Policy Checklist – Family Child Care Centers

Use of form: DCF 250.04(2)(g), 250.04(2)(e) and (f), 250.05(3)(g) and 250.06(3) require the licensee to develop, submit to the department for compliance review, implement and/or provide to the parents written plans, policies and procedures for the following categories. Asterisked (*) items are required to be included in your policies. The other items listed are not required to be in your policies, but are strongly recommended. Use of this form is mandatory under DCF 250.11(3)(c)5., 250.11(4)(a)4. and 250.11(5)(b)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.

Instructions: Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point and the effective date of each section. Policies shall be dated and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility

Facility ID

Name – Center representative

Telephone Number

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

SIGNATURE – Center Representative

Date Completed

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**Page No.**  GENERAL INFORMATION

Policy effective date: ______________

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Non-discrimination statement.

Number of children the program is licensed to serve.

Ages of children served.

Hours, days and months center is open – include holidays that center is closed.

Holidays: paid or unpaid.

Items posted for parents: license certificate, results of latest monitoring visit, any enforcement action issued by the department and any stipulations, conditions, exceptions or exemptions. 250.04(2)(i)

Procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. 250.05(3)(L)

Licensee will give parents a summary of licensing rules: “Your Guide to Regulated Child Care,” is available from the Child Care Information Center. 250.04(4)(b)

Parents may visit at any time unless restricted by court order. 250.04(4)(a)

Daily attendance record. 250.04(6)(b)

A child may not be released to any person who has not been previously authorized to receive the child. 250.05(3)(k)

Alternate arrival / release.

Parents / guardians under the influence of alcohol or drugs.

Communication with parents.

Confidentiality of information. 250.04(7)(b)

* Insurance coverage on the premises. 250.04(2)(g)

* Insurance coverage on the business operations. 250.04(2)(g)

Parents, upon request, have access to all records and reports maintained on his or her child unless restricted by court order. 250.04(7)(b)2.

Mandated reporter of child abuse and neglect. 250.04(8)(a)

Concealed weapons restrictions, if applicable.

Items provided by parents / provider.

SIGNATURE – Licensing Specialist: ______________  Review Date: ______________

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**Page No.**  ENROLLMENT AND DISCHARGE OF CHILDREN 250.04(2)(e)1.

Policy effective date: ______________

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Trial period.

Enrollment procedure (meet with provider to discuss child’s specific needs).

Forms to be completed and timeline for submission.

Enrollment options: full-time, part-time, hourly, drop-in.

Discharge procedure: reasons for discharge by provider, amount of notice from provider, fees charged.

Withdraw procedure: process for parent to remove child from care, amount of notice required from parent, fees charged.

SIGNATURE – Licensing Specialist: ______________  Review Date: ______________
### Fee Payments and Refunds

**250.04(2)(e)2.**

**Policy effective date:** ________________

- When fees are due.
- Third-party payments and co-payments.
- Enrollment or registration fee, if any.
- Fees when children are absent.
- Late fee for late pick-up, if any.
- Late fee for late payment, if any.
- Rate sheet (full-time, part-time, drop-in, any differences by age group).

**SIGNATURE** – Licensing Specialist: ________________

**Review Date:** ________________

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### Child and Provider Absences

**250.04(2)(e)3.**

**Policy effective date:** ________________

- Procedure to contact a parent or guardian if a child is absent from the center without prior notification.
- Vacation: yours and theirs (indicate when notice is to be given and amount of fee payment required).
- Sick days, other absences: yours and theirs (indicate when and if fees are to be paid).
- Emergency back-up provider (unplanned absence).
- Substitute provider (pre-planned absence).

**SIGNATURE** – Licensing Specialist: ________________

**Review Date:** ________________

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### Orientation Plan

**250.04(2)(f)**

**Policy effective date:** ________________

- Procedure for ensuring each employee, volunteer or substitute receives an orientation before beginning work. The orientation shall contain:
  - Names and ages of all the children in care.
  - Current arrival and departure information for each child including the names of people authorized to pick up the child.
  - Review of children’s records including emergency contact information.
  - Specific information relating to child’s special health care needs including medications, disabilities or special health conditions.
  - Procedures to reduce the risk of sudden infant death syndrome.
  - Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers.
  - Review of center’s procedures for dealing with emergencies.
  - Procedure for reporting suspected abuse and neglect of a child.
  - Plan for evacuating sleeping children if night care is provided.
  - Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
  - Review of center policies required under 250.04(2)(e).
  - Review of chapter DCF 250 Family Child Care Centers.
  - Review of DHS 12.07(1) regarding caregiver reporting requirements.

**SIGNATURE** – Licensing Specialist: ________________

**Review Date:** ________________

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### Orientation Plan – Emergency Back-up Providers

**250.04(2)(f)**

**Policy effective date:** ________________

- Procedure for ensuring that each time an emergency back-up provider is used the provider receives an orientation immediately before being left alone with children. The orientation shall contain:
  - Names and ages of all the children in care.
  - Arrival / departure information for each child and authorized pick up people.
  - Location of children’s files including emergency contact information, consent for emergency medical treatment, special health care needs.
  - Procedures to reduce the risk of sudden infant death syndrome.

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<td>Providing care for mildly ill children, if applicable. 250.07(6)(d)3.</td>
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<td>Approved, signed plan for the provision of care to mildly ill children, if applicable. 250.07(6)(d)4.</td>
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<td>Procedures for giving medications.</td>
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<td>Smoking is not permitted on the premises when children are present.</td>
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<td>SIDS risk reduction, if licensed to care for children under one year of age.</td>
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<td></td>
<td>Center meals and snacks must meet USDA guidelines. If parents provide food, inform parents of USDA guidelines.</td>
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<td>Schedule of meals and snacks (no child may go longer than three hours without food).</td>
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<td>Food allergies.</td>
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<td>Special diets: medical condition or personal choice.</td>
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<td>Record of meals and snacks available for review.</td>
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<td>Participation in Child and Adult Care Food Program.</td>
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<td>Snack for school-aged children if applicable.</td>
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<td>Formula / breast milk / baby food, if applicable.</td>
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<td>Religious instruction or practices, if any. 250.04(2)(e)9.</td>
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<td>Planned activities appropriate to age / development of all children.</td>
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<td>Daily outdoor play.</td>
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<td>Whether swimming is a part of the center’s programming.</td>
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<td>Rest period will be provided for children under five in care for 4 or more hours.</td>
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<td>Parent / provider will launder sleeping bag / mat after every 5 uses or sooner if necessary.</td>
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<td>Use of televisions / videos / DVDs.</td>
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<td>Field trips. Emergency information 250.08(2).</td>
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<td>Night care programming.</td>
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<td>Positive guidance techniques.</td>
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<td>Time-out procedures if applicable (not used for children under age 3; no more than 5 minute duration). 250.07(2)(b)</td>
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<td>Prohibited punishments.</td>
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TRANSPORTATION 250.04(2)(e)8.  
Statement regarding whether or not center provides transportation for any purpose.  
Use of public transportation, if any.  
Field trips. Notification to parents of date, time and destination 250.04(4)(c)4.  
Procedure to ensure that no child is left unattended in a vehicle.  
Procedure to track children and ensure their whereabouts are documented from the time child is picked up until the child is relinquished to a caregiver.  
Procedure to ensure all children exit the vehicle after being transported including alarm information if applicable.  
Vehicle Insurance coverage. 250.04(2)(g)  
Annual review of driving record and vehicle inspection.  
Procedure for inspecting vehicle for safety and for ensuring that any required vehicle safety alarm is in operating condition.  
Procedure for ensuring the child is released to a responsible adult.  
Procedure for tracking children during an emergency.  
Behavior management techniques for use with children being transported.  
Procedure on the use of a cellular phone or other wireless communication device by the driver.  
Procedure for sharing information with the driver on any special needs that a child being transported may have and the plan for how those needs are to be met.

SIGNATURE – Licensing Specialist: ___________________________  Review Date: ______________________

PETS 250.04(2)(e)10.  
Number, type and location of pets.  
Pet’s accessibility to children.  
Supervision when animals are accessible to children.  
Insurance on the business operation if dogs and / or cats are accessible to the children. 250.04(2)(g)  
Vaccination of pets.  
Notifying parents in writing prior to the addition of new pets to the center.

SIGNATURE – Licensing Specialist: ___________________________  Review Date: ______________________

EMERGENCY 250.06(3)  
Emergency preparedness drills.  
Plan for taking appropriate action in the event of a lost or missing child. 250.06(3)  
Plan for taking appropriate action in the event of a tornado / tornado warning. 250.06(3)  
Plan for taking appropriate action in the event of a fire. 250.06(3)  
Plan for taking appropriate action in the event of other emergencies (e.g. severe weather, loss of building services, threats to building or its occupants). 250.06(3)  
Evacuation of sleeping children during night care (9:00 p.m. to 5:00 a.m.) if applicable. 250.10(4)(a)

SIGNATURE – Licensing Specialist: ___________________________  Review Date: ______________________

PERSONNEL, if applicable 250.095(2)(c)2.  
Implement and maintain a written personnel policy that contains:  
Hours of work, lunch and break times.  
Holidays, vacations, sick leaves, leaves of absence.  
Probationary periods, performance evaluations, grievance procedures and the disciplinary process.  
Procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible, but no later than the next business day, when any of the following occurs: a. The employee has been convicted of a crime; b. The employee has been or is being investigated by any governmental agency; c. The employee has a substantiated governmental finding against them; or d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited.

SIGNATURE – Licensing Specialist: ___________________________  Review Date: ______________________