

Standards and Checklist – Family / In-Home Child Care Certification

Use of form: Completion of this form meets the requirements of Chapter DCF 202 of the Wisconsin Administrative Code. The language on this checklist has been shortened and simplified; complete text can be found at <https://dcf.wisconsin.gov/cccertification>. This checklist contains only selected portions of the administrative rules or statutes. The applicant / operator is responsible for remaining in compliance with all applicable rules and statutes. Standards apply to both public and private-pay children whether they are related to the operator or not. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Applicant / Operator Name (First, MI, Last)		Applicant / Operator Telephone Number	
Address Where Care is Provided (Street, City, Zip Code)		Applicant / Operator Email Address	
Care Will Be Provided In: (check one) <input type="checkbox"/> Child's Home <input type="checkbox"/> Applicant / Operator's Home		Ages of Children Served Youngest: _____ Oldest: _____	
For Currently Certified Operators Only: My certification has (check all that apply): <input type="checkbox"/> Exceptions <input type="checkbox"/> Restrictions <input type="checkbox"/> Stipulations <input type="checkbox"/> Type of Condition:			

INSTRUCTIONS FOR APPLICANT / CERTIFIED CHILD CARE OPERATOR

1. All items must be marked either "Y" or "N/A."
2. If you understand the rule and you are in compliance with the specific rule, put a check in the "Y" column for **Yes**. Note: Something doesn't have to have happened in order for you to put a check in the "Y" column for yes; we just want to make sure you understand what is required by the rule. For example, 202.08(1)(c)1. states that the operator shall report any death of a child in care or accident that results in an injury to a child in care that requires professional medical treatment. Checking "Y" for yes doesn't mean that a child has died or been injured while in care, it just means that you understand that you need to report this type of incident to the certification agency.
3. If a specific rule does not apply to your program, put a check in the "N/A" column for **Not Applicable**. For example, 202.08(2)(a)5. states that if care is provided in a basement, the secondary exit shall be one of the following—(a) or (b). If you do not have a basement, this rule does not apply to your program and you would put a check in the N/A column for this rule.
4. Items under 202.08(2) with an asterisk (*) preceding the language in the "DCF 202 Child Care Certification Standards" column are optional if the care is provided in the child's home.
5. The applicant / certified child care operator shall sign and date the completed checklist.
6. Check with the certification agency in your county / tribe to determine whether or not submission of this form is required prior to the home visit.

INSTRUCTIONS FOR CERTIFICATION WORKER

1. If the applicant / operator is in compliance with the specific rule, put a check in the "Y" column for **Yes**.
2. If the applicant / operator is not in compliance with the specific rule, put a check in the "N" column for **No**.
3. If a specific rule does not apply to the agency or the applicant / operator, put a check "N/A" column for **Not Applicable**. See the example in number 3 above.
4. Items under 202.08(2) with an asterisk (*) preceding the language in the "DCF 202 Child Care Certification Standards" column are optional if the care is provided in the child's home.
5. Items with an asterisk (*) preceding the rule number in the "Number" column require annual unannounced monitoring.
6. Items with two asterisks (**) in the certification agency's "N" column are rules codified in Wisconsin Statute.
7. At conclusion of the home visit / inspection, ensure both the operator and the certification worker have signed the form. Provide a signed copy of the form to the child care operator and retain the original for the certification file.

Distribution: Original – Certification Worker
 Copy – Certified Program

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(1) QUALIFICATION OF PROVIDERS							
202.08(1)(a) Ability, Age and Health							
(1)(a)1.	A provider shall be physically and emotionally able to provide responsible child care and shall be at least 18 years of age.						
*1(a)2.	A provider, household member, volunteer, visitor or parent who has symptoms of illness or of a communicable disease reportable under ch. DHS 145 that may be transmitted through normal contact, or whose behavior or mental or physical condition gives reasonable concern for the safety of the children, may not be in contact with the children in care.						
(1)(a)3.	The operator shall demonstrate that s/he is free from tuberculosis prior to initial certification. The agency may accept results of a test administered up to 12 months before the application date. Each provider, who is also not the operator, shall demonstrate s/he is free from tuberculosis prior to the date the provider begins working with children. For a child care provider who is not also a child care operator, the agency may accept the results of a test administered up to 12 months before the date the provider began working with children.						
202.08(1)(b) Training							
*1(b)1.	Sudden Infant Death Syndrome (SIDS): Each family and in-home operator and all employees and volunteers who provide care and supervision for children under 1 year of age shall receive training in the most current medically accepted methods of preventing sudden infant death syndrome before the date on which the operator is certified or the employment or volunteer work commences. Date SIDS training completed: _____				**		
*1(b)1.	Shaken Baby Syndrome (SBS): Except for a volunteer who does no sole supervision of a child, each operator, employee and volunteer who provides care and supervision for children under 5 years of age shall receive department-approved training on shaken baby syndrome and impacted babies and appropriate ways to manage crying or fussing children. The training shall be completed by one of the following methods:				**		
(1)(b)1.a.	Complete the department-approved, in-person training on SBS prevention and impacted babies before the date on which the operator is certified or the employment or volunteer work commences. Date in-person training completed: _____						
(1)(b)1.b.	View a department-approved video on SBS prevention before the date on which the operator is certified or the employment or volunteer work commences and complete a department-approved, in-person training within 6 months of certification approval or start of employment or volunteer work. Date video training completed: _____						
(1)(b)2.a.	A regular certified operator shall have completed at least 2 credits of early childhood training and the Fundamentals of Family Child Care course or non-credit, department-approved training prior to regular certification. (Introduction to Child Care Profession, Module A and Fundamentals of Family Care meets this requirement.) Date training completed: _____						
(1)(b)2.b.	A certification agency may require up to 5 hours of annual continuing education by a regular certified operator each year following regular certification. Contact your certifier to find out if your certification agency has this requirement.						
(1)(b)2.c.	Prior to issuing a regular certification, the certification agency may require that an applicant graduated from high school, obtained a high school equivalency diploma or obtained a certificate of General Equivalency Degree (GED). Contact your certification agency for further information.						
(1)(b)2.d.	A substitute who has worked more than 240 hours for a regular certified operator shall comply with the training requirements in 2. a. and b. above.						
202.08(1)(c) Reporting Changes							
(1)(c)	The operator shall report to the certification agency as soon as possible, but no later than the certification agency's next working day, any changes that affect the operator's eligibility for certification, including the following:						

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(1) QUALIFICATION OF PROVIDERS (continued)							
(1)(c)1.	Death of a child in care or accident that results in an injury to a child in care that requires professional medical treatment.						
(1)(c)2.	Any damage to the premises that may affect compliance with this chapter.						
(1)(c)3.	Any construction or remodeling of the premises that might have an effect on health and safety of children in care.						
(1)(c)4.	Convictions, pending charges or other offenses of the operator, household member or other persons subject to a caregiver background check that could potentially relate to the care of children.						
(1)(c)5.	Any incident involving law enforcement, including outstanding warrant or child protective services contact.						
(1)(c)6.	Any inappropriate discipline of a child by a provider, volunteer or household member, including any incident that results in a child being forcefully shaken or thrown against a hard or soft surface during the child's hours of attendance.						
(1)(c)7.	Individuals moving in or out of the household.						
(1)(c)8.	Changes in hours of operation, phone number or physical address.						
(1)(c)9.	Upon the hiring of a new employee or volunteer and before the employment or volunteer work begins.						
202.08(1)(d) Substitutes, Employees and Volunteers							
*(1)(d)	A substitute, employee or volunteer for a regular and provisional certified operator shall be approved by the certification agency before employment or volunteer work commences. The certification agency shall approve the substitute, employee or volunteer if the agency has verification that the substitute, employee or volunteer has met the standards regarding the criminal history and child abuse record search and completed the training on SIDS and SBS as required under par. (b)1. See 202.08(1)(a)3. for TB test requirements.						
202.08(1)(e) Administration An operator shall do all of the following:							
(1)(e)1.	Comply with all local and state laws governing the certified child care program and its operation and ensure that all employees and volunteers comply with these laws.						
(1)(e)2.	Comply with all requirements in this section.						
(1)(e)3.	Ensure that all information provided to the certification agency is current and accurate.						
(1)(e)4.	Permit a child care certification worker to conduct home inspections to monitor compliance with certification standards.						
202.08(2) THE HOME FOR PROVIDING CARE *(If the care is provided in the child's home, answers are optional.)							
(2)(a)	A certified child care home and outside play areas shall meet the following requirements: * Exits to the home shall comply with the following:						
*(2)(a)1.	* All exits shall be clear of obstruction.						
*(2)(a)2.	* Each floor or level used for child care shall have at least 2 exits.						
*(2)(a)3.	* The primary exit shall be a door or a stairway providing unobstructed travel to the outside of the building at street or ground level.						
*(2)(a)4.	* If the care is not provided in a basement, the secondary exit shall be one of the following:						
*(2)(a)4.a.	* A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.						
*(2)(a)4.b.	* A door or stairway leading to a platform or roof with railings which has an area of at least 25 square feet, is at least 4 feet long and is not more than 15 feet above the ground level.						
*(2)(a)4.c.	* A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height.						

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(2) THE HOME FOR PROVIDING CARE (continued)							
*(2)(a)5.	* If the care is provided in a basement, the secondary exit shall be one of the following:						
*(2)(a)5.a.	* A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.						
*(2)(a)5.b.	* A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height. The window shall open directly to the ground or to a window well with an area of at least 6 square feet that is not more than 46 inches below the ground.						
*(2)(am) 202.08 (1)(e)1.	The home shall have a working carbon monoxide detector and each floor level shall have a working smoke detector. <i>Compliance with all laws.</i> Effective February 1, 2011, all one or two family dwellings must have a carbon monoxide detector in operating condition installed in the basement and on each level of the building excluding the attic and garage. If the detector is wired to the building electrical system, the detector shall have a backup battery power supply.				**		
(2)(b)	* All areas used for child care shall have adequate and safe heat, light and ventilation, including all of the following:						
(2)(b)1.	* The inside temperature of the home may not be less than 67 degrees Fahrenheit.						
(2)(b)2.	* If the inside temperature exceeds 80 degrees Fahrenheit, a provider shall provide for air circulation with safe fans or other means.						
*(2)(c)	The home shall be free of hazards, including any recalled products. Items that shall be kept inaccessible to the children include, but are not limited to, the following:						
*(2)(c)1.	Medications and drugs.						
*(2)(c)2.	Cleaning supplies, poisons and insecticides.						
*(2)(c)3.	Guns, ammunition, knives, scissors and sharp objects.						
*(2)(c)4.	Matches, cigarette lighters and flammable liquids.						
*(2)(c)5.	Plastic bags.						
*(2)(c)6.	Litter and rubbish.						
*(2)(cm)	* Firearms and ammunition materials shall be stored in separate, locked areas that are inaccessible to children.						
(2)(d)	* Indoor and outdoor areas used for child care shall include sufficient space for play and for activities that meet the developmental needs of the children in care.						
*(2)(e)	Outdoor play areas shall be free of hazards and shall be fenced in or the operator shall take special measures to ensure the safety of the children, including the following:						
*(2)(e)1.	Concrete and asphalt shall be prohibited under climbing equipment, swings and slides.						
*(2)(e)2.	In-ground pools, above-ground pools, hot tubs and large outdoor trampolines may not be used during hours of care and shall be inaccessible to children by use of a permanent barrier or other preventive measure.						
(2)(e)3.	Wading pools may be used if water is changed daily and pool is disinfected daily. In this subdivision, "wading pool" means a shallow pool, capable of being dumped to change water and used primarily for small children.						
(2)(f)	* Pets that are kept in the home shall be tolerant of children and vaccinated against rabies. The rabies vaccination shall be documented with a current certificate from a veterinarian. Pets that may pose any risk to the children shall be restricted from indoor and outdoor areas used for child care.						
*(2)(g)	* The home shall have at least one telephone in working order with a list of emergency numbers posted by each telephone, including numbers for rescue squad, police, fire station, emergency medical care, child protective services, and poison control center. The certification agency may prohibit use of a cellular phone as a primary phone. If a cellular phone is used as a primary phone, it shall be operational during child care hours.						

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(2) THE HOME FOR PROVIDING CARE (continued)							
(2)(i)	* The home shall be clean, uncluttered and free of insects and rodents.						
(2)(j)	* Bathrooms, including toilets, sinks and potty chairs, shall be clean and in good working condition. Items listed in par. (c) may not be stored in a bathroom that is used by children in care.						
(2)(k)	* When a public water supply is not available, the water shall be tested and found to be bacteriologically safe and to have safe nitrate levels prior to initial certification and at least every following 2 years.						
(2)(L)	Areas, equipment, utensils and appliances for food preparation, serving and clean-up shall be kept clean, sanitary and in good working condition.						
(2)(m)	* Children may not share cups, eating utensils, washcloths or towels.						
*(2)(n)	Smoking shall be prohibited in any indoor or outdoor area in which children are present.						
(2)(o)	* If the child care is provided in a rental property, the operator shall obtain permission from the landlord to operate a child care business.						
*(2)(p)	* The premises may not have any chipping, peeling or deteriorating paint on exterior or interior surfaces in areas accessible to children.						
202.08(4) CHILD HEALTH CARE							
(4)(a)	An operator shall have a current report of a physical examination on file for each child, including the operator's own children in care, as follows: Note: The requirement under par. (a) does not apply to a child care operator who requests from the certification agency in writing an exemption for a child based upon adherence by the child's parent to religious belief in exclusive use of prayer or spiritual means for healing.						
(4)(a)1.	For a child under 2 years of age, a report of a physical examination conducted not more than 6 months prior to nor later than 3 months after the child is admitted and a follow-up health examination at least once every 6 months after admission.						
(4)(a)2.	For a child 2 years of age or older, a report of a physical examination conducted not more than 2 years prior to nor later than 3 months after the child is admitted and a follow-up health examination at least once every 2 years after admission.						
(4)(b)	The physical examination report above shall be made on an electronic printout from a licensed physician, physician assistant, or health check provider or on a form provided by the department that is signed and dated by a licensed physician, a physician assistant or a health check provider.						
*(4)(e)	The operator shall have on file a written record verifying that each child in care (including operator's own children) have been immunized in accordance with DHS 144.				**		
*(4)(f)	A provider may administer medication to a child only in accordance with written and signed permission from the child's parent.						
*(4)(g)	A provider shall wash his or her hands with soap and warm running water after toileting, prior to food preparation and after diapering children.						
*(4)(h)	A provider shall require all children in the provider's care to wash their hands with soap and warm running water before eating and after toileting.						
*(4)(i)	A provider shall change a child's diaper on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use.						
(4)(j)	A provider shall clean a child's superficial wound with soap and water only and protect it with a band-aid or bandage.						
*(4)(k)	If a provider is aware that a child attending certified child care or a provider's own child has a reportable communicable disease that is transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever or meningitis, the operator or provider shall comply with all of the following requirements:						

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(4) CHILD HEALTH CARE (continued)							
* (4)(k)1.	The operator or provider shall notify the local public health officer and parents of all the enrolled children.				**		
* (4)(k)2.	A child who has / had a reportable communicable disease under ch. DHS 145 may not be admitted to certified child care unless the child's parents provide a statement from a physician that the child's condition is no longer contagious or the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Department of Health Services.						
202.08(5) SUPERVISION							
(5)(a)	A provider may not be engaged in any other activity or occupation during the hours of operation which interferes with the adequate care and supervision of children.						
(5)(b)	A provider shall be awake whenever the children in care are awake.						
(5)(c)	No individual provider may take care of children for more than 16 hours in any 24-hour period. The 16-hour period includes any combination of care by a provider who is both licensed as a family child care provider and certified as a family child care operator. Certified Hours of Operation: FROM _____ am/pm TO _____ am/pm						
(5)(d)	The operator shall ensure that each child has adult supervision at all times.						
(5)(e)	The operator shall ensure that no person under 18 years of age is left in sole charge of the children.						
(5)(em)	The operator has a designated adult who can provide assistance in the event of an unexpected emergency. The emergency back-up provider is at least 18 years of age and can provide an acceptable level of child care. "Emergency" means unforeseen circumstances that call for immediate action, such as fire; tornado; flood; extreme outdoor heat or cold; loss of building service, including no heat, water, electricity or telephone; threats to the building or its occupants; lost or missing children; or a provider family situation, such as a medical emergency or illness. Emergency Backup Provider _____						
(5)(f)	The operator and any other adult working with children may not consume or be under the influence of alcoholic beverages or any non-prescribed controlled substance during the hours of operation.						
(5)(g)	No person in the certified home may consume or be under the influence of alcoholic beverages or any non-prescribed controlled substance during the hours of operation in the presence of children.						
(5)(h)	An operator may not allow any person whom the provider determines to be a threat to the health or safety of the children to have contact with the children in the care.						
* (5)(i)	The operator shall keep a current written record of the daily hours of attendance of each child in care, including the actual arrival and departure times for each child. Attendance records shall be kept for at least 3 years. Section 49.155(6m)(b), Wis. Stats., requires child care providers to retain the written daily attendance records for each child for at least 3 years after the child's last day of attendance, regardless of whether the child care provider is still receiving or eligible to receive Wisconsin Shares payments.						
(5)(j)	When the children are playing outside, the provider shall be outside with the children and shall provide both sight and sound supervision at all times.						
202.08(6) MAXIMUM NUMBER OF CHILDREN							
(6)(a)	The operator may care for up to 3 children under the age of 7 years who are unrelated to the operator.				**		
(6)(b)	The maximum group size cannot exceed 6.						
(6)(d)	The operator must comply with the group size rules as indicated in the chart below.						
(6)(e)	When the care is done in child's home, (a) and (b) above do not apply.						

Number	DCF 202 Child Care Certification Standards				Applicant		Certification Agency			COMMENTS	
	202.08(6) MAXIMUM NUMBER OF CHILDREN (continued)				Y	N/A	Y	N	N/A		
MAXIMUM NUMBER OF CHILDREN IN CERTIFIED CHILD CARE				WHEN CHILDREN UNDER AGE 2 ARE PRESENT							
Related or operator's own children under age 7	Non-related children under age 7	Additional children age 7 or older	Maximum number of children	Number of children under age 2	Maximum number of children*						
0	3	Additional children ages 7 through 12 (if special needs up to 19) may be cared for as long as the maximum total number of children is not exceeded.	6	0	6						
1	3		6	1	6						
2	3		6	2	6						
3	3		6	3	5						
4	2		6	4	4						
5	1		6								
6	0		6								
<p>* The maximum number does not include the certified child care operator's natural, adopted, step or foster children 7 years of age and older or any children 7 years of age and older who live in the residence. Note: Under s. 48.65 (1), Stats., if a provider takes care of 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from the Department of Children and Families a license to operate a child care center. "Related" means the provider's natural, adopted or foster children, stepchildren, grandchildren, brothers, sisters, first cousins, nephews, nieces, uncles and aunts.</p>											
202.08(7) PROVIDER INTERACTIONS WITH CHILDREN											
(7)	A provider shall interact with the children in a caring and positive manner and:										
(7)(a)	Shall protect children in care from danger and be aware of where each child is at all times.										
(7)(b)	May not hit, spank, pinch, shake, slap, throw or inflict any other form of corporal punishment on the child or use any discipline that is frightening to the child, including binding or trying to restrict the child's movement or enclosing the child in a confined space such as a closet, basement, locked room, box or similar cubicle.										
(7)(c)	May not verbally abuse or threaten a child or make derogatory remarks about the child or the child's family.										
(7)(d)	Shall provide positive guidance and redirection for the children and set clear limits for the children.										
(7)(e)	Shall help each child develop self-control, self-esteem and respect for the rights of others.										
(7)(f)	May not use time-out periods that exceed 5 minutes. For purposes of this paragraph, a "time-out" is an interruption of unacceptable behavior by the removal of the child from the situation.										
(7)(g)	May not punish a child for lapses in toilet training.										
(7)(h)	Shall respond promptly to a crying infant or toddler's needs.										
(7)(i)	Shall provide physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to and taking on walks inside and outside the home.										
(7)(j)	Shall periodically change the position and location in the room of a non-walking child who is awake.										
202.08(8) ACTIVITIES AND EQUIPMENT											
(8)(a)	A provider shall plan activities so that each child may be able to do all of the following:										
(8)(a)1.	Be successful and feel good about himself or herself.										
(8)(a)2.	Use and develop language.										
(8)(a)3.	Use large and small muscles.										
(8)(a)4.	Learn new ideas and skills.										
(8)(a)5.	Participate in imaginative play.										
(8)(b)	A provider shall offer daily activities according to the age and developmental level of the children in care and shall include a flexible balance of all the following:										

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(8) ACTIVITIES AND EQUIPMENT (continued)							
(8)(b)1.	Daily indoor and outdoor activities, except when outdoor activities are not required during inclement weather or when not advisable for health reasons.						
(8)(b)2.	Active and quiet play.						
(8)(b)3.	Protection from excess fatigue and overstimulation.						
(8)(b)4.	Individual and group activities.						
(8)(b)5.	At least 15 minutes of reading to the children daily.						
(8)(b)6.	Opportunities for a non-walking child who can creep or crawl to move freely in a safe, clean, open, warm and uncluttered area each day.						
(8)(c)	A provider may use television only to supplement daily activities for children. No child may be required to watch television.						
202.08(8m) EQUIPMENT							
(8m)(a)	Safe indoor and outdoor play equipment shall be provided as follows:						
(8m)(a)1.	Equipment shall be scaled to the size and developmental level of the children in care.						
(8m)(a)2.	Equipment shall be constructed in a sturdy manner and be in good operating condition with no sharp, rough, loose or pointed edges.						
(8m)(a)3.	Large, inflatable jumping toys may not be used during hours of child care.						
(8m)(b)	Various types of play equipment shall be provided to allow for large and small muscle activity, dramatic play and intellectual stimulation.						
(8m)(c)	Indoor play equipment shall be provided to allow each child a choice of at least 3 activities involving equipment when all children are using equipment.						
(8m)(d)	Outdoor play equipment shall be provided to allow each child at least one activity when all children are using equipment at the same time.						
202.08(9) TRANSPORTATION							
*9(a)	When transporting children the operator shall ensure that:						
*9(a)	The driver of the vehicle holds a valid driver's license. The operator shall have a copy of the driver's license on file.						
(9)(b)	The vehicle is registered in Wisconsin.						
*9(c)	Each child is seated and properly restrained in an individual seat belt or, for a child under 8 years of age, a child safety restraint system is used as follows:				**		
*9(c)1.	If the child is less than one year old or weighs less than 20 pounds, the child shall be properly restrained in a rear-facing individual child car safety seat.						
*9(c)2.	Subject to subd. 1., if the child is at least 1 year old and weighs at least 20 pounds but less than 4 years old or weighs less than 40 pounds, the child shall be properly restrained in a forward-facing individual child car safety seat.						
*9(c)3.	If the child is at least 4 years old but less than 8 years old, weighs at least 40 pounds but not more than 80 pounds and is not more than 57 inches in height, the child shall be properly restrained in a shoulder-positioning child booster seat.						
*9(c)4.	Children under age 13 years may not ride in the front seat of a vehicle.						
(9)(d)	A written transportation permission slip signed by a parent or guardian is on file.						
(9)(e)	Children are not left unattended in a vehicle.						

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(9) TRANSPORTATION (continued)					**		
* (9)(f)1.	A vehicle is equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply:						
* (9)(f)1.a.	The vehicle is owned or leased by a child care operator or a contractor of a child care operator.						
* (9)(f)1.b.	The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer.						
* (9)(f)1.c.	The vehicle is used to transport children in care.						
* (9)(f)2.	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.				**		
* (9)(f)3.	The child safety alarm is in good working order each time the vehicle is used for transporting children to or from a child care home.				**		
202.08(10) MEALS AND SNACKS The operator shall ensure that each child receives proper nourishment while in child care as follows:							
(10)(a)1.	Each child shall be served one meal or snack at least once every 3 hours.						
(10)(b)2.	Each child in attendance for 4 or more hours shall be served a noon or evening meal which consists of a protein food, fruit and vegetable, a cereal or bread product and pasteurized grade A vitamin D milk. Note: Operators participating in the CACFP are required to follow CACFP regulations.						
(10)(c)3.	Each infant who is unable to hold his or her own bottle shall be held for bottle feeding. Bottles may not be propped.						
202.08(11) REST The operator shall ensure that each child has a clean, comfortable and safe place to rest as follows:							
* (11)(a)	Each child shall be allowed to have undisturbed rest or a nap, when needed, in a place that is clean, safe and comfortable.						
* (11)(b)	Each child shall have a personal clean sheet or blanket or both and pillowcase if a pillow is used.						
* (11)(c)	To reduce the risk of sudden infant death syndrome, each infant shall be placed to sleep on his or her back, unless otherwise directed by the child's physician. All sleeping arrangements for children under one year of age shall use firm mattresses and may not use soft bedding materials, such as comforters, pillows, fluffy blankets or stuffed toys.						
* (11)(d)	A safe crib or playpen shall be available for each child under one year of age to use for napping.						
202.08(12) PROVIDER AND PARENT COMMUNICATION							
(12)	The operator shall be in ongoing communication with a child's parent or ensure that a substitute provider is in ongoing communication with a child's parent by doing all of the following:						
(12)(a)	Allow parents to visit and observe the program of child care during any hours that care is provided.						
(12)(b)	Talk to each child's parent at least once a week about the child's development, activities, likes, dislikes.						
(12)(c)	Develop a written contract that specifies the charge for child care and the expected frequency of payment for service. A contract for each enrolled child shall be signed by the operator and a parent or guardian.						
(12)(d)	Make a copy of the applicable certification standards available to each parent.						
(12)(e)	Display a copy of the certificate in an area easily seen by parents and visitors.						
* (12)(f)	Use an enrollment form that includes:						
* (12)(f)1.	The parents' home and work phone numbers.						
* (12)(f)2.	The parents' signed consent for emergency medical care.						
* (12)(f)3.	A name and number to call if the child requires emergency medical care.						

Read the instructions on page 1 thoroughly before completing the checklist

Number	DCF 202 Child Care Certification Standards	Applicant		Certification Agency			COMMENTS
		Y	N/A	Y	N	N/A	
202.08(12) PROVIDER AND PARENT COMMUNICATION (continued)							
(12)(g)	Use information obtained on the department-provided "child care intake for child under 2 years of age" form to individualize the program of care for each child under 2 years of age.						
(12)(h)	Inform parents of any disciplinary action taken or injury that occurred during child care hours.						
(12)(i)	Inform the parent in writing whether the premises are covered by child care liability insurance policy.						
* (12)(j)	Notify parents if a child has been exposed to a diagnosed or suspected communicable disease reportable under ch. DHS 145 and transmitted through normal contact if the provider is aware of the exposure.						
202.08(13) DISCRIMINATION PROHIBITED							
(13)	The operator shall not discriminate on the basis of race, color, sex, sexual orientation, creed, handicap or national origin or ancestry in accepting children or in employment of employees.						
202.08(14) MANDATORY CHILD ABUSE REPORTING							
(14)	A provider who has reasonable cause to suspect that a child in his or her day care has been abused or neglected or that the child has been threatened with abuse or neglect and that abuse or neglect will occur shall immediately inform the county social or human services department, local law enforcement or other organization designated in s. 48.981, Stats. https://dcf.wisconsin.gov/reportabuse .						
202.04(1) BASIS FOR CERTIFICATION							
(1)	In order to be certified, an operator shall be exempt from licensure in 48.65, Stats., and shall comply with the appropriate standards specified in this chapter.						
202.04(3) APPLICATION FOR CERTIFICATION							
(3)(c)	The applicant / operator shall comply with the background information requirements of s. 48.685, Stats.						
202.04(7) COMPLIANCE							
202.04 (7)(b)2.e. 202.08 (1)(e)1.	<i>Comply with all local and state laws:</i> The certification agency shall check criminal record history of applicants for certification, employees / prospective employees, volunteers and non-client residents as specified in s.48.685(2)(am), Wis. Stats. A criminal caregiver background check shall be conducted annually on the operator and other individuals subject to the Caregiver Law as specified in s. 48.685(2)(am), Wis. Stats.				**		
202.04(7) (b)2.f.	The certification agency shall check files on child abuse and neglect findings or investigations related to applicants, employees / prospective employees, volunteers and individuals living in the applicant's home.				**		
202.08 (1)(e)1.	<i>Comply with all local and state laws:</i> The certification agency shall check the Sex Offender Registry on all adults subject to the Caregiver Law prior to initial certification as specified in s. 48.685(2)(am), Wis. Stats.				**		
202.08 (1)(e)1.	<i>Comply with all local and state laws:</i> The certification agency shall require the applicant, employees, prospective employees, volunteers, substitutes and residents age 12 and older to submit a background information disclosure form prior to initial certification as specified in s. 48.685(2)(am).				**		

I will submit an application and other required materials to the certification agency within the timeline specified by the certification agency. Failure to submit re-certification materials to the agency may jeopardize payments from the Wisconsin Shares Subsidy Program and the Child and Adult Care Food Program.

I attest that all information given on this checklist is true and accurate, to the best of my knowledge. I understand the above standards and that I must comply with these standards to maintain my certification.

SIGNATURE – Applicant / Operator	Date Signed
SIGNATURE – Certifier	Date Signed