

## Initial Licensing Checklist – Group Child Care Centers

**Use of form:** Use of this form is mandatory under DCF 251.11(2). **(1) SFTA TC** – This checklist is used by the Supporting Families Together Technical Consultant (SFTA 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) SFTA TC** – The Supporting Families Together Association Child Care Technical Consultant, in consultation with the applicant, answers all the Yes / No questions in the Rule Language column; identifies whether each item in the SFTA 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 you are not in compliance with all applicable requirements of DCF 251, your application for a license may be denied because you 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.

Name – Facility	Address – Facility (Street, City, State, Zip Code)
Name – Facility Contact Person	Telephone Number – Facility Contact Person

Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
<b>251.04</b>	<b>OPERATIONAL REQUIREMENTS</b>								
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.								
251.04(2)(h), 251.04(2)(i), 251.11(2)(c)5.	POLICIES SUBMITTED FOR REVIEW & 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.								
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(4)(d)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Religious training is part of the center program.</b> If yes, reference to the religious component is included in any publicity and in the education policy.								

**COMMENTS**

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<b>251.04</b>	<b>OPERATIONAL REQUIREMENTS (continued)</b>								
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(5)(a)	STAFF FILE – MAINTENANCE & AVAILABILITY The licensee maintains a complete file on each employee which is available for examination by the licensing representative at the center, per DCF 251.04(5)(a)1. through 8.								
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, <i>Daily Attendance Record — Child Care Centers</i> may be used to record attendance.								
251.04(6)(c)	MEDICAL LOG – MAINTENANCE There is a medical log book present that has pages that are lined and numbered in ink and a stitched binding.								
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 & NEGLECT The licensee knows how to identify suspected child abuse and neglect and to whom it should be reported.								
251.04(8)(b)3.	CHILD ABUSE & NEGLECT TRAINING – REPORTING PROCEDURE There is a procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.								
<b>251.05</b>	<b>STAFFING</b>								
<b>251.05(1)</b>	<b>Responsibilities and qualifications of staff.</b> Staff qualifications shall be documented by diplomas, transcripts, or certificates of completion.								
251.05(1)(b)	SHAKEN BABY SYNDROME PREVENTION TRAINING Each child care worker including volunteers counted in staff-to-child ratios who provide care and supervision to children under age 5 years have received department-approved SBS prevention training before working with children.								
251.05(1)(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.								
251.05(1)(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(1)(d)3.								
251.05(1)(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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<b>251.05</b>	<b>STAFFING (continued)</b>								
251.05(1)(e)3. and 4.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be a single full day center licensed for 50 or fewer children.</b> If yes, answer items (1)(e)3.a. and (1)(e)4.								
	251.05(1)(e)3.a. EMPLOYMENT SCHEDULE The center is a single full day center, licensed for 50 or fewer children. The center director is employed at least ten hours a week for the exclusive purpose of carrying out center director responsibilities.								
	251.05(1)(e)4. QUALIFICATIONS The center will be licensed to serve 50 or fewer children. 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(1)(e)4. c. and d.								
251.05(1)(e)3. and 5.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be a single full day center licensed for 51 or more children.</b> If yes, answer items (1)(e)3.b. and (1)(e)5.								
	251.05(1)(e)3.b. EMPLOYMENT SCHEDULE The center is a single full day center, licensed for 51 or more children. The center director is employed at least 20 hours a week for the exclusive purpose of carrying out center director responsibilities.								
	251.05(1)(e)5. QUALIFICATIONS The center will be licensed to serve 51 or more children. 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(1)(e)5. c. and d.								
<b>251.05(2)</b>	<b>Staff development</b>								
251.05(2)(a)	STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT The licensee has developed a system for documenting completion of orientation for all new employees, substitutes and regularly scheduled volunteers. Note: The department’s form <i>Staff Orientation Checklist – Group Child Care Centers</i> may be used to document orientation.								
<b>251.05(3)</b>	<b>Supervision</b>								
251.05(3)(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.								
251.05(3)(f)	CHILD TRACKING PROCEDURE The licensee has developed and implemented a procedure to ensure that the number and names of children in care are known to assigned child care workers at all times.								
251.05(3)(h)	PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION The licensee has developed a procedure to contact a parent if a child is absent from the center without prior notification from the parent.								
<b>251.05(4)</b>	<b>Staffing and grouping</b>								
251.05(4)(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 251.05-D in the licensing rule book are met.								
251.05(4)(c)	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 address and telephone number, certifying that the person is available and agrees to serve if needed, when eight or fewer children are present.								

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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT</b>								
<b>251.06(1)</b>	<b>Building</b>								
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 or air-conditioning to circulate the air if the inside temperature exceeds 80° F.								
<b>251.06(2)</b>	<b>Protective measures</b>								
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 and other articles hazardous or poisonous to children are in properly marked containers and stored in areas inaccessible to children.								
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 posted near each telephone, which includes telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service.								
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)(h)	SMOKING PROHIBITED ON PREMISES The licensee understands that smoking is prohibited on the premises of the center when the children are present.								
251.06(2)(i)	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.								

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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
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)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is a hot tub on the premises.</b> 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.								
<b>251.06(3)</b>	<b>Emergencies</b>								
251.06(3)	WRITTEN PLANS The center has a written plan for responding to a fire, a tornado, a tornado warning, a missing child, or other emergency.								
251.06(3)(a)	POST & PRACTICE WRITTEN PLANS The fire evacuation and tornado plans are posted.								
251.06(3)(b)	STAFF RESPONSIBILITIES The licensee has a plan to ensure that all staff members know what their duties are if there is a fire, tornado, tornado warning, missing child, or other emergency.								
251.06(3)(c)	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 <i>Safety and Emergency Response Documentation</i> may be used to document completion.								
<b>251.06(4)</b>	<b>Fire protection</b>								
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.								

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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
251.06(4)(j)	FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire alarms, alarm systems and smoke detectors are in good working order. The licensee has a method for recording the results of the monthly evacuation drills and weekly alarm/detector tests. The department's form <i>Safety and Emergency Response Documentation—Group Child Care Centers</i> may be used to document the results.								
251.06(4)(k)	UNVENTED SPACE HEATERS There are no unvented gas, oil, or kerosene space heaters.								
<b>251.06(5)</b>	<b>Sanitation</b>								
251.06(5)(a)	CONDITION OF PREMISES The premises is free from litter, clean and in good repair.								
251.06(5)(b)1.	DETERIORATING PAINT There is no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.								
251.06(5)(b)2.	LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material has been used.								
251.06(5)(c)	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(5)(d)	CLEANLINESS OF EQUIPMENT, FURNISHINGS, SANITATION OF EATING SURFACES Furnishings, toys, cots and other equipment are clean.								
251.06(5)(e)1.	TOILET ROOMS & FIXTURES – SANITATION Toilet rooms and fixtures are clean and sanitary.								
251.06(5)(f)	WINDOWS & DOORS USED FOR VENTILATION Windows and doors used for ventilation have screens.								
251.06(5)(g)	PEST CONTROL The premises is maintained to prevent the entrance or harborage of vermin.								
<b>251.06(6)</b>	<b>Water</b>								
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 cups.								
251.06(6)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center gets its water from a private well.</b> If yes, answer items (6)(b)1. through (6)(b)3. Note:								
	251.06(6)(b)1.	ANNUAL LEAD & BACTERIA TEST The center has a current report of water test results for lead and bacteria from a laboratory certified under ch. ATCP 77.							
	251.06(6)(b)2.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will serve children under six months of age.</b> If yes, the center has a current report of water test results for nitrate levels from a laboratory certified under ch. ATCP 77.							
	251.06(6)(b)3.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The water test results indicate high levels of</b> <input type="checkbox"/> <b>lead or</b> <input type="checkbox"/> <b>bacteria.</b> If yes, 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.							

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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>									
	251.06(6)(b)3. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The water test results indicate high levels of nitrates.</b> If yes, the licensee understands that bottled water shall be used for infants under 6 months old.									
	251.06(6)(b)3. Note: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The private well is a non-transient, non-community water system.</b> If yes, the private well is in compliance with Chapter NR 809 Safe Drinking Water Act Standards.  Note: A “non-transient, non-community water system” is a private well that serves at least 25 of the same people over 6 months of the year. If the requested licensed capacity of the center plus the number of staff that will be required to be onsite to meet staff-to-child ratios equals 25 or more, the licensee should contact the nearest DNR office for information.									
<b>251.06(7)</b>	<b>Indoor space</b>									
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.									
<b>251.06(8)</b>	<b>Furnishings</b>									
251.06(8)(a)	FURNISHINGS – SAFE & DURABLE Furnishings are durable and safe, with no sharp, rough, loose, or pointed edges.									
251.06(8)(b)	TABLES & SEATING – HEIGHT & SIZE Tables and seating are scaled to the proper height and size for the children's comfort and reach.									
251.06(8)(c)1.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Meals will not be served in a central lunchroom.</b> 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.									
251.06(8)(c)2.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Meals will be served in a central lunchroom.</b> If yes, seating and table space are at least equal to the number of children to be served in a shift.									
251.06(8)(d)	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.									
251.06(8)(e)	PERSONAL STORAGE SPACE There is sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings of as many children as are in the licensed capacity of the center. For children two years of age and older, the space for outer garment storage is at child level.									
251.06(8)(f)	SAFE SLEEP SURFACE – CHILD 12 MONTHS OR OLDER A safe, washable cot, bed, two inch thick mat, or sleeping bag is provided for each child 12 months old or older who naps or sleeps.									
251.06(8)(g)	SAFE SLEEP SURFACE – CHILD UNDER 12 MONTHS OF AGE A safe, washable crib or playpen is provided for use of each child less than 12 months old who naps or sleeps. Note: All cribs must meet the Consumer Products Safety Commission federal safety standards. Documentation can consist of a certificate of compliance from the manufacturer or a label attached to the crib indicating that the date of manufacture was June 28, 2011, or later.									

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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
<b>251.06(9)</b>	<b>Kitchens</b>								
251.06(9)(a)1.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Meals are prepared or heated on the premises.</b> 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)1m.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center prepares or serves only snacks.</b> 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.								
251.06(9)(a)2.	<b>EQUIPMENT &amp; UTENSILS – SAFE &amp; SANITARY</b> 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.	<b>FOOD PREPARATION TABLES</b> Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.								
251.06(9)(a)4.	<b>UTENSIL STORAGE</b> Utensils are stored in a clean, dry place and protected from contamination.								
251.06(9)(a)5.	<b>SINGLE-SERVICE UTENSILS</b> Single service utensils are nontoxic, stored in a clean, dry place, kept covered, and used only once.								
251.06(9)(b)3.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Dishes will be washed manually.</b> 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.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Dishes will be washed using a commercial dishwasher.</b> If yes, answer items (9)(b)4.a. through (9)(b)4.c.								
	251.06(9)(b)4.a. <b>TEMPERATURE GAUGE</b> 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. <b>TEMPERATURE, TIME, CLEANING AGENT</b> 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. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>A spray-type dishwashing machine is used.</b> 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.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Dishes will be washed using a home-type dishwasher.</b> If yes, after completion of wash and rinse, dishes and utensils shall be sanitized by submerging for at least 2 minutes in 1 ½ tsp. of bleach per gallon of water or other solution approved by the department.								
251.06(9)(c)3m.	<b>FOOD PREPARATION LOCATION REQUIREMENTS</b> 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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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
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)(e)1.	CLEANING AIDS – POISONOUS & TOXIC MATERIALS Poisonous and toxic materials, including cleaning supplies, bleach and insecticide, are labeled, stored in cabinets used for no other purpose and are inaccessible to children.								
251.06(9)(e)2.	CLEANING AIDS – EQUIPMENT Cleaning aids such as mops, brooms and buckets are clean and are stored outside of food preparation or food storage areas.								
251.06(9)(f)4.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Food will be transported.</b> 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 150° F.								
<b>251.06(10)</b>	<b>Washroom and toilet facilities</b>								
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)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed for more than 70 children.</b> 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)(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.								

**COMMENTS**

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Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
<b>251.06(11)</b>	<b>Outdoor play space</b>								
251.06(11)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Children will be in care for more than three hours per day or outdoor play is included in the program.</b> If yes, the center has outdoor play space.								
251.06(11)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The outdoor play space is on the premises of the center.</b> 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.								
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 and in a fall zone of four feet beyond whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to manufacturer's specifications based on height of the equipment.								
251.06(11)(b)6.	POTENTIAL SOURCE OF HARM The outdoor play space is well drained and free of hazards such as uncovered wells, cisterns and unused appliances. Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an oil based sealant or stain. Wood containing creosote, 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.								
251.06(11)(b)8.	PROHIBITED SURFACES Concrete and asphalt are not present under climbing equipment, swings and slides.								

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Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
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<b>251.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT (continued)</b>								
251.06(11)(c)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The outdoor play space is not on the premises of the center.</b> If yes, answer items (11)(c)1m. through 7.								
	251.06(11)(c)1m. 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.								
<b>251.06(12)</b>	<b>Swimming areas</b>								
251.06(12)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is an <input type="checkbox"/> above-ground or <input type="checkbox"/> in-ground swimming pool or <input type="checkbox"/> beach on the premises.</b> If yes, the licensee understands that the swimming pool or beach may not be used by children in care. The swimming pool is enclosed by a six foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence are four inches or less. Access to the beach is restricted by a 6-foot fence								
251.06(12)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is a wading pool on the premises that will be used by children in care.</b> If yes, the licensee is able to demonstrate that the pool can be easily dumped, appropriately cleaned and disinfected daily								
251.06(12)(c)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>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.</b> 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.								
<b>251.07</b>	<b>PROGRAM</b>								
<b>251.07(1)</b>	<b>Program planning and scheduling</b>								
251.07(1)(a)	WRITTEN PROGRAM OF ACTIVITIES There is a written program of activities suitable for the developmental level of each child and each group of children.								
(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.								
<b>251.07(3)</b>	<b>Equipment</b>								
251.07(3)(a)	INDOOR & OUTDOOR EQUIPMENT – SAFETY All indoor and outdoor equipment is safe.								
251.07(3)(a)1.	INDOOR & OUTDOOR EQUIPMENT – SCALE Indoor and outdoor play equipment is scaled to the developmental level, size and ability of the children.								

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<b>251.07</b>	<b>PROGRAM (continued)</b>								
251.07(3)(a)2.	INDOOR & OUTDOOR EQUIPMENT – CONSTRUCTION, CONDITION Indoor and 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.								
251.07(3)(a)3.	INDOOR & OUTDOOR EQUIPMENT – PLACEMENT Indoor and outdoor play equipment is placed to avoid danger of injury or collision and to permit freedom of action.								
251.07(3)(a)4.	INDOOR & OUTDOOR EQUIPMENT – ENERGY-ABSORBING SURFACES Indoor and outdoor play equipment is placed over an energy-absorbing surface, when equipment is four feet or more in height.								
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)(f)	TRAMPOLINES & INFLATABLE BOUNCE SURFACES Trampolines and inflatable bounce surfaces on the premises shall not be accessible to children and shall not be used by children in care.								
<b>251.07(4)</b>	<b>Rest periods</b>								
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, PLACEMENT There are sufficient beds, cots, sleeping bags, two inch thick mats, cribs, or playpens for each child who naps or rests.								
251.07(4)(d)	NAPS OR REST PERIODS – INDIVIDUAL BEDDING Each child will be provided with an individually identified sheet and blanket or sleeping bag which will be used only by that child.								
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.								
<b>251.07(5)</b>	<b>Meals and snacks</b>								
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.								

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<b>251.07</b>	<b>PROGRAM (continued)</b>								
251.07(5)(a)5.b	MENUS – PLAN Menus are planned one week in advance.								
251.07(5)(a)8.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Food will be provided by parents.</b> If yes, the center has a method for providing parents with information about requirements for food groups and quantities specified by the USDA child care food program.								
<b>251.07(6)</b>	<b>Health</b>								
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, <b>OR</b> <input type="checkbox"/> is separated from space used by other children by a partition, screen or other means.								
251.07(6)(c)2.	ILL CHILD – EQUIPMENT & SUPERVISION The isolation area is provided with a <input type="checkbox"/> bed, <input type="checkbox"/> crib or <input type="checkbox"/> cot <b>AND</b> a <input type="checkbox"/> sheet and blanket or <input type="checkbox"/> sleeping bag. The isolation area is within sight and sound of a staff member. Note: For sessions of up to 4 hours a kindergarten mat may be provided for the isolation room.								
251.07(6)(d)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed to care for mildly ill children.</b> If yes, the requirements of 251.07(6)(d)1. through 6. are met								
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)(e)2.	COMMUNICABLE DISEASE – REPORTING The licensee understands that when it is determined that a person in contact with children or a child in care has a reportable communicable disease under DHS 145, the local public health officer, the department and the parents of exposed children shall be notified.								
251.07(6)(f)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will give prescription or non-prescription medication to children in care.</b> 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 noses, as well as plastic lined containers used for disposal of used tissues.								
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.								
<b>251.07(7)</b>	<b>Pets and animals</b>								
251.07(7)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There are pets on the premises of the child care.</b> 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.								

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<b>251.07</b>	<b>PROGRAM (continued)</b>								
	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) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Dogs and cats are allowed in areas of the center accessible to children.</b> If yes, the certificate of insurance required under DCF 251.04(2)(g) indicates the number and types of pets covered by the insurance.								
	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.								
<b>251.07(8)</b>	<b>Miscellaneous activities</b>								
251.07(8)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center will include in its program <input type="checkbox"/> watercraft, <input type="checkbox"/> riflery, <input type="checkbox"/> archery or horseback riding.</b> If yes, the center is in compliance with the applicable requirements under s. DCF 252.44(8), (9) and (10).								
<b>251.08</b>	<b>TRANSPORTATION</b>								
251.08	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center will provide transportation to children in care whether to and from the center or for field trips.</b> If yes, answer the items in 250.08								
	251.08(2)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The licensee understands that the center is responsible for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.								
	251.08(2)(b) EMERGENCY INFORMATION IN VEHICLE The licensee understands what emergency information is required to be carried in the vehicle for each child transported.								
	251.08(2)(c) SMOKING IN VEHICLE The licensee understands that smoking is prohibited in the vehicle while children are being transported.								

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<b>251.08</b>	<b>TRANSPORTATION (continued)</b>									
	251.08(2)(d)	REPORTING VEHICLE ACCIDENTS The licensee understands that the administrator shall submit a copy of any accident report to the department within 5 days after the occurrence of an accident involving a vehicle transporting children.								
	251.08(4)(a)	VEHICLE REQUIREMENTS – REGISTRATION / INTERIOR CONDITION / ENCLOSED Vehicles used to transport children are registered in Wisconsin. Vehicles are clean, uncluttered and free of obstructions on the floors, aisles and seats, and are enclosed.								
	251.08(4)(b)	CAR SAFETY SEAT The center has enough car safety seats and booster seats to provide for each child who will be transported.								
	251.08(4)(c)	VEHICLE – PASSENGER DOORS Passenger doors shall be locked at all times when a vehicle transporting children is moving.								
	251.08(4)(d)	VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat of a vehicle.								
	251.08(5)(a)	VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.								
	251.08(5)(b)	VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver 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, or when there are more than 10 children under 5 years of age in the vehicle.								
	251.08(5)(c)	RELEASING A CHILD AFTER TRANSPORTATION After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.								
	251.08(5)(d)	VEHICLE CAPACITY A seat in the vehicle shall be provided for each child. In a vehicle not required to have seat belts, the manufacturer shall determine the capacity of the vehicle.								
	251.08(5)(e)	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(6)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will provide regularly scheduled transportation.</b> If yes, the licensee understands that the following information shall be maintained in writing at the center and in each vehicle. A list of children transported; The transportation route and scheduled stops; The name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence; Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.  Note: "Regularly scheduled transportation" is transportation scheduled at fixed intervals (e.g., transportation from school to the center or from the center to school on a fixed schedule).								

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Rule Number	Rule Language		SFTA TC			Applicant		Licensing Specialist		
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<b>251.08</b>	<b>TRANSPORTATION (continued)</b>									
	251.08(6)(b)	PROCEDURE FOR CHILDREN WITH DISABILITIES The center has written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.								
	251.08(6)(c)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Transportation services will be contracted or chartered.</b> If yes, 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 is on file at the center.								
	251.08(7)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Children will be transported in center-provided vehicles.</b> If yes, answer items (7)(a) and (7)(b).  Note: "Center-provided vehicle" means a vehicle owned or leased by the center or a vehicle owned by the licensee or an employee that is used to transport children, but does not include a vehicle owned and driven by a parent or volunteer.								
	251.08(7)(a)	Center-provided vehicles have been inspected. Evidence of each vehicle's safe operating condition has been documented on the department form, <i>Vehicle Safety Inspection</i> , and submitted as part of the complete license application.								
	251.08(7)(b)	Center-provided vehicles are equipped with a first aid kit.								
	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.								
<b>251.09</b>	<b>ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE</b>									
251.09	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will provide care to children under age 2.</b> If yes, answer the items in 251.09.									
	251.09(1)(am)	INTAKE INFORMATION Prior to admission, an interview shall be conducted with a child's parent or guardian to obtain written information which will aid child care workers in individualizing the program of care for the child. 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.								

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<b>251.09</b>	<b>ADDITIONAL REQUIREMENTS FOR INFANT &amp; TODDLER CARE (continued)</b>								
251.09(1)(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Infants and toddlers will be cared for on levels other than first floors and ground floors having direct grade-level exits.</b> 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 that children under two years of age may be cared for on other levels of the center.								
251.09(1)(g)	<b>SAFETY GATES</b> Safety gates are provided at open stairways.								
251.09(1)(h)	<b>CRIB SPACE REQUIREMENT</b> 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)	<b>NUMBER OF CRIBS &amp; PLAYPENS</b> 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)	<b>CRIB MATTRESSES &amp; COVERINGS</b> Cribs and playpens contain tight fitting mattresses and mattress coverings fit snugly over the mattress.								
251.09(1)(L)	<b>MATERIALS IN CRIBS</b> Cribs or playpens do not contain soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.								
251.09(2)(bm)	<b>SLEEP POSITION</b> 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)	<b>CREEPING / CRAWLING CHILDREN</b> 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)	<b>SAFE TOYS &amp; OBJECTS</b> There is a wide variety of safe toys and objects for infants and toddlers to play with.								
251.09(2)(j)	<b>EQUIPMENT FOR GOING ON WALKS</b> There is equipment provided to take infants and toddlers out-of-doors for a walk.								
251.09(2)(k)	<b>ADULT-SIZE CHAIRS</b> An adult size rocking chair or other adult size chair is provided for each child care worker for the purpose of holding and rocking children.								
251.09(3)(a)11.	<b>CARE DURING FEEDING</b> 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.	<b>SELF FEEDING</b> Eating utensils and cups are scaled to the size and developmental level of the children.								
251.09(3)(b)	<b>HEATING FORMULA, MILK &amp; FOOD IN MICROWAVE</b> If the center will use a microwave for heating infant formula, milk and food, procedures for heating formula, milk and food in the microwave are posted near the microwave oven.								

COMMENTS

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
<b>251.09</b>	<b>ADDITIONAL REQUIREMENTS FOR INFANT &amp; TODDLER CARE (continued)</b>								
	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. <input type="checkbox"/> Yes <input type="checkbox"/> No <b>The diapering surface is above floor level.</b> 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.								
	251.09(4)(a)7. <input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center supplies cloth diapers.</b> 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.								
<b>251.095</b>	<b>EXCEPTIONS AND ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE</b>								
251.095	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center provides care</b> <input type="checkbox"/> <b>only to school-age children OR</b> <input type="checkbox"/> <b>to school-age children in groups that are separate from children under age five.</b> If yes, answer the items in 251.095.								
	251.095(4)(a)5. <input type="checkbox"/> Yes <input type="checkbox"/> No <b>School-age children age 8 and older will be allowed to move between groups.</b> 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.								
	251.095(4)(b)1. ADMINISTRATOR The administrator meets requirements in s. DCF 251.05(1)(d)2. and 3., or the requirements in s. DCF 251.05(1)(d)2., along with department approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department approved training.								
	251.095(4)(b)2. CENTER DIRECTOR, CHILD CARE TEACHER The center director and child care teachers meet the requirements of s. DCF 251.05(1)(e) or (f), as appropriate, or substitute for those requirements, department approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department approved training.								
	251.095(4)(c) PLANNED PROGRAM The center has a planned program which provides a change from the routine of school through provision of rest and quiet areas; recreational activities, including outdoor and active play; and freedom for children to select and plan their own activities.								

**COMMENTS**

Name – Facility	Telephone Number – Facility Contact Person
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Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
<b>251.10</b>	<b>NIGHT CARE</b>									
251.10	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center provides care to children between the hours of 9:00 p.m. and 5:00 a.m.</b> If yes, answer the items in 251.10.									
	251.10(2)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> 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.								
	251.10(2)(e)	<b>SLEEPING GARMENTS &amp; TOOTHBRUSHES</b> 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)	<b>AWAKE CHILD</b> There is a self-contained room away from sleeping children where an awake child can engage in activities.								
	251.10(3)(c)	<b>SCHEDULE OF ACTIVITIES</b> An evening and morning schedule of program activities is planned for the hours that children are awake.								
	251.10(4)(a)	<b>EVACUATING SLEEPING CHILDREN</b> The center's orientation program includes training in techniques of evacuating sleeping children in an emergency.								
	251.10(4)(b)	<b>EMERGENCY LIGHTING</b> There is emergency lighting, such as an operable flashlight, for each self-contained room used by children.								
	251.10(6)(c)	<b>SLEEPING SURFACES &amp; BEDDING</b> Enough beds, cribs, or cots with sheets and blankets or sleeping bags, individual to each child, are available.								
	251.10(6)(d)	<b>EXTRA SLEEPING GARMENTS &amp; BEDDING</b> The center has a supply of extra sleeping garments and bedding for emergencies and accidents.								
	251.10(6)(e)	<b>CRIBS</b> Cribs are provided for children under two years of age.								
<b>OTHER ITEMS</b>										
	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)(a)	The applicant understands that the department may visit and inspect the center at any time during licensed hours of operation and that the department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff and child records and any other materials or other individuals having information on the center's compliance with this chapter.									
251.12(2)(b)	The applicant understands that at least once per year, the department shall inspect each vehicle that is required to have a child safety alarm under s. DCF 251.08(8)(a) to determine whether the child safety alarm is in good working order.									
<b>COMMENTS</b>										

Name – Facility

Telephone Number – 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** – SFTA 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.
- Caregiver Background Check fees (cost dependent on fingerprint requirements for participation in the Wisconsin Shares Child Care Subsidy Program). Check with SFTA TC.
- Completed *Initial License Application – Group Child Care Centers* including all requested attachments.
- Completed IRS form W-9 *Request for Taxpayer Identification Number and Certification*.
- Completed *Background Information Disclosure* form for the legally responsible individual(s) and any household residents age 12 and older.
- 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.
- Report from the local municipality indicating the beach complies with any local ordinance if the center uses a beach on the premises.
- 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 and lead if the center uses a private well. Results must include nitrate levels if care will be provided to children under 6 months old.
- 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.