

INITIAL LICENSING CHECKLIST – GROUP CHILD CARE CENTERS

Use of form: Use of this form is mandatory under DCF 251.11(2). **(1) Pre-Licensing TC** – This checklist is used by the Pre-Licensing Technical Consultant (Pre-Licensing TC) to detail the results of the pre-licensing technical assistance. **(2) Applicant** – This checklist is used by the applicant to indicate that the center is in compliance with all applicable requirements and to present the results of the pre-licensing technical assistance. The checklist constitutes one part of a complete application, and failure to submit it to the department may result in denial of your application. **(3) Licensing Specialist** – The Licensing Specialist uses this checklist during the initial licensing visit(s) to determine whether the applicant meets the minimum requirements to receive a probationary license.

Instructions: **(1) Pre-Licensing TC** – The Pre-Licensing Technical Consultant, in consultation with the applicant, answers all the Yes / No questions in the Rule Language column; identifies whether each item in the Pre-Licensing TC column has been Met, is Not Met, or is N/A; signs the checklist; and leaves a copy with the applicant at the end of the pre-licensing process. **(2) Applicant** – The applicant for an initial license identifies whether each item in the Applicant column has been Met or is N/A and signs the checklist not more than 30 days prior to submitting it along with the other application materials to the Department of Children and Families (DCF). **Note:** If the Licensing Specialist makes the initial licensing visit and the applicant is not in compliance with all applicable requirements of DCF 251, the application for a license may be denied because the applicant do not meet the requirements for a license. **(3) Licensing Specialist** – The DCF Licensing Specialist completes the Licensing Specialist column during the initial licensing visit(s) and signs the checklist at the conclusion of the initial licensing study. The checklist is retained in the facility file.

Facility Name		Facility Address (Street, City, State, Zip Code)						
Name of Facility Contact Person					Telephone Number of Facility Contact Person			
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.04	OPERATIONAL REQUIREMENTS	Met	Not Met	N/A		Met	Not Met	N/A
251.04(2)(a)	COMPLIANCE WITH LAWS The licensee understands that the entity must maintain compliance with all laws governing the facility and its operation.							
251.04(2)(c)	CURRENT, ACCURATE INFORMATION The licensee understands that all information provided to the department must be current and accurate.							
251.04(2)(g)	CERTIFICATE OF INSURANCE The licensee has obtained a certificate of insurance reflecting current dates of coverage for general liability and owned and non-owned vehicle liability when transportation is provided by the center and indicates whether cats or dogs are permitted in areas of the center accessible to children during hours of operation.							
251.04(2)(h), 251.11(2)(c)5.	POLICIES SUBMITTED & IMPLEMENTED Center policies have been developed and include all required items identified in the licensing rule and on the Group Child Care Policy Checklist. The policy checklist is completed and will be submitted to the licensing office with the policies.							
251.04(2)(j)	ACCURATE PUBLISHED MATERIALS The licensee understands that all published statements such as brochures and publicity releases must be accurate.							

COMMENTS

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251.04	OPERATIONAL REQUIREMENTS continued	Met	Not Met	N/A		Met	Not Met	N/A
251.04(2)(p)	DELEGATION OF ADMINISTRATIVE AUTHORITY – SUBMITTED, CURRENT The licensee has created and signed a delegation of administrative authority that outlines the organizational structure and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation. The delegation of administrative authority will be submitted with the application materials.							
251.04(3)	WRITTEN REPORT TO DEPARTMENT The licensee has reviewed 251.04(3) and is aware of reporting requirements to the department.							
251.04(3)(m)	REPORT - COMMUNICABLE DISEASE The licensee understands that any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled in the center or a person in contact with children at the center must be reported to the department and the local health department, within 24 hours after being notified of the diagnosis.							
251.04(4)(d)	Yes No Religious training is part of the center program. If yes, reference to the religious component is included in any publicity and in the education policy.							
251.04(4)(f)	COPY OF RULES AVAILABLE A copy of Chapter DCF 251 Licensing Rules for Group Child Care Centers is posted in an area of the center where parents will be likely to see it.							
251.04(6)(a)	CHILD RECORDS The licensee has reviewed 251.04(6)(a) and understands what materials need to be obtained and on file prior to a child's first day of attendance.							
251.04(6)(b)	CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee has a method of recording the current, accurate daily attendance of each child for the length of time the child is enrolled in the program. The actual time of arrival and departure for each child are recorded if hours of arrival and departure vary among children. Note: The department's form, Daily Attendance Record – Child Care Centers may be used to record attendance.							
251.04(7)	CONFIDENTIALITY The licensee has reviewed s. 48.78, Stats., and 251.04(7) and understands the confidentiality requirements.							
251.04(8)(a)	MANDATED REPORTING – CHILD ABUSE OR NEGLECT The licensee understands that the licensee, an employee, or volunteer who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.981(1), Stats., shall immediately contact the appropriate authorities.							

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251.04	OPERATIONAL REQUIREMENTS continued	Met	Not Met	N/A		Met	Not Met	N/A
251.05	STAFF							
251.05(2)(a)	STAFF FILE – MAINTENANCE & AVAILABILITY The licensee maintains a complete file on each employee or contracted employee which is available for examination by the licensing representative at the center and includes the items in DCF 251.05(2)(a)1. through 8.							
251.05(3)	Responsibilities and qualifications of staff. Staff qualifications shall be documented by diplomas, transcripts, or certificates of completion.							
251.05(3)(a)	STAFF - COMPETENCY Each child care worker, center administrator, center director, and volunteer counted in staff-to-child ratio shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.							
251.05(3)(b)	ABUSIVE HEAD TRAUMA PREVENTION TRAINING Each child care worker, center administrator, center director, volunteers counted in staff-to-child ratios, and substitutes who provide care and supervision to children under 5 years of age have received department-approved AHT prevention training before working with children.							
251.05(3)(c)	CARDIOPULMONARY RESUSCITATION All employees in regular contact with children have obtained a current certificate of completion for a department-approved course in infant and child CPR, including use of an automated external defibrillator (AED), or will obtain said certificate within three months of beginning to work with children in care.							
251.05(3)(cm)	CHILD ABUSE & NEGLECT – BIENNIAL TRAINING The licensee has a method for documenting that each provider and substitute has received training within one week after beginning to work at the center and at least every two years in all of the following: child abuse and neglect laws; how to identify children who have been abused or neglected; the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.							
251.05(3)(d)1.	ADMINISTRATOR – DESIGNATION, RESPONSIBILITIES The licensee has identified an administrator responsible for the center's management, including personnel, finance, physical plant, and day-to-day operations of the center.							
251.05(3)(d)2. and 3.	ADMINISTRATOR – QUALIFICATIONS The licensee has identified an administrator who is at least 21 years of age, has completed high school or its equivalent, and meets the requirements of 251.05(3)(d)3.							
251.05(3)(e)1. and 2.	CENTER DIRECTOR – DESIGNATION, RESPONSIBILITIES The licensee has identified a center director who is responsible for the supervision of the planning and implementation of the center's program for children, the supervision of staff at the center, staff meetings and orientation, and continuing education for the staff.							

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251.05	STAFF continued	Mt	Not Met	N/A		Met	Not Met	N/A
251.05(3)(e)3.	Yes No The center will be a single full day center licensed for 50 or fewer children. If yes, the center director is at least 21 years of age, has completed high school or its equivalent, and meets the training and experience requirements as described in 251.05(3)(e)3.c. and d.							
251.05(3)(e)4.	Yes No The center will be a single full day center licensed for 51 or more children. If yes, the center director is at least 21 years of age, has completed high school or its equivalent, and meets the training and experience requirements as described in 251.05(3)(e)4.c. and d.							
251.05(4)	Staff development							
251.05(4)(a)	STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT The licensee has developed a system for documenting completion of orientation for all new employees, substitutes, and regular volunteers. Note: The department’s form Staff Orientation Checklist – Group Child Care Centers may be used to document orientation.							
251.055	SUPERVISION AND GROUPING							
251.055(1)	Supervision							
251.055(1)(a)	SUPERVISION – TEACHER PER GROUP OF CHILDREN There are sufficient qualified child care teachers available to ensure that each group of children currently enrolled is under the supervision of a child care teacher.							
251.055(1)(f)	CHILD TRACKING PROCEDURE The licensee has developed and implemented a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times.							
251.055(1)(h)	PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION The licensee has developed and implemented a procedure to contact a parent if a child is absent from the center without prior notification from the parent.							
251.055(1)(j)	ALCOHOL OR CONTROLLED SUBSTANCE CONSUMPTION OR UNDER THE INFLUENCE The licensee understands that the licensee, employee, volunteer, or other individual in contact with children may not consume alcoholic beverages or any non-prescribed controlled substance specified in ch. 961, Stats., on the premises of the center or be under the influence of any alcohol or non-prescribed controlled substance, during the hours of operation.							
COMMENTS								

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251.06	STAFF continued	Met	Not Met	N/A		Met	Not Met	N/A
251.055(2)	Grouping of children							
251.055(2)(b)	STAFF-TO-CHILD RATIOS – MINIMUM There are sufficient child care staff to ensure that the staff-to-child ratios (for currently enrolled children) specified in Table 251.055 in the licensing rule book are met.							
251.055(2)(h)	STAFFING REQUIREMENTS – 8 OR FEWER CHILDREN IN CENTER There is a signed and dated statement from a second adult available within five minutes for emergencies, including an address and telephone number, certifying that the person is available and agrees to serve if needed, when eight or fewer children are present.							
251.06	PHYSICAL PLANT AND EQUIPMENT							
251.06(1)	Building							
251.06(1)(a)	COMMERCIAL BUILDING CODE – COMPLIANCE, INSPECTION REPORT There is a report of inspection of the building, which specifies that the building meets the applicable Wisconsin commercial building codes for use as a group child care center.							
251.06(1)(c)	SPACE DESIGNATED FOR CHILDREN Space designated for use by children is only used by children and staff and is not used for any other purposes while the center is open.							
251.06(1)(e)	INDOOR AIR CIRCULATION The center has fans, air-conditioning, or other means to circulate the air if the inside temperature exceeds 80° F.							
251.06(2)	Protective measures							
251.06(2)(a)	POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises are free of hazards including any recalled products.							
251.06(2)(b)	ELECTRICAL OR HOT SURFACE PROTECTION Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces such as pipes, are protected by screens or guards so that children cannot touch them.							
251.06(2)(c)	POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items are not kept on the premises.							
251.06(2)(d)	ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous articles are appropriately labeled and stored in areas inaccessible to children.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(2)(e)	MOTOR VEHICLE AVAILABILITY <input type="checkbox"/> A motor vehicle is immediately available at the center at all times in case of an emergency, or <input type="checkbox"/> a public or private rescue or emergency vehicle is available within ten minutes of a phone call.							
251.06(2)(f)	TELEPHONES & EMERGENCY PHONE NUMBERS The center has a working telephone or access to a working telephone on the premises during hours of operation. There is a list of emergency telephone numbers, including telephone numbers for the local fire department, police department, or other law enforcement agency, poison control center, and emergency medical service, in a location known to all providers.							
251.06(2)(g)	STAIRS, WALKS, RAMPS, PORCHES – SAFETY Stairs, walks, ramps and porches are maintained in a safe condition and are free from the accumulation of water, ice, or snow.							
251.06(2)(gm)	CONDITION OF PREMISES The premises is well drained, free from litter, clean, and in good repair. The premises is maintained to prevent the entrance or harborage of vermin.							
251.06(2)(h)	SMOKING PROHIBITED ON PREMISES The licensee understands that smoking is prohibited on the premises of the center or in a vehicle used to transport children when the children are in care.							
251.06(2)(i)	DETERIORATING PAINT There is no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.							
251.06(2)(im)	LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material has been used on indoor or outdoor furnishings and equipment.							
251.06(2)(j)	POWER TOOLS The licensee understands that children may not be allowed in an area where power tools are in use.							
251.06(2)(k) & (L)	Yes No There is a hot tub on the premises. If yes, answer items (2)(k) and (2)(L).							
	251.06(2)(k) COVERED OR FENCED The hot tub is located in a room or area accessible to children and <input type="checkbox"/> has a visible, locked rigid cover or <input type="checkbox"/> is enclosed by a locked fence at least four feet tall. The lock is inaccessible to children.							
	251.06(2)(L) VISIBLY LOCKED DOOR The hot tub is in a room or area that is not intended for use by children, and access to the room or area is controlled through the use of a visibly locked door. The lock is inaccessible to children.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued							
251.06(2)(m)	CLEANING AIDS – EQUIPMENT Cleaning aids such as mops and brooms are clean. Buckets used with mops are emptied and stored in areas inaccessible to children.							
251.06(2)(n)	GARBAGE CONTAINERS – CONSTRUCTION & DISPOSAL SCHEDULE Garbage containers in the building are rigid, covered, and watertight. Garbage and refuse stored out of doors is in leak-proof containers with tight fitting covers.							
251.06(2)(o)	WINDOWS & DOORS USED FOR VENTILATION Windows and doors used for ventilation have screens.							
251.06(2)(p)	RADON TESTING Each licensee shall test or have a test conducted for radon gas levels in the lowest level of the center that is used by children in care for at least 7 hours per week. The test shall be conducted for a minimum of 48 hours with the center's windows closed and the levels of radon gases shall not exceed 4 picocuries per liter of air. The licensee understand they must meet the requirements for radon testing set forth in 251.06(2)(p)							
251.06(2)(p)4.	RADON MITIGATION The license understands that if the levels of radon gases exceed 4 picocuries per liter of air in the lowest level of the center, the licensee shall notify the parents of children in care and have a radon mitigation system installed, retest for radon gas levels, and submit radon test results to the department within 12 months after the date of the initial test, as specified in 251.06(2)(p)4.							
251.06(2)(p)5.	RADON – CONTINUOUS TESTING The licensee understands they must test radon gas levels in the center every 5 years for a commercial building and every 2 years for a residential building.							
251.06(3)	Emergency plans and drills							
251.06(3)(a)	WRITTEN PLANS The center has a written plan taking appropriate action in the event of an emergency, including fire, tornado, or flood; extreme heat or cold; loss of building services, including heat, water, electricity, or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing children; vehicle accidents; or other circumstances requiring immediate attention. The plan shall include procedures for items listed in 251.06(3)(a)1. through 4.							
251.06(3)(b)1.	POST WRITTEN PLANS The fire evacuation route and tornado plans are posted.							
251.06(3)(b)3.	STAFF RESPONSIBILITIES The licensee has a plan to ensure that all staff members know what their duties are if there is an emergency.							

COMMENTS

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251.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(3)(b)3.	STAFF RESPONSIBILITIES The licensee has a plan to ensure that all staff members know what their duties are if there is an emergency.							
251.06(3)(b)4.	RECORD OF FIRE / TORNADO DRILLS The licensee has a method for recording the dates and times of all fire and tornado drills practiced. The departments form Safety and Emergency Response Documentation may be used to document completion.							
251.06(4)	Fire protection							
251.06(4)(a)	FIRE EXTINGUISHERS – OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises is operable and bears a label of inspection by a qualified person indicating its present condition and date of the last inspection.							
251.06(4)(b)	FIRE EXTINGUISHERS – STAFF USE The licensee has a plan to ensure staff members will be instructed in and knowledgeable about the use of the fire extinguishers.							
251.06(4)(c)	EXITS – NUMBER REQUIRED ON EACH LEVEL Each floor used by children has at least two exits.							
251.06(4)(d)	EXITS & PASSAGEWAYS – UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways have a minimum clear width of three feet and are unobstructed by furniture or other objects.							
251.06(4)(e)	EXTENSION CORD USE Extension cords are not used permanently with appliances.							
251.06(4)(f)	ELECTRICAL OUTLET LIMIT No more than two electrical appliances are plugged into any one wall outlet.							
251.06(4)(g)	BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room are closed.							
251.06(4)(h)	STORAGE AREAS UNDER STAIRS Areas under stairs are not used for storage.							
251.06(4)(i)	EXIT LIGHTS All exit lights are lit.							
251.06(4)(j)	FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE Fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems, are installed and operated in accordance with ch. SPS 316, are in good working order, and shall be repaired or replaced if any unit or part of a unit is found to be inoperative.							
251.06(4)(jm)	FIRE ALARMS & SMOKE DETECTORS – DRILLS AND TESTING The licensee has a method for recording the results of the monthly fire detection and prevention system tests. The department's form <i>Safety and Emergency Response Documentation—Group Child Care Centers</i> may be used to document the results.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(4)(k)	UNVENTED SPACE HEATERS There are no unvented gas, oil, or kerosene space heaters.							
251.06(6)	Water							
251.06(6)(a)	DRINKING WATER AVAILABILITY A safe supply of drinking water is available to children at all times from a drinking fountain of the angle jet type or by use of disposable or reusable cups or water bottles.							
251.06(6)(b)	Yes No The center gets its water from a private well. If yes, answer items (6)(b)1. through (6)(b)3. Notes:							
	251.06(6)(b)1. BACTERIA TEST The center has a current report of water test results for total coliform and Escherichia coli (E. coli) bacteria from a laboratory certified by the Department of Agriculture, Trade and Consumer Protection under ch. ATCP 77.							
	251.06(6)(b)2. NITRATE TEST The center has a current report of water test results for nitrate levels from a laboratory certified under ch. NR 149.							
	251.06(6)(b)3. LEAD TEST The center has a current report of water test results for lead levels from a laboratory certified under ch. NR 149.							
	251.06(6)(b)1.b., 2.b., and 3.b. Yes No The water test results indicate high levels of <input type="checkbox"/> bacteria, <input type="checkbox"/> nitrates, and/or <input type="checkbox"/> lead. If yes to any, the licensee understands that the water shall be appropriately treated and re-tested until it is determined to be safe, and that bottled water will be used until the water is determined to be safe.							
251.06(7)	Indoor space							
251.06(7)(a)	SQUARE FOOTAGE PER CHILD The space used by children contains no less than 35 square feet of usable floor space for each child, exclusive of items outlined in DCF 251.06(7)a.							
251.06(7)(b)	STORAGE There is additional storage space for cots, bedding, supplies and equipment not in use.							
251.06(9)	Kitchens							
251.06(9)(a)1.	Yes No Meals are prepared or heated on the premises. If yes, the kitchen is equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink is used exclusively for food preparation and dishwashing.							
251.06(9)(a)1 m.	Yes No The center prepares or serves only snacks. If yes, a sink is required only if <input type="checkbox"/> dishes or utensils requiring dishwashing are used; a microwave or stove is required only if the <input type="checkbox"/> snacks served require heating; and a refrigerator is required only if the center <input type="checkbox"/> serves milk or other perishable snacks.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(9)(a)2.	EQUIPMENT & UTENSILS – SAFE & SANITARY All equipment and utensils have smooth, hard surfaces, are easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas. Equipment and utensils are in a clean and sanitary condition.							
251.06(9)(a)3.	FOOD PREPARATION TABLES Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.							
251.06(9)(a)4.	UTENSIL STORAGE Utensils are stored in a clean, dry place and protected from contamination.							
251.06(9)(a)5.	SINGLE-SERVICE UTENSILS Single service utensils are nontoxic, stored in a clean, dry place, kept covered, and used only once.							
251.06(9)(b)3.	Yes No Dishes will be washed manually. If yes, dishes will be washed using the three step procedure outlined in 251.06(9)(b)3.a. through c. Water temperature at the kitchen faucet is between 110° and 125° F.							
251.06(9)(b)4.	Yes No Dishes will be washed using a commercial dishwasher. If yes, answer items (9)(b)4.a. through (9)(b)4.c.							
	251.06(9)(b)4. a. TEMPERATURE GAUGE There are readily visible temperature gauges located in the wash compartment of all mechanical dishwashers and in the rinse water line of spray type or immersion type mechanical dishwashers.							
	251.06(9)(b)4. b. TEMPERATURE, TIME, CLEANING AGENT Dishes will be washed at 130 degrees F. to 150 degrees F. for at least 20 seconds using an effective cleaning agent and rinsed and sanitized at 180 degrees Fahrenheit for 10 seconds or more using an automatic rinse injector.							
	251.06(9)(b)4. c. Yes No A spray-type dishwashing machine is used. If yes, the dishes and utensils shall be washed, rinsed and sanitized according to the manufacturer's operating instructions. A chemical sanitizer shall be used in the final rinse.							
251.06(9)(b)5.	Yes No Dishes will be washed using a home-type dishwasher. If yes, after completion of wash and rinse, dishes and utensils shall be sanitized by using a product that is registered with the U.S. Environmental Protection Agency as a sanitizer and the sanitizer is used in a manner consistent with the label instructions.							
251.06(9)(c)3 m.	FOOD PREPARATION LOCATION REQUIREMENTS Meals will be prepared <input type="checkbox"/> on the premises, <input type="checkbox"/> in a central kitchen operated by the licensee or <input type="checkbox"/> in another location that has been inspected by a state agency representative.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued							
251.06(9)(d)1. c.	FOOD STORAGE – COLD STORAGE THERMOMETERS Each cold storage facility is equipped with a clearly visible accurate thermometer.							
251.06(9)(d)2.	FOOD STORAGE – FOOD NOT REQUIRING REFRIGERATION Foods not requiring refrigeration are stored in clean, dry, ventilated and lighted storerooms or areas which are protected from contamination by sewage, wastewater backflow, condensation, leakage, or vermin.							
251.06(9)(d)2. a.	FOOD STORAGE – DRY FOOD Dry foods, such as flour, sugar, cereals and beans are stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight fitting covers and are labeled.							
251.06(9)(d)2. b.	FOOD STORAGE – DISTANCE ABOVE FLOOR Foods stored in a basement are stored at least eight inches above the floor. Food stored in other areas is stored high enough above the floor to provide for air circulation and to facilitate cleaning.							
251.06(9)(f)4.	Yes No Food will be transported. If yes, delivery vehicles are equipped with clean containers or cabinets to store food while in transit. Containers for cold food are capable of maintaining a temperature at or below 40° F. Containers for hot food are capable of maintaining a temperature at or above 140° F.							
251.06(10)	Washroom and toilet facilities							
251.06(10)(a)	TOILETS & WASH BASINS – NUMBERS There are at least the number of washbasins and toilets with plumbing indicated in Table 251.06 of the licensing rule book. Urinals may be substituted for up to 1/3 of the total required toilets.							
251.06(10)(b)	Yes No The center will be licensed for more than 70 children. If yes, one additional toilet is provided for each additional 15 children or fraction thereof and washbasins are provided in the ratio of one for every two additional toilets and urinals or fraction thereof.							
251.06(10)(c)	TOILETS & WASHBASINS – CHILDREN UNDER 30 MONTHS Children under age 30 months are not included in determining the required fixtures under par. (a). However, there is at least one toilet and one washbasin provided.							
251.06(10)(d)	POTTY CHAIRS – NUMBERS Potty chairs will be used for children under 30 months of age. Potty chairs are provided in a ratio of one for every four children, or fraction thereof.							
251.06(10)(dm)1.	TOILET ROOMS & FIXTURES – SANITATION Toilet rooms and fixtures are clean and sanitary.							

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251.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(10)(dm)2.	POTTY CHAIRS – DISINFECTED Potty chair receptacles are emptied and rinsed after use and the potty chair and receptacle is disinfected immediately.							
251.06(10)(e)	TOILETS & WASHBASINS – USE OF STEPS OR BLOCKS Steps or blocks are provided if the washbasins and toilets are not proportioned to the size of the children.							
251.06(10)(f)	BATHROOM SUPPLIES Soap, toilet paper, disposable paper towels, or blower-type air dryers and a wastepaper container are provided and accessible to children using the facilities.							
251.06(10)(g)	TOILET ROOM DOOR LOCKS Toilet room door locks are openable from the outside and the opening device is readily accessible to the staff.							
251.06(10)(h)	WATER TEMPERATURE The hot water temperature does not exceed 120 degrees Fahrenheit for sinks, showers, or bathtubs used by or accessible to children in care.							
251.06(11)	Outdoor play space							
251.06(11)(a)	Yes No Children will be in care for more than three hours per day or outdoor play is included in the program. If yes, the center has outdoor play space.							
251.06(11)(b)	Yes No The outdoor play space is on the premises of the center. If yes, answer items (11)(b)2. through 8.							
	251.06(11)(b)2. SPACE CALCULATION – CHILDREN AGE 2 & ABOVE There is at least 75 square feet of outdoor play space for each child two years of age or older who will be using the space at a given time.							
	251.06(11)(b)3. SPACE CALCULATION – CHILDREN UNDER AGE 2 There is at least 35 square feet of outdoor play space for each child under age 2 who will be using the space at a given time except as provided in subd. 4.							
	251.06(11)(b)4. MINIMUM TOTAL SPACE The total outdoor play space of a center accommodates not less than 1/3 of the number of children for which the center will be licensed or shall be a minimum of 750 square feet, whichever is greater. The number of children under one year of age need not be included for purposes of computing the minimum required outdoor play space if the center provides spaces in wheeled vehicles such as strollers and wagons equal to the number of children under one year of age.							

COMMENTS

Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.06	PHYSICAL PLANT AND EQUIPMENT continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.06(11)(b)5.	ENERGY-ABSORBING SURFACES An energy-absorbing surface, such as loose sand, pea gravel, or pine or bark mulch in a depth of at least nine inches is under climbing equipment, swings, and slides whenever the play equipment is 4 feet or more in height and in a fall zone of four feet beyond the equipment. Shredded rubber and poured surfacing shall be installed to manufacturer's specifications based on height of the equipment.							
	251.06(11)(b)6.	CCA TREATED LUMBER Structures such as playground equipment, railings, decks, and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an oil-based sealant or stain at least every 2 years.							
	251.06(11)(b)6 m.	CREOSOTE OR PCP TREATED WOOD Wood containing creosote or pentachlorophenol (PCP), including railroad ties, may not be accessible to children.							
	251.06(11)(b)7.	ENCLOSURE The boundaries of the outdoor play space are defined by a permanent enclosure not less than 4 feet high to protect the children. Fencing, plants, or landscaping may be used to create a permanent enclosure. The permanent enclosure may not have any open areas greater than 4 inches.							
	251.06(11)(b)8.	PROHIBITED SURFACES Concrete and asphalt are not present under climbing equipment, swings and slides.							
251.06(11)(bm)	OUTDOOR EQUIPMENT – SAFETY All indoor and outdoor equipment is safe and durable.								
251.06(11)(bm) 1.	OUTDOOR EQUIPMENT – INTENDED USE The outdoor equipment is used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care.								
251.06(11)(bm) 2.	OUTDOOR EQUIPMENT – SCALE Outdoor play equipment is scaled to the developmental level, size, and ability of the children.								
251.06(11)(bm) 3.	OUTDOOR EQUIPMENT – CONSTRUCTION, CONDITION Outdoor play equipment is of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.								
251.06(11)(bm) 4.	OUTDOOR EQUIPMENT – PLACEMENT Outdoor play equipment is placed to avoid danger of injury or collision and to permit freedom of action.								

COMMENTS

Facility Name				Telephone Number of Facility Contact Person					
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.06	PHYSICAL PLANT AND EQUIPMENT continued		Met	Not Met	N/A		Met	Not Met	N/A
251.06(11)(c)	Yes No The outdoor play space is not on the premises of the center. If yes, answer items (11)(c)1m. through 7.								
	251.06(11)(c)1 m.	EXEMPTION There is no outdoor play space available on the premises of the center and the licensee is requesting an exemption from the requirements under par. (b) for the center's outdoor play space.							
	251.06(11)(c)2.	PLAN The request for an exemption is in writing and is accompanied by a plan for outdoor play space which meets the requirements of 251.06(11)(c)2.a. through 251.06(11)(c)6.							
	251.06(11)(c)7.	APPROVAL The licensee understands that the center's plan for use of an off-premises outdoor play space is subject to approval by the department.							
251.06(12)	Swimming areas								
251.06(12)(a)1.	Yes No There is an <input type="checkbox"/> aboveground or <input type="checkbox"/> in-ground swimming pool on the premises. If yes, the licensee understands that the swimming pool may not be used by children in care.								
	251.06(12)(a)2.	POOL – ENCLOSURE The swimming pool is enclosed by a 4-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less.							
	251.06(12)(a)3.	POOL – GATE CLOSED AND LOCKED If the pool is accessed through a gate, the licensee understands the gate must be closed and visibly locked during the center's licensed hours.							
	251.06(12)(a)4.	POOL – DOOR CLOSED AND LOCKED If the pool is access through a door, the licensee understands the door must 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.							
	251.06(12)(a)5.	POOL – LOCKS Locks are located so that locks cannot be opened by children.							
	251.06(12)(a)6.	POOL – WALL & LADDER . The free-standing wall of an aboveground pool may not serve as an enclosure unless it is at least 4 feet in height and is not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.							
	251.06(12)(a)7.	POOL - AREA FREE OF EQUIPMENT The area around the pool enclosure is free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.07	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A		Met	Not Met	N/A
251.06(12)(am)	Yes No There is a beach on the premises If yes, the licensee understands that the beach may not be used by children in care and access to the beach is controlled so that children may not enter the area.							
251.06(12)(b)	Yes No There is a wading pool on the premises that will be used by children in care. If yes, the licensee is able to demonstrate that the pool can be easily dumped, appropriately cleaned, and disinfected daily							
251.06(12)(c)	Yes No A <input type="checkbox"/> wading pool, <input type="checkbox"/> pool, <input type="checkbox"/> water attraction, or <input type="checkbox"/> beach that is not located on the center premises will be used by children in care. If yes, the licensee has reviewed 251.06(12)(c) and is aware of the conditions and the staff-to-child ratios that must be met before a wading pool, pool, water attraction, or beach may be used by children in care.							
251.07	PROGRAM							
251.07(1)	Program planning and scheduling							
251.07(1)(a)	WRITTEN PROGRAM OF ACTIVITIES There is a written program of daily activities suitable for the developmental level of each child and each group of children.							
251.07(1)(b)	PROGRAM SCHEDULE The planned program schedule provides a flexible balance each day of active and quiet activities; individual and group activities; and indoor and (if the center is in operation more than 3 hours per day) outdoor activities.							
251.07(3)	Equipment and furnishings							
251.07(3)(a)	INDOOR EQUIPMENT – SAFETY All indoor equipment is safe.							
251.07(3)(a)1.	INDOOR EQUIPMENT – SCALE Indoor play equipment is scaled to the developmental level, size, and ability of the children.							
251.07(3)(a)2.	INDOOR EQUIPMENT – CONSTRUCTION, CONDITION Indoor play equipment is of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.							
251.07(3)(a)3.	INDOOR EQUIPMENT – PLACEMENT Indoor play equipment is placed to avoid danger of injury or collision and to permit freedom of action.							
251.07(3)(a)4.	INDOOR EQUIPMENT – ENERGY-ABSORBING SURFACES Indoor play equipment is placed over an energy-absorbing surface, when equipment is four feet or more in height.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.07	PROGRAM continued	Met	Not Met	N/A		Met	Not Met	N/A
251.07(3)(a)5.	INDOOR EQUIPMENT – INTENDED USE Indoor play equipment is used in accordance with all manufacturer’s instructions and any manufacturer’s recommendations that may affect the safety of children in care.							
251.07(3)(b)	EQUIPMENT – CRITERIA The center provides equipment and supplies according to the criteria set forth in 251.07(3)(b)1.a. through 251.07(3)(b)1.e.							
251.07(3)(b)2. and 251.07(3)(c)	EQUIPMENT – QUANTITY FOR INDOORS The center provides sufficient indoor play equipment to allow each child a choice of at least three activities involving equipment when all children are using equipment. The quantity of equipment is based on the maximum licensed capacity of the center.							
251.07(3)(b)3. and 251.07(3)(c)	EQUIPMENT – QUANTITY FOR OUTDOORS The center provides sufficient outdoor play equipment to allow each child at least one activity involving equipment when all children are using equipment. The quantity of equipment is based on the maximum licensed capacity of the center.							
251.07(3)(d)	EQUIPMENT & MATERIALS – CULTURAL & ETHNIC DIVERSITY The center has equipment and materials which reflect an awareness of cultural and ethnic diversity.							
251.07(3)(e)	SHELVES Shelves are provided for equipment and supplies in rooms used by children. Equipment and supplies are arranged in an orderly fashion so that children may select, use, and replace items.							
251.07(3)(f)	TRAMPOLINES & INFLATABLE BOUNCE SURFACES Trampolines and inflatable bounce surfaces on the premises shall not be accessible to children and shall not be used by children in care.							
251.07(3)(g)	TABLES & SEATING – HEIGHT & SIZE Tables and seating are scaled to the proper height and size for the children's comfort and reach.							
251.07(3)(h)	PERSONAL STORAGE SPACE There is sufficient storage space for clothing and personal belongings for each child in attendance. For children two years of age and older, the space for outer garment storage is at child level.							
251.07(3)(i)	CLEANLINESS OF EQUIPMENT, FURNISHINGS, SANITATION OF EATING SURFACES Furnishings, toys, and other equipment are clean.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.07	PROGRAM continued	Met	Not Met	N/A		Met	Not Met	N/A
251.07(4)	Rest periods							
251.07(4)(a)	NAPS OR REST PERIODS REQUIREMENT There will be children under five years of age in care for more than four hours a day. A nap or rest period will be provided.							
251.07(4)(c)	NAPS OR REST PERIODS – SLEEPING SURFACES – CHILDREN UNDER 1 There are sufficient safe, washable cribs or playpens that meet the applicable safety standards in 16 CFR Part 1219 or 1220 for each child under 1 year of age who naps or sleep. Cribs or playpens may be placed end-to-end if a solid partition separates the crib or playpen and there is an aisle not less than 2 feet in width between sleep surfaces							
251.07(4)(cm)	NAPS OR REST PERIODS - SLEEP SURFACE – CHILD 1 AND OLDER Each child 1 year of age and older who has a nap or rest period is provided with a safe, washable bed, cot, padded mat, sleeping bag, crib, or playpen.							
251.07(4)(d)	NAPS OR REST PERIODS – INDIVIDUAL BEDDING Each child one year of age and older not using a sleeping bag will be provided with an individually identified sheet and blanket that will be used only by that child until it is washed.							
251.07(4)(e)	NAPS OR REST PERIODS – BEDDING MAINTENANCE, STORAGE, CLEANLINESS There is storage so that bedding will be maintained and stored in a clean and sanitary manner. Cribs or playpens will be washed and disinfected between changes in occupancy.							
251.07(5)	Meals, snacks, and food service							
251.07(5)(a)3.	MEALS & SNACKS – INTERVALS Eating times are scheduled so that no child goes without nourishment for longer than three hours.							
251.07(5)(a)4.	MEALS & SNACKS – MINIMUM MEAL REQUIREMENTS Each meal and snack served meets the USDA child care food program minimum meal requirements for the amounts and types of food.							
251.07(5)(a)4 m.	MEALS & SNACKS - ADDITIONAL PORTIONS Additional portions of vegetables, fruits, bread, and milk will be available.							
251.07(5)(a)5 m.	MENUS – REPEATING A daily menu may not be repeated within a one-week time period.							
251.07(5)(a)5. b.	MENUS – PLAN Menus are planned one week in advance.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.07	PROGRAM continued	Met	Not Met	N/A		Met	Not Met	N/A
251.07(5)(a)8.	Yes No Food will be provided by parents. If yes, the center has a method for providing parents with information about requirements for food groups and quantities specified by the USDA child and adult care food program.							
251.07(5)(b)3.	Yes No Meals will not be served in a central lunchroom. If yes, there is seating equal to the licensed capacity of the center, excluding infants, so that the children can be served at the same time, and there is space at a table for each child.							
251.07(5)(b)4.	Yes No Meals will be served in a central lunchroom. If yes, seating and table space are at least equal to the number of children to be served in a shift.							
251.07(5)(b)5.	EATING SURFACES - CLEANED, SANITIZED Eating surfaces, including high chairs, are washed and sanitized before and after each use.							
251.07(6)	Health							
251.07(6)(b)	ISOLATION AREA The center has an isolation area for the care of children who appear to be ill. The area is <input type="checkbox"/> a separate room, OR <input type="checkbox"/> is separated from space used by other children by a partition, screen or other means to keep other children away from the ill child.							
251.07(6)(c)2.	ILL CHILD – SUPERVISION The isolation area is within sight and sound supervision of a staff member.							
251.07(6)(c)3.	ILL CHILD – EQUIPMENT & SUPERVISION The isolation area is provided with a <input type="checkbox"/> bed, <input type="checkbox"/> crib, <input type="checkbox"/> playpen, <input type="checkbox"/> cot, or <input type="checkbox"/> padded mat AND a <input type="checkbox"/> sheet and blanket or <input type="checkbox"/> sleeping bag.							
251.07(6)(d)	Yes No The center will be licensed to care for mildly ill children. If yes, the requirements of 251.07(6)(d)1. through 6. are met							
251.07(6)(dm) 1.	MEDICAL LOG There is a medical log book present that has stitched binding with pages that are lined and numbered.							
251.07(6)(e)1.	COMMUNICABLE DISEASE – EXCLUSIONS The licensee understands that children with a reportable communicable disease may not be admitted to or be permitted to remain in the center during the period when the disease is communicable.							
251.07(6)(f)	Yes No The center will give prescription or non-prescription medication to children in care. If yes, the licensee has read 251.07(6)(f) and understands the requirements regarding authorizations, packaging, administration, documentation, and storage.							
251.07(6)(g)1.	WIPING BODILY SECRETIONS There are disposable tissues available for wiping bodily secretions, such as runny noses, eye drainage, and coughed-up matter, as well as plastic lined containers used for disposal of used tissues.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.07	PROGRAM continued	Met	Not Met	N/A		Met	Not Met	N/A
251.07(6)(g)4. 251.07(6)(i)4.	PROPERLY CLOTHED CHILDREN The center has an available supply of clean clothing, appropriate to the ages of the children and the season, to assure children are clothed for body warmth and comfort.							
251.07(6)(j)5.	SUPPLY OF BANDAGES, TAPE & BAND-AIDS There is a supply of bandages, tape, and Band-Aids.							
251.07(7)	Pets and animals							
251.07(7)	Yes No There are pets on the premises of the child care. If yes, answer items (7)(a) through (7)(i).							
	251.07(7)(a)	HEALTH & IMMUNIZATION Pets on the premises are maintained in good health and appropriately immunized against rabies. Rabies vaccinations are documented with a current certificate from a veterinarian.						
	251.07(7)(b)	RISK TO CHILDREN Pets that pose any risk to children are restricted from the indoor and outdoor areas used by children.						
	251.07(7)(c)	NOTIFICATION The licensee has ensured that parents are aware of the presence of animals in the center. If pets are allowed to roam in areas of the center occupied by children, written acknowledgement from the parents is obtained. The licensee understands that if additional animals are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.						
	251.07(7)(d)	PROHIBITED ANIMALS Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals are not accessible to children.						
	251.07(7)(f)	FOOD AREA RESTRICTIONS Pets In classrooms shall be confined in cages while food is being prepared or served in the classroom. Pets cages and litter boxes are prohibited in kitchens, lunch rooms and food storage areas. Pet and animal feeding dishes, excluding water dishes, and litter boxes are not in areas accessible to children.						
	251.07(7)(g)	EXCREMENT Indoor and outdoor areas accessible to children are free of animal excrement.						
	251.07(7)(h)	Yes No Dogs and cats are allowed in areas of the center accessible to children. If yes, the certificate of insurance required under DCF 251.04(2)(g) indicates the number and types of pets covered by the insurance.						

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Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.07	PROGRAM continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.07(7)(i)	COMPLIANCE WITH LOCAL ORDINANCES The licensee will ensure that all applicable local ordinances regarding the number, types and health status of pets and animals are met.							
251.07(8)	Miscellaneous activities								
251.07(8)	Yes No The center will include in its program <input type="checkbox"/> watercraft, <input type="checkbox"/> riflery, <input type="checkbox"/> archery, <input type="checkbox"/> horseback riding, or <input type="checkbox"/> adventure-based activities. If yes, the center is in compliance with the applicable requirements under s. DCF 252.44(8), (9), (11), and (13).								
251.08	TRANSPORTATION								
251.08	Yes No The center will provide transportation to children in care whether to and from the center or for field trips. If yes, answer the items in 250.08								
	251.08(2)	PERMISSION AND EMERGENCY INFORMATION The licensee understands that the items in 251.08(8)(2)(a) through (d) shall be maintained for each child.							
	251.08(3)	REQUIRED INFORMATION FOR EACH TRIP The licensee understands that the items in 251.08(8)(3)(a) through (c) is required to be carried in the vehicle for each child transported.							
	251.08(4)(b)	The licensee provides the driver with a training before the driver first transports children and annually thereafter. The training shall include the items in DCF 251.08(4)(b)1. through 11.							
	251.08(5)(a)	VEHICLE REQUIREMENTS – REGISTRATION / INTERIOR CONDITION Vehicles used to transport children are registered in Wisconsin or the appropriate authority in another state. Vehicles are clean, uncluttered, and free of obstructions on the floors, aisles, and seats, and are in safe operating condition.							
	251.08(5)(b)	VEHICLE INSPECTION REPORT The licensee understands that at 12-month intervals the licensee shall provide the department with evidence of a vehicle's safe operating condition on a form provided by the department.							
	251.08(5)(c)	VEHICLE ALARM INSPECTION The licensee understands that at least once per year, the department shall inspect each vehicle that is required to have a child safety alarm under sub. (8)(a) to determine whether the child safety alarm is in good working order.							

COMMENTS

Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.08	TRANSPORTATION continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.08(6)(a)	CAR SAFETY SEAT The center has enough car safety seats and booster seats to provide for each child who will be transported.							
	251.08(6)(d)	VEHICLE – FRONT SEAT USE Children under age 13 who are in care may not ride in the front seat of a vehicle.							
	251.08(7)(a)	CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child from the time the child is placed in a vehicle until the children reaches his or her destination and is released to a person responsible for the child. A parent of a school age child may authorize a child to enter a building unescorted.							
	251.08(7)(b)	VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.							
	251.08(7)(c)	VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver when there are more than 3 children who are either under 2 years of age or have a disability which limits their ability to respond in an emergency.							
	251.08(7)(d)	PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The center shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.							
	251.08(7)(e)	TRANSPORTATION – LENGTH OF TIME The licensee understands that no child may be in a vehicle for transport to or from a center, a field trip, or other center activity for more than 60 minutes for a one-way trip.							
	251.08(8)(a)	All vehicles that have a seating capacity of 6 or more passengers plus the driver that are owned or leased by the licensee or contractor of the licensee and will be used to transport children in care are equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting.							
	251.08(8)(b)	The licensee understands that no person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.							
	251.08(8)(c)	The licensee understands that the child safety alarm shall be in good working order each time the vehicle is used for transporting children.							

COMMENTS

Facility Name		Telephone Number of Facility Contact Person						
Rule Number	Rule Language	Pre-Licensing TC				Licensing Specialist		
251.09	ADDITIONAL REQUIREMENTS FOR INFANT & TODDLER CARE	Met	Not Met	N/A		Met	Not Met	N/A
251.09	Yes No The center will provide care to children under age 2. If yes, answer the items in 251.09.							
	251.09(1)(am)	INTAKE INFORMATION Prior to admission, with the licensee shall obtain written information from a child's parent or guardian to individualize the program of care for the child. The department's form <i>Intake for Child Under 2 Years – Child Care Centers</i> may be used to obtain the written information.						
	251.09(1)(d)	ASSIGNMENT TO ROOM & CAREGIVER There are self-contained rooms or areas and regularly assigned child care workers for infants and toddlers.						
	251.09(1)(f)	Yes No Infants and toddlers will be cared for on levels other than first floors and ground floors having direct grade-level exits. If yes, the building is in compliance with all applicable building codes that permit children to be cared for on other levels, and the building inspection report submitted to the licensing office indicates where care may be provided for children under 30 months of age.						
	251.09(1)(g)	SAFETY GATES Safety gates are provided at open stairways.						
	251.09(1)(h)	CRIB SPACE REQUIREMENT The space occupied by cribs is deducted in determining the 35 square feet space requirement under DCF 251.06(7)(a) for each child.						
	251.09(1)(i)	NUMBER OF CRIBS & PLAYPENS The licensee understands that the number of children under one year of age admitted at any one time may not exceed the number of cribs and playpens.						
	251.09(1)(j)	CRIB MATTRESSES & COVERINGS Cribs and playpens contain tight-fitting mattresses and mattress coverings fit snugly over the mattress.						
	251.09(1)(L)	MATERIALS IN CRIBS For children under 1 year of age, cribs or playpens do not contain soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets or other items may be hung on the sides of the crib or playpen.						
	251.09(1)(m)	AUDIO MONITORING DEVICE For children under 1 year of age, an audio monitoring device is available for when they are placed to sleep.						

COMMENTS

Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.09	ADDITIONAL REQUIREMENTS FOR INFANT & TODDLER CARE continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.09(2)(bm)	SLEEP POSITION The licensee understands that each child under one year of age will be placed to sleep on his or her back unless otherwise specified in writing from the child's physician.							
	251.09(2)(g)	CREEPING / CRAWLING CHILDREN There are safe, clean, open, warm and uncluttered areas in infant areas where non-walking children can be given opportunities to move freely.							
	251.09(2)(h)	SAFE TOYS & OBJECTS There is a wide variety of safe toys and objects for infants and toddlers to play with.							
	251.09(2)(j)	EQUIPMENT FOR GOING ON WALKS When infants and toddlers are taken outdoors for a walk, equipment, such as strollers or wagons, shall be provided.							
	251.09(2)(k)	ADULT-SIZE CHAIRS An adult size rocking chair or other adult size chair is provided for each child care worker.							
	251.09(3)(a)11.	CARE DURING FEEDING Infant seats are provided for children too young to sit in a high chair during feeding. Wide based high chairs, hook on chairs or infant seats with safety straps are provided for children who are not developmentally able to sit at tables and chairs.							
	251.09(3)(a)12.	SELF FEEDING Eating utensils and cups are scaled to the size and developmental level of the children.							
	251.09(3)(b)	HEATING FORMULA, MILK, & FOOD Procedures for heating infant formula, milk, and food are posted and the child care worker follows the posted procedures.							
	251.09(4)(a)3.	DIAPER CHANGING SURFACE DISINFECTION The diaper changing surface is easily cleanable. There is soap and water and a disinfectant solution available to clean and disinfect the diapering surface.							
	251.09(4)(a)4.	Yes No The diapering surface is above floor level. If “Yes”, there is a barrier or restraint to prevent falling.							
	251.09(4)(a)5.	SOILED DIAPERS DISPOSAL There is a plastic lined, hands-free, covered container available for disposable soiled diapers and gloves.							
	251.09(4)(a)6.	SOILED PARENT-SUPPLIED CLOTH DIAPERS PLACEMENT There is a supply of plastic bags available to place parent-supplied soiled cloth diapers.							

COMMENTS

Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.09	ADDITIONAL REQUIREMENTS FOR INFANT & TODDLER CARE continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.09(4)(a)7.	Yes No The center supplies cloth diapers. If "Yes", there is a plastic-lined, covered container for washing by a commercial diaper service.							
	251.09(4)(b)	SINKS IN SELF-CONTAINED AREA Each self-contained classroom or area serving infants or toddlers who are diapered has a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area.							
	251.09(4)(c)	DIAPERING & FOOD PREPARATION There is a solid barrier between the diapering area and any food preparation area.							
251.094	STAFF IN SCHOOL-AGE PROGRAMS								
251.094	Yes No The center provides care <input type="checkbox"/> only to school-age children OR <input type="checkbox"/> to school-age children in groups that are separate from children under age five. If yes, answer the items in 251.094.								
	251.094(2)	SCHOOL-AGE ADMINISTRATOR The school-age administrator is at least 21 years of age, has completed high school or its equivalent and meets the preservice requirements in 251.094(2)(d).							
	251.094(2m).	CENTER DIRECTOR The school-age center director is at least 21 years of age, has completed high school or its equivalent, and meets the preservice requirements in 251.094(2m)(c).							
251.095	ADDITIONAL REQUIREMENTS, MODIFICATIONS, AND EXCEPTIONS FOR SCHOOL-AGE PROGRAMS								
251.095	Yes No The center provides care <input type="checkbox"/> only to school-age children OR <input type="checkbox"/> to school-age children in groups that are separate from children under age five. If yes, answer the items in 251.095.								
	251.095(2m)(f)	Yes No School-age children age 7 and older will be allowed to move between groups. If yes, the licensee has developed a tracking method which will ensure that child care workers know the whereabouts of each child assigned to the worker's care.							
251.10	NIGHT CARE								
251.10	Yes No The center provides care to children between the hours of 10:00 p.m. and 5:00 a.m. If yes, answer the items in 251.10.								
	251.10(2)(a)	Yes No The center will offer night care to more than 20 children at any one time. If yes, the building is equipped with emergency lighting supplied by a stand-by power source.							

COMMENTS

Facility Name			Telephone Number of Facility Contact Person						
Rule Number	Rule Language		Pre-Licensing TC				Licensing Specialist		
251.10	NIGHT CARE continued		Met	Not Met	N/A		Met	Not Met	N/A
	251.10(2)(e)	SLEEPING GARMENTS & TOOTHBRUSHES The <input type="checkbox"/> parent or <input type="checkbox"/> the center will provide each child with an individually labeled sleeping garment and a toothbrush.							
	251.10(3)(b)	AWAKE CHILD There is a self-contained room away from sleeping children where an awake child can engage in activities.							
	251.10(3)(c)	SCHEDULE OF ACTIVITIES An evening and morning schedule of program activities is planned for the hours that children are awake.							
	251.10(4)(a)	EVACUATING SLEEPING CHILDREN The center's orientation program includes training in techniques of evacuating sleeping children in an emergency.							
	251.10(4)(b)	EMERGENCY LIGHTING There is emergency lighting, such as an operable flashlight, for each self-contained room used by children.							
	251.10(6)(c)	SLEEPING SURFACES & BEDDING Enough beds, cribs, or cots with sheets and blankets or sleeping bags, individual to each child, are available.							
	251.10(6)(d)	EXTRA SLEEPING GARMENTS & BEDDING The center has a supply of extra sleeping garments and bedding for emergencies and accidents.							
	251.10(6)(e)	CRIBS Cribs are provided for children under two years of age.							
OTHER ITEMS									
	The applicant has a supply of all forms that are required by the licensing rules to be used or has access to the forms online and the ability to print them off as needed.								
	The applicant has a supply of the brochure entitled "Your Guide to Regulated Child Care" which is a summary of the licensing rules and must be shared with parents or has access to the publication online and the ability to print them off as needed.								
251.12(2)	The applicant understands that the department may visit and inspect the center at any time during licensed hours. The department licensing representative shall have unrestricted access to the premises identified in the license, including access to children in care, staff and child records, and any other materials or other individuals with information on the center's compliance with this chapter.								
COMMENTS									

Facility Name

Telephone Number of Facility Contact Person

SIGNATURES

I have reviewed all the above applicable rules with the applicant. I have indicated those rules that were met at the time of my visit. If a rule was not met at the time of my visit, I have indicated that on the above checklist. I have left a copy of this checklist with the applicant.

Date of visit (mm/dd/yyyy): _____

SIGNATURE – Pre-Licensing Technical Consultant

Date Signed

Yes No Supplemental notes attached.

Note: The applicant should review and complete the Applicant column of this checklist not more than 30 days prior to submitting the application for a license. If more than 30 days have elapsed between the date the applicant completed and signed the checklist and the date it is received in the licensing office, the checklist may be returned, and the application process delayed.

I certify that all the above items have been met. I understand that if the DCF Licensing Specialist conducts an initial licensing study and finds that any item is not in compliance with the licensing rules at the time of the visit, my application for a license may be denied.

SIGNATURE – Applicant

Date Signed

Dates of initial licensing study by DCF Licensing Specialist:

(mm/dd/yyyy)

(mm/dd/yyyy)

(mm/dd/yyyy)

Name – Licensing Specialist (Print)

SIGNATURE – Licensing Specialist

Date Signed

License: ☐ **Issued** Date issued: _____

☐ **Denied** Date denied: _____

See attached letter of denial.

THE APPLICANT MUST SUBMIT THE FOLLOWING ITEMS ALONG WITH THIS COMPLETED CHECKLIST TO DCF AS PART OF A COMPLETE APPLICATION FOR A LICENSE. The department will not issue a license until the background checks are complete, all fees have been received, and a licensing specialist has verified compliance with all items on this checklist. Allow 60 days for this process to be completed.

- ☐ Initial application fee of \$45.68.
- ☐ Completed *Initial License Application – Group Child Care Centers* including all requested attachments (e.g., Articles of Incorporation / Organization, Operating Agreement, list of board members, etc.).
- ☐ Completed *Background Check Request* form for the legally responsible individual(s), any household residents age 10 and older, and any caregiver or non-caregiver employees.
- ☐ Description of the organizational structure of the center that designates, in chain of command form, the persons on the premises in charge of the center for all hours of operation.
- ☐ Building inspection report by a qualified building inspector evidencing compliance with the applicable building codes.
- ☐ Diagram of the floor plan of the total interior space indicating all spaces that will be used by the center and including their dimensions, exits, and room usage.
- ☐ Diagram of the total outdoor space indicating dimensions, enclosures, location of all buildings, and bodies of water.
- ☐ Request for an exemption to use off-premises play space and the plan for using that space, if the center has no available on-premises play space.
- ☐ Inspection report for the off-premises kitchen, if meals are served that are not prepared on the premises of the child care center.
- ☐ Results of current water tests for bacteria, nitrates, and lead, if the center uses a private well.
- ☐ Results of the radon test conducted, conducted within the previous 6 months.
- ☐ Certificate of general liability insurance. Note: If cats or dogs are allowed in areas accessible to children, the certificate shall indicate the number and types of pets covered.
- ☐ Proof of rabies vaccinations if cats, dogs, or ferrets are located on the premises.
- ☐ Completed *Vehicle Safety Inspection* and certificate of general liability insurance for each vehicle owned by or leased by the applicant or an employee used to transport children.
- ☐ 4-K collaboration / partnership agreement if applicable.
- ☐ Written policies and procedures along with a completed *Policy Checklist – Group Child Care Centers* form. Include the written plans for the provision of care to mildly ill children and for evacuating sleeping children in an emergency, if applicable to your program.