

## POLICY CHECKLIST – GROUP CHILD CARE CENTERS

**Use of form:** DCF 251.04(2)(h) and (i) require the licensee to develop, submit to the department for compliance review, implement and / or provide to the parents written plans, policies and procedures for the following categories. Policies describe the center's goals and strategies and outline the procedures that will be followed with regard to a variety of situations. The policies must include the items specified by the administrative rule, but may also include other items that provide additional information to staff and parents. Asterisked (\*) items are required by administrative rule. The other items listed are not required to be in the written policy, but it is strongly recommended that they be included. Use of this form is mandatory under DCF 251.04(2)(h) and (i). Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.

**Instructions:** Whenever policies are created or updated, identify the page number on which you address each point, enter the effective date of each policy section, sign and date the checklist, and submit it to the department along with your complete center policies. Policies shall be dated and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility	Facility ID
Name – Center representative	Telephone Number

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* <b>ADMISSION 251.04(2)(i)1.</b>	
_____	Terms of the license including capacity, ages, hours, months and days	
_____	Any limitations (toilet trained, walking, etc.) to enrollment	
_____	Days closed and procedure for emergency closing	
_____	Where the licensing rules, license certificate, results of most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions or exemption will be posted so that they are visible to the public	
_____	Where center policies, parental notices, observations and other parent information will be posted or other method for ensuring these items will be made available to the parents	
_____	Absent child without prior notification	
_____	Attendance methods, part and full-time definitions and minimum attendance hours	
_____	Confidentiality	
_____	Child abuse and neglect reporting	
_____	Administrative structure / delegation of administrative authority	
_____	Enrollment information, forms required and timelines for submission	
_____	Method of enrollment (visit, phone)	
_____	Items parents provide and those provided by center	
_____	Parent access to center for observation, conferences, etc., unless access denied by court order	
_____	Number and types of pets and children's access to pets	
_____	Method parents are informed about the presence of pets in a center	
_____	Children's records, medical logs	
_____	Center philosophy	
_____	Non-discrimination statement	
_____	Americans with Disabilities Act statement	
_____	Access to children's records	
_____	Policy concerning use of photos of the children	

**SIGNATURE** – Licensing Specialist: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* <b>DISCHARGE OF ENROLLED CHILDREN 251.04(2)(h)3.</b>	
_____	Child's progress communication between center and parents	
_____	Rules and policy availability to parents	
_____	Circumstances and procedures for termination of enrollment	
_____	Time frame	
_____	Verbal vs. written notice	
_____	Parent initiated, mutual decision, center initiated, involuntary discharge	

**Page No.**      **DISCHARGE OF ENROLLED CHILDREN** (continued)

\_\_\_\_\_ Behavior related discharges  
 \_\_\_\_\_ Steps prior to discharge  
 \_\_\_\_\_ Documentation  
 \_\_\_\_\_ Outside agency involvement  
 \_\_\_\_\_ Decision making  
 \_\_\_\_\_ Discrimination issues  
 \_\_\_\_\_ Appeal process  
 \_\_\_\_\_ Reasons: e.g., fee payment, policy compliance

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**Page No.**      **Policy Section** (Asterisked items are required by administrative rule)**Date policy revised:** \_\_\_\_\_

\_\_\_\_\_ \* **FEE PAYMENTS AND REFUNDS** 251.04(2)(h)1.  
 \_\_\_\_\_ Policy made available to parents  
 \_\_\_\_\_ When and how parents / other sources pay  
 \_\_\_\_\_ Late payment, late pick-up, NSF checks  
 \_\_\_\_\_ Absences (vacations, illness, etc.)  
 \_\_\_\_\_ Registration / material fees  
 \_\_\_\_\_ Refund circumstances and methods  
 \_\_\_\_\_ Additional fees for field trips, lunches, lessons  
 \_\_\_\_\_ Sliding fee scale, discounts, referral bonuses  
 \_\_\_\_\_ Fee determination methods (full/part time attendance, parent sign-in)  
 \_\_\_\_\_ Fee calculating methods (hourly, daily, sessions)

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**Page No.**      **Policy Section** (Asterisked items are required by administrative rule)**Date policy revised:** \_\_\_\_\_

\_\_\_\_\_ \* **CHILD EDUCATION** 251.04(2)(i)3.  
 \_\_\_\_\_ \* Religious training (include holiday celebration) 251.04(4)(d)  
 \_\_\_\_\_ Written plan for early AM and late afternoon care  
 \_\_\_\_\_ Outdoor play space and activities  
 \_\_\_\_\_ Developmentally appropriate programming for infants and toddlers  
 \_\_\_\_\_ Developmentally appropriate programming for preschool children  
 \_\_\_\_\_ Developmentally appropriate programming for school-age children  
 \_\_\_\_\_ Developmentally appropriate programming for children in night care  
 \_\_\_\_\_ Center schedule (meals, outdoor time, etc.)  
 \_\_\_\_\_ Communication with parents (daily, weekly, semester)  
 \_\_\_\_\_ Schedule coordination with home (infant / toddler, night care)  
 \_\_\_\_\_ Cultural diversity  
 \_\_\_\_\_ Water activities, safety, swimming, wading pools, supervision  
 \_\_\_\_\_ Transitions without line standing or large groups  
 \_\_\_\_\_ Walking field trips  
 \_\_\_\_\_ Type of curriculum (theme, Montessori, etc.)  
 \_\_\_\_\_ Curriculum plan time frame  
 \_\_\_\_\_ Staff responsibility for curriculum  
 \_\_\_\_\_ Center educational philosophy

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**Page No.** \_\_\_\_\_ **Policy Section** (Asterisked items are required by administrative rule) **Date policy revised:** \_\_\_\_\_

\* **CHILD GUIDANCE** 251.04(2)(i)5.

\* Appropriate ways to manage crying, fussing, or distraught children 251.04(2)(i)5.

\* Provision for positive guidance, redirection and the setting of clear-cut limits for the children and for developing self-control, self-esteem and respect for the rights of others 251.07(2)(b)

\* Time-out procedures (specific behaviors, time limits, age limits) and staff guidelines for use of time-out, if used 251.07(2)(c)

Specific guidance techniques for all children

Prohibited punishments; inform parents that certain punishments are prohibited even at parent request

Techniques for transitions so that children are not waiting in large groups or in long lines

Classroom arrangement, materials and programming which will contribute to providing clear guidelines and promoting positive behavior

Parental involvement in solving behavior

Techniques used to control unwanted behaviors, such as biting

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**Page No.** \_\_\_\_\_ **Policy Section** (Asterisked items are required by administrative rule) **Date policy revised:** \_\_\_\_\_

\* **CONTINGENCY PLANS** 251.04(2)(i)6. and 251.06(3)

\* Written plan for responding to a fire 251.04(2)(i)6.

\* Written plan for responding to a tornado 251.04(2)(i)6.

\* Written plan for responding to a missing child 251.04(2)(i)6.

\* Written plan for responding to other emergencies, e.g., severe weather, extreme heat or cold, threats to the building or it's occupants, flash flood, loss of building services, circumstance such as a medical emergency, illness or other situation requiring immediate attention that may be disruptive to a child or children in the care of the center, etc 251.04(2)(i)6.

Child and staff injury procedures both for a severe injury and a minor injury occurring both on the center premises and on field trips

Daily attendance and child location at all times; number and names of children to be known by child care worker

Emergency contact person – second adult available within 5 minutes

Procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified

First aid equipment storage in vehicle

Procedure for making required reports to the department

Emergency lighting for night care

Posting emergency numbers

Motor vehicle availability or emergency vehicle availability

Emergency supplies (flashlights, blankets, radio, extra batteries) and storage

Special evacuation considerations for children / staff with physical / mental disabilities

Safe location for children after emergency evacuations

Children's records taken in emergency situations

Custody issue disputes

Action when authorized pick-up person appears impaired by drugs or alcohol

Procedure to be followed if an unauthorized person arrives to pick up a child.

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**Page No.** \_\_\_\_\_ **Policy Section** (Asterisked items are required by administrative rule) **Date policy revised:** \_\_\_\_\_

\* **HEALTH CARE** 251.04(2)(i)2.

\* Sudden Infant Death Syndrome (SIDS) risk reduction for centers licensed to care for children under age 2 251.04(2)(i)2.

Ill child definition, care, isolation and removal

**Page No.** **HEALTH CARE** (continued)

\_\_\_\_\_ Communicable diseases exclusion and notification to public health, licensing and parents of exposed children  
 \_\_\_\_\_ Medical log responsibilities, entries, and review  
 \_\_\_\_\_ Medication administration and storage  
 \_\_\_\_\_ Medication authorizations  
 \_\_\_\_\_ Missed medicine dosage or other errors in distribution  
 \_\_\_\_\_ Parent notification and confidentiality  
 \_\_\_\_\_ Cleanliness  
 \_\_\_\_\_ Disposal of soiled diapers, wet / soiled clothing, bedding  
 \_\_\_\_\_ Sanitation of toys and equipment (how and when)  
 \_\_\_\_\_ Use of universal or standard precautions  
 \_\_\_\_\_ Handling body secretions  
 \_\_\_\_\_ Hand washing procedure for staff and children  
 \_\_\_\_\_ Glove usage and disposal  
 \_\_\_\_\_ First aid  
 \_\_\_\_\_ Minor injuries, handling and parent notification  
 \_\_\_\_\_ Serious injury and accident procedures  
 \_\_\_\_\_ Injury off site procedures  
 \_\_\_\_\_ Source of emergency medical care  
 \_\_\_\_\_ Procedure for sharing information on a child's special health needs with everyone responsible to care for the child  
 \_\_\_\_\_ Health related forms  
 \_\_\_\_\_ Immunizations, physical exams and health history requirements  
 \_\_\_\_\_ Child biting health procedures

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**Page No.** **Policy Section** (Asterisked items are required by administrative rule) **Date policy revised:** \_\_\_\_\_

\_\_\_\_\_ \* **MILDLY ILL CHILD CARE** 251.07(6)(d)5. Completed as part of the written health policy only if center has specifically requested to be licensed to provide care to mildly ill children and has met the additional requirements of 251.07(6)(d)

\_\_\_\_\_ \* Admissions and exclusions 251.07(6)(d)5.a.  
 \_\_\_\_\_ \* Staffing 251.07(6)(d)5.b.  
 \_\_\_\_\_ \* Staff training procedures 251.07(6)(d)5.c.  
 \_\_\_\_\_ \* Monitoring and evaluation 251.07(6)(d)5.d.  
 \_\_\_\_\_ \* Programming 251.07(6)(d)5.e.  
 \_\_\_\_\_ \* Infectious disease control 251.07(6)(d)5.f.  
 \_\_\_\_\_ \* Emergency procedures 251.07(6)(d)5.g.  
 \_\_\_\_\_ Supervision of children  
 \_\_\_\_\_ Room and requirements for operating  
 \_\_\_\_\_ Observation and isolation procedures  
 \_\_\_\_\_ Communicable disease, medication, health precautions, personal cleanliness, body waste disposal procedures  
 \_\_\_\_\_ Identify appropriate illnesses (acceptable temperature, no communicable disease)  
 \_\_\_\_\_ Health consultants and roles  
 \_\_\_\_\_ Sanitizing and disinfecting procedures  
 \_\_\_\_\_ Forms required  
 \_\_\_\_\_ Medication administration  
 \_\_\_\_\_ Parent communication procedures, reports  
 \_\_\_\_\_ Equipment and play materials

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Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised:
_____	* <b>NUTRITION</b> 251.04(2)(i)4.	_____
_____	Food service personnel orientation and training	
_____	Meal time routines	
_____	Child guidance and food	
_____	Mealtime socialization	
_____	Menu requirements, preparation and changes, age appropriate menu, USDA requirements	
_____	Early AM and late PM feeding	
_____	Infant / toddler feeding	
_____	School-age children and eating	
_____	Night care and food	
_____	Specialty menus (vegetarian, kosher)	
_____	Food allergies	
_____	Special diets	
_____	Menu posting	
_____	Kitchen cleanliness, dishwashing	
_____	Food storage	
_____	Food delivery	
_____	Special treats, holidays, etc.	
_____	Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids)	

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Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised:
_____	* <b>TRANSPORTATION</b> 251.04(2)(i)9. Completed by centers who offer center-provided transportation to children, including both regularly scheduled transportation to and from the center and transportation for field trips	_____
_____	* Procedure to ensure no child is left unattended in a vehicle 251.04(2)(i)9.	
_____	* Procedure to ensure that all children exit the vehicle after being transported to a destination. 251.08(5)(e)	
_____	* Procedures to be followed when a parent or designated authorized adult is not at home to receive the child. 251.08(6)(a)4.	
_____	* Procedure for notifying parents of the date, time and destination of any field trip which requires the use of a vehicle 251.04(4)(a)4.	
_____	* Tracking policy when transporting children (whereabouts at all times) 251.05(2)(a)9.	
_____	* Safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency 251.08(6)(b)	
_____	Emergency information to be carried in vehicle	
_____	Driver requirements	
_____	Volunteer drivers	
_____	Center provided transportation	
_____	Contracted transportation services	
_____	Use of staff vehicles	
_____	Required forms	
_____	Child safety restraints	
_____	Vehicle inspections	
_____	Annual driver record	

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Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised:
_____	* <b>ORIENTATION OF NEW STAFF AND VOLUNTEERS</b> 251.04(2)(i)8.	_____
_____	* Time frame for completion 251.05(2)(a)	
_____	* Review of the licensing rule 251.05(2)(a)1.	

**Page No. ORIENTATION OF NEW STAFF AND VOLUNTEERS (continued)**

- \* Review of center policies 251.05(2)(a)2.
  - \* Review of center contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.
  - \* First aid procedures 251.05(2)(a)4.
  - \* Job responsibilities in relation to the job description 251.05(2)(a)5.
  - \* Training in the recognition of childhood illnesses and infectious disease control including handwashing procedures and universal precautions for handling body fluids 251.05(2)(a)6.
  - \* Schedule of activities of center 251.05(2)(a)7.
  - \* Review of child abuse and neglect laws and center reporting procedures 251.05(2)(a)8.
  - \* The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation 251.05(2)(a)9.
  - \* Child management techniques 251.05(2)(a)10.
  - \* Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(2)(a)11.
  - \* Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) prior to employee's or volunteer's first day of work if the center is licensed to care for children under age 1 year 251.05(2)(a)12.
  - \* The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.
  - \* Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.
  - \* Training in techniques of evacuating sleeping children in an emergency if the center provides night care 251.10(4)(a)
- Confidentiality  
Emergency training including first aid, CPR, AED  
Procedure for tracking transported children

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| <b>Page No.</b> | <b>Policy Section</b> (Asterisked items are required by administrative rule) | <b>Date policy revised:</b> _____ |
|-----------------|--|-----------------------------------|
- \* **CONTINUING EDUCATION OF STAFF** 251.04(2)(i)7.
  - Documentation of continuing education
  - Staff meetings time frame and documentation
  - Requirements for continuing education for all staff
  - CPR and AED training for staff
  - Child Abuse and Neglect biennial training
  - Child Abuse and Neglect reporting process
  - Fire extinguishers and training
  - Reimbursement, work release time, compensatory time
  - Carryover of hours from year to year
  - Sources of continuing education
  - Study areas acceptable

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| <b>Page No.</b> | <b>Policy Section</b> (Asterisked items are required by administrative rule) | <b>Date policy revised:</b> _____ |
|-----------------|--|-----------------------------------|
- \* **PERSONNEL** 251.04(2)(h)2.
  - \* Job descriptions
  - \* Hours of work, lunch and break times
  - \* Holidays, vacations, sick leaves and leaves of absence
  - \* Probationary periods
  - \* Performance evaluations, grievance procedures and the disciplinary process

**Page No.**      **PERSONNEL** (continued)

- \_\_\_\_\_ \* Procedure requiring staff to notify the licensee, and the licensee to notify department, as soon as possible but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property; or has a professional license denied, revoked, restricted or otherwise limited
- \_\_\_\_\_ Caregiver background checks
- \_\_\_\_\_ Registry requirements
- \_\_\_\_\_ Shaken Baby Syndrome Prevention training
- \_\_\_\_\_ Staff file
- \_\_\_\_\_ Staff health report / physical
- \_\_\_\_\_ Required staff records
- \_\_\_\_\_ Staff termination related to "whistle blowing"
- \_\_\_\_\_ Employment procedures
- \_\_\_\_\_ Job opening notification
- \_\_\_\_\_ Contracts
- \_\_\_\_\_ Required forms and paperwork
- \_\_\_\_\_ Wage / salary scale, payroll information
- \_\_\_\_\_ Benefits: personal time, overtime pay, inclement weather closing, Unemployment Compensation, Worker's Compensation, insurance offered / coverage, SSI, other leaves, staff development reimbursement, employee child care arrangements
- \_\_\_\_\_ Work rules: alcohol / drug use policy, smoking, dress code, time off notification
- \_\_\_\_\_ Parent communication procedures
- \_\_\_\_\_ Reasons for termination
- \_\_\_\_\_ Parking
- \_\_\_\_\_ Meals with children
- \_\_\_\_\_ Other: Voluntary termination of employment, non-discrimination statement, discrimination, delegation of authority, grievance, sexual harassment, violence in workplace, OSHA standards

**SIGNATURE** – Licensing Specialist: \_\_\_\_\_

Review Date: \_\_\_\_\_

I attest that these policies meet licensing rules and accurately reflect my program as implemented.

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

\_\_\_\_\_  
Date Completed