

Health and Safety Checklist – License Exempt Programs – DCF 251

Use of form: This form is used to notify license exempt child care centers of the rules within ch. DCF 251 that will be monitored for compliance. License exempt child care centers can also use this form as a self-monitoring tool.

Instructions: Every administrative rule is important to the quality of the program, but the department has identified some administrative rules that are more directly related to assuring that children are safe in child care settings. Violation of these rule requirements is likely to pose the most serious threat to the health, safety and welfare of children in care. The licensing specialist will monitor for the items included in this checklist during the monitoring visits(s). Go through the checklist line by line. If your center is in compliance with the specific rule, check "Met." If a specific rule does not apply to the center, check "N/A" for not applicable. If the center is not in compliance with the specific rule, make the changes required to come into compliance with that rule immediately.

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DCF 251.04 OPERATIONAL REQUIREMENTS	Met	N/A
(2) Administration. A group child care center licensee shall do all of the following:		
* (2)(a) COMPLIANCE WITH LAWS Comply with all laws governing the facility and its operation.		
(2)(n) BACKGROUND INFORMATION DISCLOSURE FORM – CHANGE TO BOARD / HOUSEHOLD Submit to the department by the department's next business day a completed Background Information Disclosure form and appropriate caregiver background check fees when there is a change in the board chairperson or a person aged 12 and above becomes a household member.		
(3) Reports The licensee shall report to the department all of the following. If the report is made by telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days of the incident. Fax, e-mail, and letter are acceptable ways of filing a written report:		
* (3)(a) REPORT – INCIDENT OR ACCIDENT Any death of a child in the care of the center or any incident or accident that occurs while the child is in the care of the center that results in an injury that requires professional medical treatment within 48 hours of the licensee becoming aware of the medical treatment.		
* (3)(g) REPORT – CONVICTIONS, PENDING CHARGES, OTHER OFFENSES Any known convictions, pending charges or other offenses of the licensee, child care center employees or other person subject to a caregiver background check which could potentially relate to the care of children at the center or activities of the center by the department's next business day.		
* (3)(j) REPORT – ABUSE, NEGLECT, INAPPROPRIATE DISCIPLINE Any suspected abuse or neglect of a child by an employee or volunteer that was reported under s. DCF 251.04(8)(a) or any inappropriate discipline of a child by an employee or volunteer including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance within 24 hours after the occurrence.		
* (3)(k)1. REPORT – LAW ENFORCEMENT CONTACT – HARM Any incident involving law enforcement within 24 hours after the occurrence that: Involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause physical or serious emotional harm to an individual, including a child in the care of the center.		
(5) Staff Records		
* (5)(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee which is available for examination by the licensing representative at the center. An employee's file shall include all of the following: (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance.)		
* (5)(a)2. STAFF FILE – BACKGROUND INFORMATION DISCLOSURE FORM A background information disclosure form, completed prior to the employee's first day of employment and every year thereafter, that does not reveal any information which may preclude the person's employment under s.48.685, Stats., or ch. DHS 12. (Use form Background Information Disclosure.)		
* (5)(a)3. STAFF FILE – CAREGIVER BACKGROUND CHECK RESULTS A complete caregiver background check as specified in s.48.685, Stats., and ch. DHS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every year thereafter.		
* (5)(a)6. STAFF FILE – ORIENTATION & CONTINUING EDUCATION Documentation of orientation and continuing education received under s. DCF 251.05(2). (The forms Staff Orientation Checklist – Group Child Care Ctrs and Staff Continuing Education Record – Child Care Ctrs may be used.)		
* (5)(a)7. STAFF FILE – SHAKEN BABY SYNDROME PREVENTION TRAINING Documentation of training in shaken baby syndrome prevention taken before beginning work if the person will provide care and supervision to children under age 5.		
(6) Children's Records		
(6)(a) CHILD RECORD – MAINTENANCE & AVAILABILITY The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following: (The form <i>Child Record Checklist – Child Care Centers</i> may be used to check multiple children's records for compliance.)		
(6)(a)6. CHILD RECORD – HEALTH HISTORY Documentation of each child's health history on a form provided by the department. (Use the form Health History and Emergency Care Plan.)		
(6)(a)6m. CHILD RECORD – IMMUNIZATION HISTORY Documentation of each child's immunization history. (Department of Health Services' Child Care Immunization Record form may be used.)		
(6)(a)8. CHILD RECORD – HEALTH EXAMINATION The health examination report required under s. DCF 251.07(6)(k)3.		
(8) Reporting Child Abuse		
* (8)(a) MANDATED REPORTING – CHILD ABUSE & NEGLECT A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss.48.02(1) and 48.981(1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats.		

DCF 251.05 STAFFING	Met	N/A
(1) Responsibilities and Qualifications Of Staff		
* (1)(b) SHAKEN BABY SYNDROME PREVENTION TRAINING Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. The training shall be completed by one of the methods outlined in 251.05(1)(b)1. or 251.05(1)(b)2. (Note: The SBS prevention training component is included in the courses "Introduction to the Child Care Profession" and "Fundamentals of Infant and Toddler Care" if the course was taken after 7/1/05.)		
(1)(c) CARDIOPULMONARY RESUSCITATION TRAINING. All employees in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 6 months after beginning to work with children. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.		
* (1)(d)3. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE REQUIREMENTS Before a person assumes the position of administrator, the person shall have both of the following:		
* (1)(d)3.a. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – BUSINESS One year of experience as a manager or satisfactory completion of one credit or noncredit department-approved course in business or program administration.		
* (1)(d)3.b. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – EARLY CHILDHOOD One year of experience as a center director or child care teacher in a licensed child care center or kindergarten or satisfactory completion of one non-credit department-approved course or one course for credit in early childhood education or its equivalent.		
* (1)(e)4. A center director for a program licensed to serve 50 or fewer children shall:		
* (1)(e)4.c. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL EXPERIENCE Have at least 80 full days or 120 half days of experience as a teacher or assistant teacher in a licensed child care center or other approved setting.		
* (1)(e)4.d. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed at least one of the following training requirements: i. Two non-credit department-approved courses in early childhood education (ECE) and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. ii. Two courses for credit in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iii. Forty eight credits from an institution of higher education with at least 3 credits in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iv. A certificate from The Registry indicating the person is on Registry Level 12 or above. v. A o1-year child care diploma from an institution of higher education. vi. An associate degree in ECE or child care from an institution of higher education. vii. Child development associate (CDA) credential issued by the council for early childhood professional recognition and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. viii. A bachelor degree from an institution of higher education in ECE or child development or a license from the WI dept of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher.		
(1)(e)4.e. CENTER DIRECTOR / SMALL CENTER – SUPERVISION / MANAGEMENT TRAINING Complete at least 10 hours of training in supervision or personnel management within one year of assuming the position of center director, if the director has not previously received that training. The training may be counted as part of the annual continuing education requirement.		
* (1)(e)5. A center director for a program licensed to serve 51 or more children shall:		
* (1)(e)5.c. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL EXPERIENCE Have at least 2 years of experience as a child care teacher or center director in a licensed child care center or other approved setting.		
* (1)(e)5.d. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed one of the following training requirements: i. Four non-credit department-approved courses in early childhood education (ECE) or its equivalent and within 3 years of assuming the position the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. ii. Four courses for credit in ECE from an institution of higher education and within 3 years of assuming the position, the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator Credential may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. iii. An associate degree in ECE or child care from an institution of higher education. iv. A bachelor degree in ECE from an institution of higher education or a license from WI department of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher. v. A certificate from The Registry indicating the person is on Registry Level 14 or above.		

DCF 251.05 STAFFING (continued)	Met	N/A
(1)(f)3. CHILD CARE TEACHER – ENTRY-LEVEL EXPERIENCE A person who is a child care teacher shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.		
(1)(f)4. CHILD CARE TEACHER – ENTRY-LEVEL TRAINING Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following: a. Two non-credit department-approved courses in early childhood education (ECE). b. Two courses for credit in ECE or its equivalent from an institution of higher education. c. Certificate from The Registry indicating that the person is qualified as a child care teacher. d. Forty-eight credits from an institution of higher education with at least 3 credits in ECE or its equivalent. e. A one-year child care diploma from an institution of higher education. f. An associate degree in ECE or child care from an institution of higher education. g. Child development associate credential issued by the council for early childhood professional recognition. h. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education. i. A bachelor degree in education from an institution of higher education or a license from the WI department of public instruction to act as a teacher. j. Certificate from the bureau of apprenticeship standards as a child development specialist.		
(1)(g)2. ASSISTANT CHILD CARE TEACHER – QUALIFICATIONS A person hired to be assistant child care teacher shall be qualified in one of the following ways: a. The person shall be at least 18 years old and have satisfactorily completed one noncredit department-approved course in early childhood education (ECE) or completes that training within 6 months after assuming the position. b. The person shall be at least 18 years old and have satisfactorily completed one course for credit in ECE or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position. c. The person shall have satisfactorily completed an assistant child care teacher training program approved by the WI department of public instruction.		
(1)(L)3. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. DHS 145 which presents a safety or health risk to children may be in contact with the children in care.		
(2) Staff Development		
* (2)(a) STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT Except as provided under subd. 12., each center shall develop and implement a written orientation program which all new employees, substitutes and regularly scheduled volunteers shall complete and document within their first week at the center. The orientation program shall cover all of the following: (The department's form Staff Orientation Checklist – Group Child Care Centers may be used to document completion.)		
* (2)(a)1. STAFF ORIENTATION – RULES Review of this chapter.		
* (2)(a)2. STAFF ORIENTATION – POLICIES Review of center policies required under s. DCF 251.04(2)(h) and (i).		
* (2)(a)3. STAFF ORIENTATION – CONTINGENCY PLANS Review of the center contingency plans required under s. DCF 251.04(2)(i) including fire and tornado evacuation plans and the operation of fire extinguishers.		
* (2)(a)4. STAFF ORIENTATION – FIRST AID PROCEDURES First aid procedures.		
* (2)(a)5. STAFF ORIENTATION – JOB RESPONSIBILITIES Job responsibilities in relation to the job description.		
* (2)(a)6. STAFF ORIENTATION – ILLNESS RECOGNITION, INFECTIOUS DISEASE CONTROL Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids.		
* (2)(a)7. STAFF ORIENTATION – SCHEDULE OF ACTIVITIES Schedule of activities of the center.		
* (2)(a)8. STAFF ORIENTATION – CHILD ABUSE & NEGLECT LAWS, REPORTING Review of child abuse and neglect laws and center reporting procedures.		
* (2)(a)9. STAFF ORIENTATION – PROCEDURE FOR TRACKING CHILDREN The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation.		
* (2)(a)10. STAFF ORIENTATION – CHILD GUIDANCE TECHNIQUES Child management techniques.		
* (2)(a)11. STAFF ORIENTATION – SPECIAL HEALTH CARE NEEDS Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.		
* (2)(a)12. STAFF ORIENTATION – SIDS RISK REDUCTION Review of procedures to reduce the risk of sudden infant death syndrome prior to an employee's or volunteer's first day of work, if the center is licensed to care for children under one year of age.		
* (2)(a)13. STAFF ORIENTATION – CHILD ABSENCE WITHOUT PRIOR NOTIFICATION The procedure to contact a parent if a child is absent from the center without prior notification from the parent.		
* (2)(a)14. STAFF ORIENTATION – MEETING SPECIAL NEEDS Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met.		

DCF 251.05 STAFFING (continued)	Met	N/A
(2)(c)1. CONTINUING EDUCATION REQUIREMENT – FULL TIME STAFF Each administrator, center director and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year. (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance. The form Staff Continuing Education Record – Child Care Centers may be used to record continuing education.)		
(2)(c)2. CONTINUING EDUCATION REQUIREMENT – PART TIME STAFF Each administrator, center director and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.		
(3) Supervision		
* (3)(a) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children.		
(3)(c) CLOSE SUPERVISION OF CHILDREN Each child shall be closely supervised by a child care worker who is within the sight and sound of the children to guide the children’s behavior and activities, prevent harm and assure safety.		
* (3)(f) CHILD TRACKING PROCEDURE The center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times.		
(4) Staffing and Grouping		
(4)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251.05-D.		
* (4)(b) STAFF-TO-CHILD RATIOS – MINIMUM The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 251.05-D.	Age of Children	Minimum Number of Child Care Workers to Children
	Birth to 2 years	1:4
	2 years to 2 ½ years	1:6
	2 ½ years to 3 years	1:8
	3 years to 4 years	1:10
	4 years to 5 years	1:13
	5 years to 6 years	1:17
6 years and over	1:18	
DCF 251.06 PHYSICAL PLANT AND EQUIPMENT		
(1) Building		
* (1)(a) COMMERCIAL BUILDING CODE – COMPLIANCE, INSPECTION REPORT The building in which a center is located shall comply with applicable state and local building codes. The licensee shall maintain a report of inspection of the building, which specifies that the building meets the WI commercial building codes for use as a group child care center.		
(2) Protective Measures		
* (2)(a) POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises shall be free of hazards including any recalled products.		
* (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, shall be protected by screens or guards so that children cannot touch them.		
* (2)(c) POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items may not be kept on the premises.		
* (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 shall be in properly marked containers and stored in areas inaccessible to children.		
* (2)(g) STAIRS, WALKS, RAMPS, PORCHES – SAFETY Stairs, walks, ramps and porches shall be maintained in a safe condition and free from the accumulation of water, ice or snow.		
(2)(j) POWER TOOLS Children may not be allowed in an area where power tools are in use.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there a hot tub on the premises?		
* (2)(k) HOT TUB – COVERED OR FENCED A hot tub located in a room or area accessible to children shall have a visible, locked, rigid cover or be enclosed by a locked fence at least 4 feet tall. The lock shall be installed so that the lock is inaccessible to children.		

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A
(3) Emergencies		
* (3) EMERGENCIES – WRITTEN PLANS Each center shall have a written plan for responding to a fire, a tornado, a tornado warning, a missing child or other emergency. A center shall do all of the following:		
* (3)(a) EMERGENCIES – POST & PRACTICE WRITTEN PLANS Post the fire evacuation and tornado plan and practice implementing the fire evacuation plan monthly. Tornado drills shall be conducted monthly from April through October.		
(3)(b) EMERGENCIES – STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is a fire, tornado, a tornado warning, missing child or other emergency.		
(4) Fire Protection		
* (4)(a) FIRE EXTINGUISHERS – OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.		
* (4)(d) EXITS & PASSAGEWAYS – UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.		
* (4)(e) EXTENSION CORD USE An extension cord may not be used permanently with an appliance.		
* (4)(f) ELECTRICAL OUTLET LIMIT No more than two electrical appliances may be plugged into any one wall outlet.		
* (4)(g) BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room shall be closed.		
* (4)(h) STORAGE AREAS UNDER STAIRS Areas under stairs may not be used for storage.		
* (4)(i) EXIT LIGHTS All exit lights shall be lit at all times.		
* (4)(j) FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire alarms, alarm systems and smoke detectors shall be maintained in good working order. Fire alarms and smoke detectors shall be used to conduct monthly fire evacuation drills. Fire alarms and smoke detectors shall be tested weekly and a record kept of the test results. (The department's form <i>Fire Safety and Emergency Response Documentation – Group Child Care Centers</i> may be used to document compliance.)		
(5) Sanitation		
* (5)(a) CONDITION OF PREMISES The premises shall be free from litter, clean and in good repair.		
* (5)(b)1. DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.		
* (5)(b)2. LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used.		
(8) Furnishings		
* (8)(g) SAFE SLEEP SURFACE – CHILD UNDER 12 MONTHS OF AGE A safe, washable crib or playpen shall be provided for use of each child less than 12 months old who naps or sleeps. A crib or playpen shall be washed and disinfected between changes in occupancy. 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.		
(11) Outdoor Play Space		
<input type="checkbox"/> Yes <input type="checkbox"/> No The outdoor play space is on the premises of the center		
* (11)(a) OUTDOOR PLAY SPACE – REQUIREMENT A center shall have outdoor play space if children are present for more than three hours per day or if outdoor play is included in the center program.		
* (11)(b) OUTDOOR PLAY SPACE – REQUIRED FEATURES Except when an exemption is requested and is approved by the department under par. (c), a center shall comply with all of the following requirements for outdoor play space:		
* (11)(b)5. OUTDOOR PLAY SPACE – 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 required under climbing equipment, swings and slides and in a fall zone of four feet beyond and whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to the manufacturer's specifications based on the height of the equipment.		
* (11)(b)6. OUTDOOR PLAY SPACE – POTENTIAL SOURCE OF HARM The outdoor play space shall be well drained and shall be 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 exterior oil-based sealant or stain. Wood containing creosote, including railroad ties, may not be accessible to children.		

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A
* (11)(b)7. OUTDOOR PLAY SPACE – ENCLOSURE The boundaries of the outdoor play space shall be 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.		
* (11)(b)8. OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.		
(12) Swimming Areas		
<input type="checkbox"/> Yes <input type="checkbox"/> No There is a swimming pool or beach on the premises.		
* (12)(a) ON PREMISES SWIMMING POOL OR BEACH – USE & ENCLOSURE Above-ground and in-ground swimming pools, and beaches on the premises may not be used by children in care. Swimming pools shall be enclosed by a 6-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less. Access to a beach shall be restricted by a 6-foot fence.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Use of an on-premises wading pool is part of the center's programming.		
(12)(b) WADING POOL A wading pool on the premises may be used if the water is changed and the pool is disinfected daily. Supervision and staff-to-child ratio requirements under 251.05(3) and (4) shall be met.		
DCF 251.07 PROGRAM		
(2) Child Guidance		
(2)(b) POLICY – CHILD GUIDANCE Each child care center shall have a written policy which provides for positive guidance, redirection and the setting of clear-cut limits for the children. The policy shall be designed to help a child develop self-control, self-esteem and respect for the rights of others.		
(2)(c) TIME-OUT – TIME LIMIT If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed five minutes and the procedure shall be included in the center's child guidance policy.		
(2)(d) TIME-OUT – USE WITH CHILDREN UNDER AGE 3 Use of time-out periods is prohibited for children under three years of age.		
(2)(e) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:		
(2)(e)1. PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.		
(2)(e)5. PROHIBITED ACTIONS – CRUEL, AVERSIVE, FRIGHTENING, HUMILIATING ACTIONS Actions that are cruel, aversive, frightening or humiliating to the child.		
(3) Equipment		
* (3)(a) INDOOR & OUTDOOR EQUIPMENT – SAFETY Indoor and outdoor play equipment shall be safe. The equipment shall be:		
(5) Meals and Snacks		
(5)(a)9. SPECIAL DIETS – MEDICAL CONDITION A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent.		
(5)(a)9m. SPECIAL DIETS – FOOD ALLERGY A special diet based on a food allergy may be served upon the written request of the parent.		
(5)(a)10. SHARING INFORMATION ABOUT FOOD & OTHER ALLERGIES Cooks, staff members, child care workers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children.		
(6) Health		
(6)(a)1. OBSERVATION – SYMPTOMS OF ILLNESS Each child upon arrival at a center shall be observed by a staff person for symptoms of illness and injury. For an apparently ill child, the procedure under par. (c) shall be followed.		
* (6)(b) ISOLATION AREA A center shall have an isolation area for the care of children who appear to be ill. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.		
(6)(c) Ill child procedure. The following procedures shall apply when a child with an illness or condition, such as vomiting or diarrhea, having the potential to affect the health of other persons is observed in the child care center:		
(6)(c)1. ILL CHILD – ISOLATION The child shall be isolated.		

DCF 251.07 PROGRAM (continued)	Met	N/A
* (6)(e)1. COMMUNICABLE DISEASE – EXCLUSIONS A child with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a child care center during the period when the disease is communicable.		
* (6)(e)2. COMMUNICABLE DISEASE – REPORTING When it is determined that a person in contact with children or a child enrolled in a child care center has a reportable communicable disease under ch. DCF 145, such as German measles, infectious hepatitis, measles, mumps, or meningitis, the local public health officer, the department and the parents of exposed children shall be notified.		
(6)(e)3. COMMUNICABLE DISEASE – READMISSION An employee, volunteer or a child may be readmitted to the group child care center if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.		
(6)(f) Medications. 1. Center staff may give prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:		
(6)(f)1.a. MEDICATION ADMINISTRATION – PARENT AUTHORIZATION A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.		
(6)(f)1.b. MEDICATION ADMINISTRATION – CONTAINERS & LABELING Medication is in the original container and labeled with child's name and the label includes the dosage and directions for administration.		
(6)(f)1.c. MEDICATION ADMINISTRATION – DOCUMENTING IN LOG BOOK A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the center medical log book on the same day that the medication is administered.		
* (6)(f)3. MEDICATION – STORAGE Medication shall be stored so that it is not accessible to the children.		
* (6)(f)4. MEDICATION – REFRIGERATION Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication".		
* (6)(f)5. MEDICATION ADMINISTRATION – AS LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.		
* (6)(f)6. CURRENT AUTHORIZATIONS FOR MEDICATIONS ON PREMISES No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.		
* (6)(g)1. WIPING BODILY SECRETIONS Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Whoever does the wiping shall wash his or her hands immediately.		
(6)(g)2. CLEANING BODILY SECRETIONS ON SURFACES Bodily secretions on surfaces shall be washed with soap and water and disinfected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands shall be washed immediately.		
(6)(h)1. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children.		
(6)(h)2. HANDWASHING AFTER EXPOSURE TO BLOOD All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water.		
(6)(h)3. USE OF DISPOSABLE GLOVES Single use disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bags.		
(6)(h)4. DISINFECTING SURFACES AFTER CONTACT WITH VOMIT, URINE, FECES For spills of vomitus, urine, feces, blood or other body fluids, center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables.		
(6)(i)1. WASHING CHILD'S HANDS & FACE A child's hands shall be washed with soap and warm running water before meals and snacks and after toileting or diapering. A child's hands and face shall be washed after meals.		
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue.		
(6)(i)6. HAND WASHING OUTDOORS & ON FIELD TRIPS If running water is not immediately available when outdoors or on field trips, soap and water-based wet wipes may be used. When running water becomes available, hands must be washed immediately with soap and running water.		
(6)(i)7. USE OF HAND SANITIZERS Disinfecting hand sanitizers may not replace the use of soap and water when washing hands.		
(6)(j)4. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries.		

DCF 251.07 PROGRAM (continued)	Met	N/A
(6)(j)6. CLEANING & PROTECTING SUPERFICIAL WOUNDS Superficial wounds shall be cleaned with soap and water only and protected with a bandaid or bandage.		
(6)(j)8. DAILY RECORD OF INJURIES A daily record of injuries shall be kept in the medical log book.		
(6)(k)1. HEALTH EXAMINATION – CHILDREN UNDER AGE 2 Each child under two years of age shall have an initial health examination not more than six months prior to nor later than three months after being admitted to a center, and a follow-up health examination at least once every six months thereafter.		
(6)(k)2. HEALTH EXAMINATION – CHILDREN OVER AGE 2 Each child 2 years of age and older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. School-age children are not required to have a health exam.		
(6)(k)3. HEALTH EXAMINATION – DOCUMENTATION The health examination report shall be on a form provided by the department and shall be signed and dated by a physician, physician assistant or HealthCheck provider.		
(6)(k)5. HEALTH HISTORY INFORMATION A child's health history on a form prescribed by the department completed by the child's parent shall be on file at the center by the first day of attendance. Information contained on the health history form shall be shared with any child care worker assigned to care for the child.		
(6)(L) IMMUNIZATION DOCUMENTATION The center shall maintain a record of immunizations for each child to document compliance with s. 252.04 Stats., and ch. DCF 144.		
DCF 251.08 TRANSPORTATION		
The center <input type="checkbox"/> provides regularly-scheduled transportation, <input type="checkbox"/> provides transportation for field trips, <input type="checkbox"/> does not transport.		
(2) General		
(2)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be 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.		
(2)(b) EMERGENCY INFORMATION IN VEHICLE The following emergency information shall be carried in the vehicle for each child transported:		
(2)(b)1. EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.		
(2)(b)2. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN CONTACT The name, address, and telephone number of the child's physician or medical facility.		
(2)(b)3. EMERGENCY INFORMATION IN VEHICLE – EMERGENCY MEDICAL CONSENT Written consent from the child's parent for emergency medical treatment.		
(2)(c) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.		
(2)(d) REPORTING VEHICLE ACCIDENTS The center administrator shall submit a copy of any accident report to the department within five days after the occurrence of an accident involving a vehicle transporting children.		
(3) Driver		
* (3)(a) DRIVER – QUALIFICATIONS The driver of a center-provided vehicle shall be or have all of the following:		
* (3)(a)1. DRIVER QUALIFICATIONS – MINIMUM AGE At least 18 years of age.		
* (3)(a)2. DRIVER QUALIFICATIONS – LICENSE A valid WI operator's license for the type of vehicle driven.		
* (3)(a)3. DRIVER QUALIFICATIONS – EXPERIENCE At least one year of experience as a licensed driver.		
* (3)(b) DRIVER RECORD – OBTAIN & REVIEW The licensee shall obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.		
(3)(c) DRIVER RECORD – PROHIBITIONS A driver whose driving record poses a threat to the children may not transport children.		
(4) Vehicle. (a) A vehicle used to transport children shall be:		
* (4)(a)1. VEHICLE REQUIREMENTS – REGISTRATION Registered in Wisconsin.		
* (4)(a)2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered and free of obstructions on the floors, aisles and seats.		

DCF 251.08 TRANSPORTATION (continued)	Met	N/A
(4)(b)1. CAR SAFETY SEAT– CHILD UNDER AGE 1 OR UNDER 20 POUNDS Each child who is under 1 year of age or who weighs less than 20 pounds shall be properly restrained in a rear-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.		
(4)(b)2. CAR SAFETY SEAT – CHILD AGE 1 TO 4 OR 20 TO 40 LBS Each child who is at least 1 year of age but less than 4 years of age or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.		
(4)(b)3. BOOSTER SEAT RESTRAINT – CHILD AGE 4 TO 8 OR UNDER 80 LBS OR 4’9” Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat when being transported in a vehicle as specified in s. 347.48 Stats.		
(4)(b)4. SEAT BELT USE Each child who is not required to be transported in an individual child car safety seat or booster seat when being transported in a vehicle shall be properly restrained by a seat belt. Each adult shall be properly restrained by a seat belt. Seat belts may not be shared.		
(4)(d) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat.		
(5) Vehicle Capacity and Supervision		
(5)(a) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.		
(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 in either of the following circumstances:		
(5)(b)1. VEHICLE SUPERVISION – 3 OR MORE CHILDREN UNDER 2 OR WITH DISABILITY 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.		
(5)(b)2.-VEHICLE SUPERVISION – MORE THAN 10 CHILDREN UNDER 5 There are more than ten children under five years of age in the vehicle.		
(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.		
(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.		
(5)(e) TRANSPORTATION – 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.		
(6) Regularly Scheduled Transportation. (a) When regularly scheduled transportation is provided by a center, the center shall maintain the following information in writing at the center and in each vehicle:		
* (6)(a)1. TRANSPORTATION – LIST OF CHILDREN TRANSPORTED ON FILE A list of children transported.		
* (6)(a)2. TRANSPORTATION – ROUTE & STOPS ON FILE The transportation route and scheduled stops.		
* (6)(a)3. TRANSPORTATION – AUTHORIZED PERSON TO RECEIVE CHILD ON FILE 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.		
* (6)(a)4. TRANSPORTATION – PROCEDURE IF NO ONE HOME TO RECEIVE CHILD ON FILE Procedures to be followed when parent or designated authorized adult is not home to receive child.		
* (6)(b) TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The center shall maintain 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.		
* (6)(c) TRANSPORTATION – CONTRACTED / CHARTERED VEHICLE CONTACT When transportation services are contracted or chartered, 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 shall be on file at the center.		
(7) Center Vehicles		
* (a) VEHICLE – CONDITION, INSPECTION REPORT A center-provided vehicle shall be in safe operating condition. Except for licensed contract motor carrier vehicles, the licensee shall provide the department with evidence of the vehicle’s safe operating condition at 12-month intervals on a form the department provides. Licensed contract motor carrier vehicles shall comply with all applicable standards for those vehicles.		
* (b) VEHICLE – FIRST AID KIT A center-provided vehicle, other than a licensed contract motor carrier, shall be equipped with a first aid kit.		

DCF 251.08 TRANSPORTATION (continued)	Met	N/A
(8) Child Care Vehicle Safety Alarm		
<p>* (a) VEHICLE SAFETY ALARM – INSTALLED A vehicle shall be 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.</p> <p>1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. 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. 3. The vehicle is used to transport children in care.</p>		
<p>* (b) VEHICLE SAFETY ALARM – PROMPTS INSPECTION OF VEHICLE 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.</p>		
<p>* (c) VEHICLE SAFETY ALARM – WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.</p>		
DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE		
<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age two years.		
(1) Applicability and General Requirements. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.		
<p>* (1)(j) INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Water beds may not be used by children under age two.</p>		
<p>(1)(k) INFANT & TODDLER – BEDDING Sheets or blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.</p>		
<p>* (1)(L) INFANT & TODDLER – SOFT MATERIALS IN CRIBS Children under one year of age may not sleep in a crib or playpen that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.</p>		
(2) Daily Program		
<p>* (2)(bm) INFANT & TODDLER – SLEEP POSITION Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him / her when able to roll over unassisted.</p>		
(4) Diapering and Toileting		
<p>(4)(a) INFANT & TODDLER – WORKER DIAPERING / TOILETING RESPONSIBILITIES Child care workers shall do all of the following:</p>		
<p>* (4)(a)3. INFANT & TODDLER – DIAPER CHANGING SURFACE DISINFECTION Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one tablespoon bleach to one quart of water, made fresh daily, or a quaternary ammonia product prepared in accordance with label directions.</p>		
<p>(4)(a)9. INFANT & TODDLER – HANDWASHING WHEN DIAPERING Wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap and a fabric or paper washcloth.</p>		
DCF 251.095 EXCEPTIONS & ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE		
<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to serve only school-age children.		
<input type="checkbox"/> Yes <input type="checkbox"/> No The center serves school-age children in groups separate from children who are under age 5.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Care is provided to school-age children in a school building.		
(4) Additional Requirements For Group Child Care Centers Serving School-Age Children		
<p>* (4)(b)2. SCHOOL-AGE CARE – CENTER DIRECTOR, CHILD CARE TEACHER A center director or child care teacher of a center serving only school-age children shall meet the requirements of DCF 251.05(1)(c) or (d), as appropriate, or shall substitute for those requirements department-approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department-approved training.</p>		
<p>(4)(b)3. SCHOOL-AGE CARE – ASSISTANT CHILD CARE TEACHER Each assistant child care teacher shall meet the requirements in DCF 251.05(1)(e) or shall have satisfactorily completed at least 10 hours of training approved by the department in care of school-age children within 6 months after assuming position.</p>		