall be at least 21 years of age and shall meet one of the following criteria:					
1. Have at least 2 years of supervisory or administrative experience in an organized camp or children’s program; or 2. Have a bachelor’s degree in outdoor education, recreation, social work, psychology, child development or education or in another camp-related field.					
(c) <b>CAMP COUNSELOR – MINIMUM AGE, HIGH SCHOOL COMPLETION OR EQUIVALENT</b> Counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have completed high school or the equivalent as determined by the department of public instruction.					
(d) <b>CAMP COUNSELOR – 10-HOUR CARE LIMIT</b> Counselors who are considered in determining counselor-to-child ratio may not provide care to children more than 10 hours in any 24-hour period. Camps providing an occasional overnight activity for children enrolled in the camp may allow a counselor to exceed the maximum 10-hour per day work schedule to permit the counselor to remain with the children during the overnight session.					
(e) <b>SUBSTITUTES</b> In the absence of a regular staff member, there shall be a similarly qualified substitute.					
<b>(2) Staff training</b>					
* (a) <b>PRE-CAMP TRAINING PLAN – SUBMIT, APPROVAL</b> Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department for approval and implemented as approved. The plan shall include all of the following:					
* 1. <b>PRE-CAMP TRAINING – REVIEW OF RULES</b> A review of the applicable parts of this chapter.					
* 2. <b>PRE-CAMP TRAINING – POLICIES &amp; PROCEDURES</b> A review of camp policies and procedures are required under s. DCF 252.41(1)(f) and (g).					
* 3. <b>PRE-CAMP TRAINING – JOB RESPONSIBILITIES</b> Job responsibilities in relation to job descriptions.					
* 4. <b>PRE-CAMP TRAINING – ILLNESS RECOGNITION, INFECTIOUS DISEASE CONTROL</b> Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.					
* 5. <b>PRE-CAMP TRAINING – DAILY SCHEDULES</b> Daily activity plans and schedules.					
* 6. <b>PRE-CAMP TRAINING – FIRST AID</b> Emergency first aid.					
* 7. <b>PRE-CAMP TRAINING – CAMP POLICIES, PROCEDURES &amp; PLANS</b> Review of plans required under ss. DCF 252.41(1)(g) and 252.43(2) including the plan for what happens if a child is missing, fire and tornado plans and the supervised swim plan if applicable.					
* 8. <b>PRE-CAMP TRAINING – PROCEDURE FOR TRACKING CHILDREN</b> The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.					
* 9. <b>PRE-CAMP TRAINING – FIRE EXTINGUISHER USE, RECOGNIZING LOCAL HAZARDS</b> Training in the use of fire extinguishers and recognition of local poisonous plants, snakes and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.42(2)(a)10.</b>					
* 10. PRE-CAMP TRAINING – CHILD ABUSE & NEGLECT LAWS, REPORTING Review of child abuse and neglect laws, and the camp reporting procedures.					
* 11. PRE-CAMP TRAINING – SPECIAL HEALTH CARE NEEDS Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any person who may be assigned to care for that child throughout the day.					
* 12. PRE-CAMP TRAINING – CHILD MANAGEMENT TECHNIQUES Child management techniques.					
* 13. PRE-CAMP TRAINING – SHAKEN BABY SYNDROME Department-approved training in shaken baby syndrome prevention and appropriate ways to manage crying, fussing or distraught children for any person who will be providing care and supervision to children under 5 years of age.					
(b) PRE-CAMP TRAINING REQUIREMENT – STAFF COUNTED IN RATIOS All counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall have pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.					
(c) PRE-CAMP TRAINING REQUIREMENT – PARENT / VOLUNTEER NOT IN RATIOS Campers' parents serving as counselors and volunteers who are not used to meet the counselor-to-child ratio, may be exempted from the 24 hour pre-camp training if the following conditions are met:					
1. PARENT / VOLUNTEER PRE-CAMP TRAINING – HOURS The parent or volunteer receives at least 4 hours of training in day camp programming required under par. (a), including orientation at the base camp.					
2. PARENT / VOLUNTEER PRE-CAMP TRAINING – SUPERVISION The parent or volunteer works under the supervision of a counselor who has met the training requirements specified in par. (b).					
(d) STAFF MEETINGS The camp director shall plan and implement monthly staff meetings which will provide ongoing supervision and in-service training for the staff.					
(e) CARDIOPULMONARY RESUSCITATION TRAINING All camp staff in regular contact with the children, including the camp director and counselors shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR) including department-approved training in the use of an automatic external defibrillator prior to working with children. The CPR training may be included in pre-camp training.					
(f) VOLUNTEER COUNTED IN RATIO – SCHEDULE OF HOURS The camp director shall coordinate the volunteer program and keep on file documentation of the hours worked for volunteers who are included in determining the counselor-to-child ratio.					
(g) CAMP STAFF COMPETENCY Camp staff, including the camp director, camp counselors, and volunteers counted in the counselor-to-child ratio shall be physically, mentally and emotionally able to provide responsible care for children.					
<b>(3) Staffing and supervision</b>					
(a) SUPERVISION OF CHILDREN Each child shall be closely supervised at all times to guide the child's behavior and activities, prevent harm and assure safety.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist												
252.42(3)(b)	Met	N/A	Met	Not Met	N/A										
(b) COUNSELOR-TO-CHILD RATIOS The ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.42. When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a prorata basis, according to age.															
<p style="text-align: center;">TABLE DCF 252.42 COUNSELOR-TO-CHILD RATIO FOR CHILDREN IN A DAY CAMP</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Age of Children</th> <th style="text-align: left;">Minimum Number of Counselors to Children</th> </tr> </thead> <tbody> <tr> <td>3 years to 4 years</td> <td>1:4</td> </tr> <tr> <td>4 years to 5 years</td> <td>1:6</td> </tr> <tr> <td>5 years and 6 years</td> <td>1:12</td> </tr> <tr> <td>7 years and over</td> <td>1:18</td> </tr> </tbody> </table>						Age of Children	Minimum Number of Counselors to Children	3 years to 4 years	1:4	4 years to 5 years	1:6	5 years and 6 years	1:12	7 years and over	1:18
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3 years to 4 years	1:4														
4 years to 5 years	1:6														
5 years and 6 years	1:12														
7 years and over	1:18														
(c) Support staff, such as maintenance, clerical, housekeeping and food service staff, may only be considered in determining counselor-to-child ratios under the following circumstances:															
1. SUPPORT STAFF IN RATIOS – ATTENTION TO CHILDREN During those hours when the support staff give full attention to the care and supervision of children.															
2. SUPPORT STAFF IN RATIOS – QUALIFICATIONS If the support staff meet the qualifications of a camp counselor.															
(d) CAMP DIRECTOR – PRESENT, ACCESSIBLE, AUTHORIZED DELEGATE The camp director shall be at the camp during the hours of operation, unless the children are on a field trip in which case the camp director shall accompany the children. When some of the children are on a field trip and others are at the base camp, the camp director may accompany the children on the field trip if there is a reliable method of communicating easily with the camp. If the camp director is not present either at the base camp or on a field trip, another qualified person shall be identified in a written delegation of administrative authority, present at the camp and authorized to make decisions for the camp.															
(e) SECOND ADULT AVAILABILITY When 9 or more children are present at the camp, there shall be at least 2 adults available at all times and at least one of the adults shall be a counselor.															
(f) COUNSELOR-TO-CHILD RATIO – AGES 3 & 4 SERVED WITH AGE 7 & OLDER When children 7 years of age and older are served in the same group with children ages 3 and 4, the ratio of counselors to children in the group shall be consistent with the requirements for the youngest children in the group as specified in Table DCF 252.42.															
* (g) CHILD TRACKING PROCEDURE All children in care shall be assigned to a counselor. The camp shall implement a procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.															
(h) RELEASE OF CHILD – AUTHORIZATIONS A child may not be released to any person who has not been previously authorized by the parent.															
(i) COUNSELOR-TO-CHILD RATIO – ENGAGING IN OTHER DUTIES Camp counselors shall not engage in any duties that are not related to caring for children when they are counted in meeting the counselor-to-child ratios.															
(j) COUNSELOR-TO-CHILD RATIO – CHILDREN OF STAFF Children of staff who attend the camp and who are on the premises for supervision and care shall be included in determining counselor-to-child ratios.															
(k) COUNSELOR-TO-CHILD RATIO – FIELD TRIP When 9 or more children are on a field trip at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.42 shall be met on field trips.															



DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.42(4)</b>					
<b>(4) Health</b>					
(a) CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor or parent with symptoms of communicable disease, reportable under ch. DHS 145, or serious illness, which presents a safety or health risk to children may be in contact with the children in care.					
(b)1. CONTACT WITH PERSON – BEHAVIOR No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care.					
(b)2. CONTACT WITH PERSON – MENTAL HEALTH EXAMINATION The department may require a licensee, employee or other person in contact with the children in care, whose behavior gives reasonable concern for the safety of children, to submit to an examination by a licensed mental health professional as a condition of licensure or employment.					
(c) CONTACT WITH PERSON – DIARRHEAL DISEASE No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in a camp until it is determined by appropriate tests that the person is not a carrier of the disease.					
<b>DCF 252.43 Base camp and facilities</b>					
<b>(1) Site and building</b>					
* (a) BASE CAMP ENVIRONMENT The licensee shall identify a base camp that provides an environment that allows the program to be oriented to the out-of-doors. The base camp shall be maintained in a clean and sanitary condition at all times.					
* (b) PROVISIONS FOR SHELTER DURING INCLEMENT WEATHER The base camp shall have a building or shelter for use by the camp during inclement weather. If the shelter is not enclosed, the camp shall implement a procedure for ensuring that children are protected from the elements.					
* (c) BASE CAMP DRAINAGE The base camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health or safety of the occupants. No camp may be located in an area that is situated so that drainage for any source of filth, such as garbage or animal waste disposal, can be deposited on the site.					
* (d) BASE CAMP BUILDINGS Buildings and shelters on sites used or constructed primarily for day camp purposes shall comply with the applicable Wisconsin Commercial Building Code and applicable local ordinances. A copy of the building inspection report shall be on file with the department.					
* (e) BUILDING EXITS All buildings and structures used by children for day camp purposes shall have not less than 2 plainly marked exits that are free of obstruction.					
(f) REPORT – CONSTRUCTION, REMODELING, CHANGE – EXISTING SPACE 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.					
(g) TEMPERATURE OF BUILDINGS USED BY CHILDREN If the base camp includes an enclosed building used by children, the inside temperature of the building may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the licensee shall provide for air circulation with fans or by other means.					
<b>(2) Safety</b>					
<b>(a) Protective measures</b>					
* 1. EMERGENCY PLANS – REQUIREMENTS Each camp shall have a written plan for dealing with emergency situations, including but not limited to fire, natural disaster, lost campers, lost swimmers, accident and illness.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.43(2)(a)2.</b>					
2. Staff shall be informed of and knowledgeable about the following:					
a. STAFF DUTIES DURING EMERGENCY His or her duties in the event of an emergency;					
b. STAFF KNOWLEDGE OF EVACUATION ROUTES Evacuation routes;					
* 3. EQUIPMENT & FACILITY SAFETY All equipment and facilities used by the children and staff, whether or not it is owned by the camp, shall be in safe operating condition and shall not present undue risk to children.					
4. 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 specified in ch. 961, Stats., on the premises of the camp or be under the influence of any alcohol or non-prescribed controlled substance, during the hours of the camp's operation.					
* 5. POTENTIAL SOURCE OF HARM OR CONDITION OF PREMISES Children shall be protected from indoor and outdoor hazards and the premises shall be maintained in a clean, neat condition and free from refuse, insects and rodents.					
* 6. ACCESSIBLE TOXIC SUBSTANCES Substances which may be toxic if ingested, inhaled, or handled, including drugs, chemicals and pesticides, shall be stored in the original, covered and labeled container and shall be stored in areas not accessible to children.					
* 7. MOTOR VEHICLE AVAILABILITY A motor vehicle shall be immediately available at the camp in case of emergency if a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call.					
8. SMOKING ON PREMISES Smoking is prohibited anywhere on the premises when children are present.					
* 9. AVAILABLE TELEPHONE & EMERGENCY TELEPHONE NUMBERS The camp shall have a working telephone at the camp during the hours of operation. A list of emergency telephone numbers, including fire, law enforcement and poison control shall be immediately available to staff. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.					
(b) Fire protection					
* 1. FIRE PROTECTION FACILITIES & EQUIPMENT MAINTENANCE & INSPECTIONS All fire protection facilities and equipment, including fire extinguishers, shall be operable and maintained in working order by a qualified person. Fire extinguishers shall be inspected once per year by a qualified person, and bear a label indicating its present condition and the date of the last inspection.					
* 2. FLAMMABLE LIQUIDS STORAGE & ACCESSIBLE Flammable and combustible liquids shall be in original, covered and labeled containers and stored in areas accessible only to designated adults.					
* 3. FIRE DEPARTMENT OR FOREST SERVICE NOTIFICATION Before camp opens, written notification of the camp operation shall be given to the nearest fire department or forest ranger service for protection in case of fire. The notification shall include the dates the camp will be operational and the number and ages of children in care.					
* 4. FIRE PERMITS Any necessary permits required for operation of incinerators or for open fires shall be secured and available for review by the licensing representative.					
* 5. CLEAR AREA AROUND OPEN FIRES The clearing around open fires shall be free of burnable materials for a radius of 6 feet.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.43(3)</b>					
<b>(3) Sanitation</b>					
<b>(a) General</b>					
* 1. BASE CAMP PREMISES & STRUCTURES – CONDITION, MAINTENANCE, SAFE The base camp premises and any structures used by children on the premises shall be free of litter, safe, well maintained, in good repair and clean.					
* 2. FURNISHINGS, TOYS, EQUIPMENT – CONDITION Furnishings, toys and other equipment shall be safe, in good repair and clean.					
* 3. SANITARY TOILET FACILITIES Toilet facilities shall be in sanitary condition.					
* 4. PAINTED SURFACES – LEAD FREE & MAINTAINED Painted exterior and interior surfaces accessible to children shall be free of flaking or deteriorating paint and finished with lead-free paint or other non-toxic material.					
* 5. GARBAGE CONTAINERS, STORAGE & DISPOSAL Garbage and refuse at the base camp shall be kept in rigid, watertight and leak-proof containers with tight-fitting covers and disposed of as necessary to prevent decomposition and overflow.					
* 6. AREA AROUND GARBAGE CONTAINERS The areas around garbage and rubbish containers shall be clean and dry.					
* 7. SOLID WASTE DISPOSAL SITES ON THE PREMISES Solid waste disposal sites on the premises must be licensed by the department of natural resources.					
<b>(b) Insect, rodent, and weed control</b>					
* 1. MAINTENANCE OF VEGETATION AT BASE CAMP – ANIMALS The growth of brush, weeds, grass and plants shall be controlled in the base camp area to prevent the harborage of noxious insects, rodents, and any other animals.					
* 2. MAINTENANCE OF VEGETATION AT BASE CAMP – HAZARDOUS PLANTS The base camp area shall be maintained to prevent growth of ragweed, poison ivy and other noxious plants considered detrimental to health.					
* 3. BUILDING MAINTENANCE – INSECTS & RODENTS Buildings and structures shall be maintained to control insect and rodent harborage and infestations. Chemical insect and rodent control measures shall be applied according to label instructions. Control measures shall be used in a safe manner.					
<b>(c) Food preparation, service and storage</b>					
* 1. KITCHEN AREA – REQUIRED EQUIPMENT The kitchen area shall be equipped with a microwave or stove, a refrigerator, a sink and utensils that are necessary to prepare and serve meals.					
* 2. FOOD PREPARATION EQUIPMENT & UTENSILS – CONDITION & MAINTENANCE All equipment and utensils used for preparing, serving or storing food shall have smooth hard surfaces, be easily cleanable, in good repair, durable, non-toxic and free of cracks, seams, chips, and roughened areas, and shall be maintained in a clean and sanitary condition.					
* 4. SINGLE-SERVICE UTENSILS & FOOD CONTAINERS Single-service utensils and food containers shall be made from non-toxic materials and shall not be reused.					
5. FOOD STORAGE – TEMPERATURES Foods shall be stored at temperatures which protect against spoilage. Milk shall be maintained at or below 40 degrees Fahrenheit.					
* 6. FOOD STORAGE – PROTECTION FROM CONTAMINATION OR ADULTERATION Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents or animals. Dry foods, such as cereals, crackers and pasta shall be stored in bags with zip-type closures or metal, glass or food-grade plastic containers with tight-fitting covers and shall be labeled. 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.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.43(3)(c)7.</b>					
7. WASHING RAW FRUITS & VEGETABLES Raw fruits and vegetables shall be washed before being served or cooked.					
* 8. MEAL PREPARATION – LOCATION / TRANSPORTATION REQUIREMENTS Meals shall be prepared at the base camp, in a central kitchen operated by the camp or in another location that has been inspected by a representative of a state agency. Food delivery vehicles shall be equipped with clean containers, or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40 degrees Fahrenheit and containers for hot food shall be capable of maintaining the temperature at or above 140 degrees Fahrenheit.					
(d) Water					
* 1. DRINKING WATER AVAILABILITY A supply of safe drinking water shall be available to children at all times from disposable cups, covered water bottles labeled with the child's name, or angle jet type drinking fountains. Common use of drinking cups is prohibited.					
* 2. PRIVATE WELL – ANNUAL BACTERIA & LEAD TEST When a public water system is not available, a private well may be used if it is approved by the department of natural resources. Water samples from an approved well shall be tested for lead and bacteria by a laboratory certified under ch. DHS 165 annually and at least 2 weeks prior to the camp opening. The water supply shall be bacteriologically safe. The laboratory report shall be available to the department upon request.					
* 2m. PRIVATE WELL – UNSAFE TEST RESULTS If the water test results indicate the water is bacteriologically unsafe, the water shall be appropriately treated and re-tested until it is determined to be safe. Bottled water shall be used on a temporary basis until the water is determined to be safe.					
* 3. DRINKING WATER CONTAINERS & CONDITION OF CONTAINER Where running water is not available, a covered drinking water container that is easily distinguishable from other containers, constructed of a food grade material that does not permit the water to become contaminated by dirt, insects, or animals, and suitable for pouring or equipped with a faucet shall be provided. Dipping into water from the container is prohibited. The container shall be cleaned and sanitized daily. The water source shall be a public water supply or as specified in subd. 2.					
(e) Washrooms and toilet facilities					
* 1. SINK & TOILET AVAILABILITY Handwashing and toileting facilities shall be provided and accessible to children.					
* 2. TOWELS AVAILABILITY Single-use disposable towels shall be provided and accessible to children.					
* 3. SOAP, TOILET PAPER AVAILABLE & ACCESSIBLE Soap, toilet paper and wastepaper container shall be provided and accessible to children.					
* 4. OUTDOOR TOILETS REQUIREMENTS Outdoor toilets, when used, shall be constructed according to the requirements of the applicable Wisconsin commercial building codes and maintained in good repair.					
* 5. USE OF ALTERNATE TOILETS & PERMITS If devices other than plumbed toilets or outdoor toilets are used, they shall be subject to local ordinances and required permits shall be obtained.					
* 6. PLUMBING COMPLIANCE Plumbing shall comply with all applicable sections of Wisconsin plumbing codes.					
* 7. LIQUID WASTE DISPOSAL Liquid waste disposal shall be connected to a public sewer, if available. If not available, liquid waste disposal shall be in accordance with chs. Comm 82, 83 and 84.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>DCF 252.44 Program</b>					
<b>(1) Program planning and implementation</b>					
* (a) <b>PLANNED PROGRAM OF ACTIVITIES</b> Each day camp shall have a program of activities that shall be planned according to the developmental level of each child and each group of children and intended to expose children to a variety of cultures. The needs of children with disabilities shall be considered when planning the programming and activities for enrolled children. The program of activities shall focus on the out-of-doors and the natural environment and shall reflect the camp's written policies. The program shall provide each child with experiences which will promote all of the following:					
(a)1. <b>PROGRAM OF ACTIVITIES – PROMOTE APPRECIATION OF NATURAL ENVIRONMENT</b> An appreciation and understanding of the natural environment.					
(a)2. <b>PROGRAM OF ACTIVITIES – PROMOTE LARGE / SMALL MUSCLE DEVELOPMENT</b> Large and small muscle development.					
(a)3. <b>PROGRAM OF ACTIVITIES – PROMOTE INTELLECTUAL GROWTH</b> Intellectual growth.					
(a)4. <b>PROGRAM OF ACTIVITIES – ENCOURAGE SELF-ESTEEM</b> Self-esteem and positive self-image.					
(a)5. <b>PROGRAM OF ACTIVITIES – PROMOTE RECREATION OPPORTUNITIES</b> Opportunities for recreation.					
(a)6. <b>PROGRAM OF ACTIVITIES – ENCOURAGE SOCIAL INTERACTION</b> Social interaction.					
(a)7. <b>PROGRAM OF ACTIVITIES – ENCOURAGE CREATIVE EXPRESSION</b> Creative expression.					
(a)8. <b>PROGRAM OF ACTIVITIES – PROMOTE SELF-EXPRESSION, COMMUNICATION</b> Self-expression and communication skills.					
(a)9. <b>PROGRAM OF ACTIVITIES – PROMOTE LITERACY</b> Literacy skills.					
(b) <b>The program shall:</b>					
1. <b>PROGRAM REQUIREMENT – PROTECTION FROM FATIGUE &amp; OVERSTIMULATION</b> Protect the children from excessive fatigue and from overstimulation.					
2. <b>PROGRAM REQUIREMENT – ENCOURAGE SPONTANEOUS ACTIVITIES</b> Encourage spontaneous activities.					
3. <b>Be planned to provide a flexible balance each day of:</b>					
a. <b>PROVIDE ACTIVE &amp; QUIET ACTIVITIES</b> Active and quiet activities.					
b. <b>PROVIDE INDIVIDUAL &amp; GROUP ACTIVITIES</b> Individual and group activities.					
4. <b>PROVIDE DAILY OUTDOOR PLAY OPPORTUNITIES</b> Provide daily opportunities for children to play outdoors except during inclement weather or when not advisable for health reasons.					
5. <b>PROVIDE REGULARITY OF DAILY SCHEDULE</b> Provide reasonable regularity in eating, resting and other routines.					
6. <b>PROVIDE VARIETY OF ACTIVITIES FROM WHICH TO SELF-SELECT</b> Provide daily periods when a variety of experiences are concurrently available for the children to select their own activities.					
7. <b>LIMIT WAIT TIME &amp; INTERVALS BETWEEN ACTIVITIES</b> Limit the amount of time that children are kept waiting in lines or assembled in large groups during routines such as toileting and eating and intervals between activities.					
<b>(2) Child guidance</b>					
* (a) <b>POLICY – CHILD GUIDANCE</b> Each day camp shall have a written policy on guiding children's behavior which provides for positive guidance, redirection and the setting of clear-cut limits. The policy shall be designed to help each child develop self-control, self-esteem, and respect for the rights of others.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.44(2)(b)</b>					
* (b) TIME-OUT PERIODS If a camp uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 5 minutes and the procedure shall be included in the camp's child guidance policy as specified in par. (a).					
(c) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:					
1. PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.					
2. PROHIBITED ACTIONS – VERBAL ABUSE Verbal abuse, threats or derogatory remarks about the child or the child's family.					
3. PROHIBITED ACTIONS – RESTRICTING MOVEMENT, CONFINEMENT Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.					
4. PROHIBITED ACTIONS – WITHHOLDING FOOD OR REST Withholding or forcing meals, snacks or naps.					
5. PROHIBITED ACTIONS – AVERSIVE, CRUEL, FRIGHTENING, HUMILIATING Actions that are aversive, cruel, frightening or humiliating.					
(d) PROHIBITED PUNISHMENT – TOILET TRAINING Children shall not be punished for lapses in toilet training.					
<b>(3) Equipment</b>					
* (a) VARIETY & QUANTITY OF EQUIPMENT The camp shall provide program equipment in a variety and quantity which will allow staff to implement activities outlined in the written policy on program objectives and activities required under s. DCF 252.41(1)(g)2. and which meets the following criteria:					
1. EQUIPMENT – PROMOTES LARGE MUSCLE DEVELOPMENT Provides for large muscle development.					
2. EQUIPMENT – PROMOTES MANIPULATIVE SKILL DEVELOPMENT Provides construction activities and for the development of manipulative skills.					
3. EQUIPMENT – PROMOTES SOCIAL INTERACTION Encourages social interaction.					
4. EQUIPMENT – PROMOTES INTELLECTUAL STIMULATION Provides intellectual stimulation.					
5. EQUIPMENT – PROMOTES CREATIVE EXPRESSION Encourages creative expression.					
(b) All equipment shall be:					
* 1. EQUIPMENT SIZE Scaled to the developmental level, size and ability of the children.					
* 2. EQUIPMENT SAFETY Of sound construction with no sharp, rough, loose or pointed edges, in good operating condition, and anchored when necessary.					
* 3. EQUIPMENT PLACEMENT Placed to avoid danger of accident and collision and to permit freedom of action.					
* (c) EQUIPMENT – CULTURAL & ETHNIC DIVERSITY Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.					
(d) EQUIPMENT – SUPERVISION Children using play equipment shall be closely supervised to prevent injuries.					
* <b>(4) REST PERIODS FOR CHILDREN UNDER AGE 5</b> When a session is more than 4 hours in length, there shall be a rest period or period of quiet activities of at least 30 minutes for all children under 5 years of age.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist												
	Met	N/A	Met	Not Met	N/A										
<b>252.44(5)</b>															
<b>(5) Food</b>															
* (a) MEALS & SNACKS – NUMBER & FREQUENCY Food shall be provided in accordance with Table DCF 252.44 which is based on the amount of time children are present. Food may be served at flexible intervals, but no child may go without nourishment for longer than 3 hours.															
TABLE 252.44 MEAL AND SNACK REQUIREMENTS FOR EACH CHILD AT A DAY CAMP <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Time Children Are Present</u></td> <td style="text-align: center;"><u>Number of Meals and Snacks</u></td> </tr> <tr> <td style="text-align: center;">2½ to 4 hours</td> <td style="text-align: center;">1 snack</td> </tr> <tr> <td style="text-align: center;">4 to 8 hours</td> <td style="text-align: center;">1 snacks and 1 meal</td> </tr> <tr> <td style="text-align: center;">8 to 10 hours</td> <td style="text-align: center;">2 snacks and 1 meal</td> </tr> <tr> <td style="text-align: center;">10 hours or more</td> <td style="text-align: center;">2 meals and 2 or 3 snacks</td> </tr> </table>						<u>Time Children Are Present</u>	<u>Number of Meals and Snacks</u>	2½ to 4 hours	1 snack	4 to 8 hours	1 snacks and 1 meal	8 to 10 hours	2 snacks and 1 meal	10 hours or more	2 meals and 2 or 3 snacks
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(b) MEALS & SNACKS – TRANSPORTATION Camp-provided transportation time shall be included in determining the total number of hours a child is present for the purpose of par. (a).															
(c) FOOD ALLERGY REPORTING Food allergies of specific children shall be reported to cooks, counselors and substitutes having direct contact with children.															
(d) Menus for meals and snacks provided by the camp shall:															
1. MENUS – POSTED & ACCESSIBLE Be posted in the kitchen and in a conspicuous place accessible to parents.															
* 2. MENUS – PLANNING & RECORD KEEPING Be planned at least one week in advance, dated and kept on file for 3 months.															
3. MENUS – AVAILABLE TO DEPARTMENT Be available for review by the department.															
4. MENUS – DIVERSE FOOD TYPES Include diverse types of food.															
* (e) MEALS & SNACKS – USDA MINIMUM MEAL REQUIREMENTS Each meal and snack provided shall meet the U.S. department of agriculture child care food program minimum meal requirements.															
(f) MEALS – 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.															
(g) SPECIAL DIET REQUIREMENT A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child’s physician and upon request of the parent. A special diet based on a food allergy may be served upon the written request of the parent.															
(h) HANDWASHING BEFORE MEALS & SNACKS Children’s hands shall be washed with soap and water before eating.															
<b>(6) Health</b>															
<b>(a) Observation</b>															
1. HEALTH OBSERVATION & ILL CHILD PROCEDURE Each child upon arrival at the camp shall be observed by a staff person for symptoms of illness. For an apparently ill child, the procedure under par. (c) shall be followed.															
2. RECORDING & REPORTING EVIDENCE OF UNUSUAL INJURIES Any evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of camp care shall be recorded in the camp medical log book and reported immediately to the camp director.															

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
252.44(6)(b)	Met	N/A	Met	Not Met	N/A
* (b) HEALTH SUPERVISOR REQUIREMENTS & QUALIFICATIONS There shall be an adult at the camp at all times who is responsible for health supervision. The on-site health supervisor shall be one of the following:					
1. A physician licensed in Wisconsin. 2. A registered nurse or practical nurse licensed in Wisconsin. 3. A physician assistant licensed in Wisconsin. 4. An emergency medical technician. 5. A person currently certified as having completed the American Red Cross Standard First Aid course or equivalent.					
* (bm) FIRST RESPONDER REQUIREMENT IF EMERGENCY / RESCUE VEHICLE NOT NEARBY If a public or private rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified by the department as a first responder under ch. DHS 113 must be on the premises during the hours when children are present. This person may serve as the camp health supervisor.					
(c) Isolation					
* 1. ILL CHILD ISOLATION AREA There shall be an isolation or first aid area for the care of children who become ill. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.					
2. When an apparently ill child is observed in the day camp, the following procedures shall apply:					
* a. ILL CHILD – ISOLATION PROCEDURE A child with symptoms of illness or a condition such as vomiting or diarrhea, shall be isolated and shall be made comfortable, with a place to lie down available, with a staff member within the sight or hearing of the child. Isolation shall be used until the child can be removed from the camp.					
b. ILL CHILD – REMOVAL FROM CAMP The child's parent, or a designated responsible person when parents cannot be reached, shall be contacted as soon as possible after the illness is discovered to take the child from the camp.					
(d) Communicable disease					
1. COMMUNICABLE DISEASE – REPORTING When it is determined that a person in contact with children or a child enrolled in a day camp has a reportable communicable disease under ch. DHS 145, such as German measles, infectious hepatitis, measles, mumps, or meningitis, the local public health officer, the department, and parents of exposed children shall be notified.					
3. COMMUNICABLE DISEASE – RE-ADMITTANCE TO CAMP A person in contact with children or a child may be allowed to return to a camp if the person's physician provides a written statement that the condition is no longer contagious or the person has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the department.					
(e) Medication					
1. Camp staff may give prescription and non-prescription medication to a child only under the following conditions:					
a. MEDICATION ADMINISTRATION – PARENTAL AUTHORIZATION A signed, dated, written authorization that includes the child's name and birthdate, name of the medication, administration instructions, medication intervals, and the length of the authorization from the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.					
b. MEDICATION ADMINISTRATION – CONTAINER & LABEL The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administering.					
d. MEDICATION ADMINISTRATION – RECORDING REQUIREMENTS The person administering the medication makes an entry into the medical log book as required under s. DCF 252.41(4)(b) that includes the type of medication given, dosage, time, date of administration and name or initials of the person administering the medication.					



DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.44(6)(e)2.</b>					
* 2. MEDICATION STORAGE – ACCESSIBILITY All medications shall be stored so that they are not accessible to the children.					
* 3. MEDICATION STORAGE – TEMPERATURE Medications shall be stored at the appropriate temperature as indicated on the label.					
* 4. MEDICATION STORAGE – CURRENT AUTHORIZATION No medication may be kept at the camp without a current authorization from the parent.					
* 5. AUTHORIZATION FOR CHILD TO CARRY MEDICATION Bee sting medication, inhalers, an insulin syringe, or other medication or device used in the event of a life-threatening situation may be carried by a child over the age of 7 years with written authorization from the parent and the child’s physician.					
6. SUNSCREEN, INSECT REPELLENT AUTHORIZATION Sunscreen and insect repellent may only be applied on the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. If parents provide the sunscreen or insect repellent, the sunscreen or repellent shall be labeled with the child’s name. Children may apply their own sunscreen or insect repellent with written parental authorization. The recording of the application of sunscreen or insect repellent is not required.					
7. SUN PROTECTION Children shall be protected from sunburn with protective clothing, if not protected by sunscreen.					
(f) Injury					
* 1. INJURY TREATMENT PROCEDURES – AVAILABLE, KNOWN TO STAFF Written procedures for the treatment of children who are in accidents or otherwise injured shall be available and made known to staff and shall be carried out as follows:					
a. PARENTAL PERMISSION FOR EMERGENCY MEDICAL CARE ON FILE Written permission from the parent to call the family physician or refer the child or medical care in case of emergency shall be on file at the camp. This permission shall be used only when the parent or the designated responsible person cannot be reached.					
* b. SOURCE OF EMERGENCY CARE DESIGNATED Prior to the opening of camp, a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed medical facility, shall be designated and made known to staff and parents.					
* c. PROCEDURE FOR TRANSPORTING INJURED CHILD There shall be written procedures to be followed for bringing a child to emergency medical care.					
* d. FIRST AID EQUIPMENT First aid equipment shall be available at a designated location at the base camp.					
f. INJURY TREATMENT – FIRST AID PROCEDURES Standard first aid procedures shall be followed for injuries.					
h. INJURY TREATMENT – CARE OF SUPERFICIAL WOUNDS Superficial wounds may be cleaned with soap and water only and protected.					
i. INJURY TREATMENT – POISONS Suspected poisoning shall be treated only after consultation with a poison control center.					
2. RECORDING & REVIEWING THE RECORD OF INJURIES A daily record of injuries shall be kept in the medical log. Records of injuries shall be reviewed monthly by the camp director and staff to ensure that all preventive measures are being taken. There shall be documentation in the medical log book required under s. DCF 252.41(4)(b) that reviews have taken place.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.44(6)(g)</b>					
(g) HEALTH HISTORY INFORMATION – OBTAINED, SHARED, ON FILE A written health history on a form prescribed by the department shall be obtained from the parent before the child’s first day of camp. This shall be kept on file at the base camp and be available to staff. Information contained on the health history form shall be shared with any person assigned to care for the child. <b>Note:</b> The department’s form, Health History and Emergency Care Plan, is used to record a child’s health history. Information on how to obtain forms is available from the department’s web site, <a href="http://dcf.wisconsin.gov">http://dcf.wisconsin.gov</a> , or from any regional office listed in Appendix A.					
(h) RECORD OF IMMUNIZATIONS The camp shall maintain a record of immunizations for each child to document compliance with s.252.04, Stats., and ch. DHS 144.					
(i) Personal cleanliness					
1. PERSONAL CLEANLINESS – CHILD HANDWASHING A child’s hands shall be washed with soap and running water before and after meals and snacks and after toileting or diapering.					
2. PERSONAL CLEANLINESS – WORKER HANDWASHING Persons working with children shall wash their hands with soap and running water before handling food, after assisting with toileting and after wiping bodily secretions from a child.					
3. PERSONAL CLEANLINESS – USE OF WET WIPES, HAND SANITIZER Soap and water-based wet wipes may be used to wash hands when there is no running water immediately available. Disinfecting hand sanitizers may not replace the use of soap and water when washing hands.					
4. 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.					
5. WET OR SOILED CLOTHING & DIAPERS Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.					
* 6. SUPPLY OF DRY & CLEAN CLOTHING & DIAPERS There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all children at the camp.					
(j) Diapering. When children are diapered, the camp counselor shall do all of the following:					
1. DIAPERING – TOILET TRAINING PLAN Consult with the child’s parent to develop a toilet training plan so that a child’s toilet routine is consistent between the camp and the child’s home, if the child is in the process of becoming toilet trained.					
2. DIAPERING – CHANGING WET OR SOILED DIAPERS & CLOTHING PROMPTLY Change wet or soiled diapers and clothing promptly.					
* 3. DIAPERING SURFACE – CLEAN & DISINFECT 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 according the manufacturer’s recommendation.					
* 4. DIAPERING SURFACE – BARRIER & SUPERVISION If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.					
* 5. DIAPERING – IMMEDIATE DISPOSAL & CONTAINER REQUIREMENTS Place disposable soiled diapers and gloves, if used, in a plastic-lined, hands-free, covered container immediately.					
6. DIAPERING – DISPOSAL OF SOILED DIAPERS & CONTAINER CLEANLINESS Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.					
7. DIAPERING – APPLICATION OF LOTIONS, POWDERS, SALVES Apply lotions, powders or salves to a child during diapering only at the specific written direction of the parent or the child’s physician. The directions shall be posted in the diapering area. The application of diapering lotions, powders or salves is not required to be recorded in the camp medical log.					

DEPARTMENT OF CHILDREN AND FAMILIES	Applicant		Licensing Specialist		
	Met	N/A	Met	Not Met	N/A
<b>252.44(6)(j)8.</b>					
8. DIAPERING – WASHING DIAPER AREA Wash the child’s diaper area before each diapering with a disposable or fabric towel used only once.					
<b>(7) Water activity area.</b>					
(am) Swimming area					
* 1. SWIMMING AREAS – COMPLIANCE Pools and other swimming areas used by children shall be located, constructed, equipped and operated according to the requirements of chs. Comm 90 and DHS 172 for pools and water attractions. A beach shall be in compliance with applicable local ordinances.					
* 2.a. SWIMMING POOLS ENCLOSURE Swimming pools shall be enclosed with a 5 foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 3½ inches or less. In addition, all of the following restrictions apply when the pool is not in use by children.					
* 2.b. SWIMMING POOL ENCLOSURE – ACCESS THROUGH GATE If access to the pool is through a gate, the gate shall be closed and locked.					
* 2.c. SWIMMING POOL ENCLOSURE – ACCESS THROUGH DOOR If access to the pool is through a door, the door shall be closed, visibly locked and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.					
* 2.d. SWIMMING POOL ENCLOSURE – LOCKS Locks shall be located so that the locks cannot be opened by children.					
* 2.e. SWIMMING POOL ENCLOSURE – ABOVE-GROUND POOL The free-standing wall of an above ground pool may not serve as an enclosure unless it is at least 5 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.					
* 2.f. SWIMMING POOL ENCLOSURE – CLEAR PERIMETER The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.					
* 3. DESIGNATED SWIMMING AREAS The swimming area used by a day camp shall have designated areas for non-swimmers, intermediate swimmers, advanced swimmers and divers. A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.					
* 4. WATER ACTIVITY AREAS – CONTROLLED ACCESS & CLEARLY MARKED Access to a water activity area or beach shall be controlled so that children may not enter the area without the knowledge of waterfront staff and any area used for swimming shall be clearly marked.					
* 5. WATER ACTIVITY AREAS – HAZARDS & EQUIPMENT CONDITION Water activity areas shall be free of hazards. Equipment in water activity areas, including but not limited to docks, ladders, rafts, diving boards, boats, life jackets and paddles, shall be maintained and in good repair.					
* 6. WATER ACTIVITY AREAS – RESCUE EQUIPMENT AVAILABLE & MAINTAINED Rescue equipment, including a shepherd's crook type pole, a backboard, ring buoy, and rescue tube shall be maintained and immediately available at each water activity area as specified in s. DHS 172.26.					
<b>(b) Waterfront supervisor</b>					
* 1. WATERFRONT SUPERVISOR – REQUIREMENT & RESPONSIBILITIES Each day camp offering swimming, boating, canoeing, or other water activities whether at a pool or a beach shall designate a staff person as waterfront supervisor. All water activities, whether on or off the premises, shall be under the direction of the waterfront supervisor or an equally qualified adult who is present at the waterfront during water activities. The waterfront supervisor shall:					
* a. WATERFRONT SUPERVISOR– AGE Be 18 years of age or older; and					
* b. WATERFRONT SUPERVISOR – LIFEGUARD CERTIFICATION Hold a current certification as a lifeguard from a nationally recognized certifying agency.					

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	Met	N/A	Met	Not Met	N/A
<b>252.44(7)(b)2.</b>					
2. LIFEGUARD & COUNSELOR TO CAMPER RATIO WHILE SWIMMING The camp shall maintain a ratio of one person with a current Red Cross lifesaving certificate per 25 children in the water, except where a public swimming place has lifesaving personnel on duty. While children are in the water, staff-to-child ratios under s. DCF 252.42(3)(b) shall be maintained by staff who can swim.					
3. WATERFRONT SUPERVISOR ON DUTY The waterfront director or an equally qualified person shall be on duty at all times whenever children are in the water.					
* 4. WATERFRONT SUPERVISION PLAN The waterfront supervisor shall establish and enforce a method for supervising children in the water such as the buddy system, the colored cap system or another method of supervising children. The supervision plan shall be included in the camp's written waterfront plan and reviewed during pre-camp training.					
* 5. WATERFRONT CHECK-IN / CHECK-OUT PROCEDURE The waterfront supervisor shall establish and enforce a method for checking persons in and out of the water. The check-in and check-out procedures shall be included in the camp's written waterfront plan and reviewed during pre-camp training.					
6. WATERFRONT SUPERVISOR – COUNTING IN COUNSELOR-TO-CHILD RATIO The waterfront supervisor or person acting as the waterfront supervisor may not be included in the staff-to-child ratios during any period when children are in the water.					
(c) Swimming procedures					
1. ASSESSMENT OF SWIMMING ABILITY The swimming ability of each child shall be assessed by either the parent or the camp. Documentation of the assessment shall be kept in the child's file.					
2. CHILDREN RESTRICTED TO AREAS RELATED TO SWIMMING ABILITY Children shall be restricted to swimming areas within their swimming classification.					
(d) BOATING PROHIBITED IN SWIMMING AREAS Except in an emergency, no rowboat, canoe, motor boat or other craft, except a lifeboat used by lifeguards, is permitted in a swimming area, pursuant to s.30.68(7), Stats.					
(e) SUPERVISION OF WATERFRONT ACTIVITIES Children shall be closely supervised when they have access to a beach or they are participating in fishing or other shoreline activities.					
<b>(8) Boats</b>					
(am) BOATS – COMPLIANCE All boats shall comply with ch. NR 5.					
* (b) BOATS – PERSONAL FLOTATION DEVICES Each occupant of a boat shall wear a type I or II coast guard-approved personal flotation device which is appropriate to the weight of the person wearing it as specified in s.30.62(3)(a), Stats., and s. NR 5.13.					
(c) BOATS – ADULT SUPERVISION WHEN IN USE There shall be at least one adult in each boat who is a competent swimmer as determined by the waterfront supervisor. When children are using single-seat boats, such as kayaks, a counselor who is a competent swimmer shall be close enough to the children to provide assistance if necessary.					
(d) BOATS – CHILDREN WHO HAVE NOT DEMONSTRATED ADVANCED SWIMMING SKILLS Children who have not demonstrated advanced swimming skills shall be limited to the use of the rowboats only.					
* (e) BOATS, OARS, PADDLES – MAINTAINED & INSPECTED All boats, oars and paddles shall be in good repair and inspected annually for safety.					
<b>(9) FIREARMS &amp; ARCHERY – RESTRICTIONS &amp; REQUIREMENTS</b> Firearms and archery equipment may not be used by children under 7 years of age. When firearms and archery equipment are used by children over age 7, the following precautions shall be observed:					
* (a) FIREARMS & ARCHERY – SUPERVISION BY TRAINED INSTRUCTOR The archery or shooting range may be used only under the supervision of a trained adult instructor.					

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	Met	N/A	Met	Not Met	N/A
<b>252.44(9)(b)</b>					
* (b) FIREARMS & ARCHERY RANGE – FENCE, SIGNAGE Other program activities shall be in an area away from the designated archery or shooting range. The range shall be fenced in with rope or wire and marked with danger signs or flags.					
* (c) FIREARMS & ARCHERY – EQUIPMENT STORAGE Firearms, ammunition, and archery equipment shall be stored under lock and key when not in use.					
(d) FIREARMS & ARCHERY – CLOSE SUPERVISION Children shall be closely supervised to ensure that all firearms, ammunition and archery equipment is used in a safe manner and to ensure that all unused ammunition is returned to the instructor.					
<b>(10) Tools</b>					
(a) POWER TOOL USE – CHILDREN UNDER AGE 7 Power tools shall not be used by children under 7 years of age.					
(b) CHILDREN UNDER AGE 7 NOT IN AREA WHERE POWER TOOLS USED Children under 7 years of age shall not be allowed in areas where power tools are in use.					
* (c) POWER TOOL STORAGE When power tools and other tools are not in use, they shall be stored in an area not accessible to children.					
<b>(11) Horseback riding</b>					
* (b) HORSEBACK RIDING SUPERVISION & LOCATION Children may ride horseback only under close supervision in a ring or other enclosed area.					
* (c) HORSEBACK RIDING GEAR – APPROPRIATENESS & MAINTENANCE The riding tack shall be maintained in good repair to provide maximum safety for children. It shall be appropriate to the age, size, and ability of the rider.					
* (d) HORSEBACK RIDING INSURANCE Horseback riding shall be specifically covered by the camp's liability insurance.					
<b>(12) Field trips. For field trips away from the base camp:</b>					
(a) EMERGENCY CONTACT & MEDICAL PERMISSION CARRIED ON FIELD TRIPS Staff shall carry emergency contact information and signed parental permission for the emergency medical care of all children on the field trip.					
(b) FIELD TRIP – COUNSELOR-TO-CHILD RATIOS The counselor-to-child ratio under Table DCF 252.42 shall be maintained, except that the number of adults accompanying children away from the base camp shall be no fewer than 2.					
* (c) FIELD TRIP – PLANNED SOURCE OF EMERGENCY MEDICAL CARE A planned source of emergency medical care in the area to be visited shall be known to staff.					
(d) FIELD TRIP – LIST OF PARTICIPATING CHILDREN A list of children participating in the field trip shall be maintained by the camp director and a counselor accompanying the children.					
(e) FIELD TRIP – PARENTAL NOTIFICATION Parents shall be notified in advance of the times and location of each field trip.					
* (f) FIELD TRIP – FIRST AID SUPPLIES First aid supplies shall be taken on all field trips.					
<b>(13) Adventure-based activities</b>					
* (b) ADVENTURE-BASED ACTIVITIES – TRAINING & EXPERIENCE The licensee shall ensure that personnel leading and providing training to children are trained and have experience for the type of adventure-based experience they are supervising.					
* (c) ADVENTURE-BASED ACTIVITIES – EQUIPMENT Equipment used in adventure-based activities shall be properly installed, maintained in good condition and working order and appropriate to the size, developmental and ability level of the children using the equipment.					

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	Met	N/A	Met	Not Met	N/A
<b>252.44(13)(d)</b>					
(d) ADVENTURE-BASED ACTIVITIES – REQUIREMENTS FOR PARTICIPATION Before a child is permitted to participate in an adventure-based activity, the licensee shall ensure that the child's medical history does not prohibit participation in the type of activity planned. If there is a question about a child's ability to participate for medical reasons, the licensee shall not permit participation without the written approval of the child's physician and written authorization from the child's parent.					
(e) ADVENTURE-BASED ACTIVITIES – COUNSELOR-TO-CHILD RATIOS Counselor-to-child ratios shall be adequate to manage and supervise the adventure-based activity based upon the number of children participating and type of activity. However, at no time, shall the counselor-to-child ratio be less than that specified in Table DCF 252.42.					

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**SIGNATURE** – Center Representative

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 Date Signed