

Division of Early Care and Education

Instructions for Obtaining Forms Group Child Care (GCC) and Family Child Care (FCC) Centers

Listed below are some of the most frequently used forms and publications for licensed child care centers. There are two categories: 1) forms that are required to be used to comply with licensing rules, and 2) forms that are not required to be used to comply with licensing rules but have been designed to contain all the required information and are recommended for use. Several of our forms and publications are also available in Spanish and Hmong.

To access our forms and publications, visit the Bureau of Early Care Regulation Child Care Licensing Forms & Publications page at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>. If you can't find what you are looking for on the BECR page, check the Department of Children and Families forms repository at <https://dcf.wisconsin.gov/forms> or the publications repository at <https://dcf.wisconsin.gov/publications>. To open documents on these websites, you will need Microsoft Word or Adobe Acrobat.

If you do not have access to the Internet, or if you can't find the item you are looking for, contact your regional licensing office.

FORM NO.	FORM TITLE	REQUIRED
DCF-F-CFS0104	Alternate Arrival / Release Agreement – Child Care Centers	
DCF-F-CFS0059	Authorization to Administer Medication – Child Care Centers	FCC
DCF-F-2975	Background Information Disclosure	FCC, GCC
DCF-F-CFS2344	Building Inspection Report – Child Care Centers	
DCF-F-CFS2261	Caregiver Background Check Substantially Related Investigation Report	
DCF-F-CFS0062	Child Care Enrollment	FCC
DCF-F-CFS0060	Child Health Report – Child Care Centers	***
DCF-F-CFS1675	Child Record Checklist – Child Care Centers	
DCF-P-PFS4085	Collaborative Child Care Programs – Frequently Asked Questions	
DCF-F-CFS0053A	Continuing Education Record – Child Care Centers	
DCF-F-CFS2114	Continuing Education Record – Independent Reading / Video Viewing	
DCF-F-2438	Daily Attendance Record – Child Care Centers	FCC
F-44192	Day Care Immunization Record	***
DCF-P-PFS4091	Entry-Level Non-Credit Courses for Licensed Child Care	
DCF-P-0066	Entry-Level Training Requirements – Group Child Care Centers	
DCF-F-CFS0058	Field Trip or Other Activity Notification / Permission – Child Care Centers	
DCF-F-CFS2345	Health History and Emergency Care Plan	FCC, GCC
DCF-F-CFS0055	Incident Report – Child Care Centers	
DCF-F-CFS0057	Informed Consent for Observation or Testing by an Outside Agency – Child Care Centers	
DCF-F-CFS0061	Intake for Child Under 2 Years – Child Care Centers	FCC
DCF-P-PFS0101	It Shouldn't Hurt To Be a Child. . .but Sometimes It Does	
DCF-F-CFS0069	Licensing Checklist – Family Child Care Centers DCF 250	
DCF-F-CFS0063	Licensing Checklist – Group Child Care Centers DCF 251	
DCF-F-CFS2356	Policy Checklist – Family Child Care Centers	**
DCF-F-CFS2048	Policy Checklist – Group Child Care Centers	**
DCF-P-2562	Potential Barriers to Obtaining a Child Care Center License	
DCF-F-CFS0297	Request for Exception	
DCF-F-CFS0460	Safety and Emergency Response Documentation – Family Child Care Centers	
DCF-F-CFS0543	Safety and Emergency Response Documentation – Group Child Care Centers	
DCF-F-CFS0054	Staff Health Report – Child Care Provider	FCC; GCC
DCF-F-CFS2255	Staff Orientation Checklist – Family Child Care Centers	FCC
DCF-F-CFS2026	Staff Orientation Checklist – Group Child Care Centers	
DCF-F-CFS2051	Staff Record Checklist – Family Child Care Centers	
DCF-F-CFS1675A	Staff Record Checklist – Group Child Care Centers	
DCF-F-CFS0053	Staff Record – Child Care Centers	FCC
DCF-F-2465	Staff-To-Child Ratio While Swimming Worksheet – Group and Family Child Care	
DCF-F-CFS0078	Staff-To-Child Ratio Worksheet – Group Child Care Centers	
DCF-F-CFS0056	Transportation Permission – Child Care Centers	
DCF-F-CFS0052	Vehicle Safety Inspection	FCC; GCC
DCF-F-CFS2027	Volunteer Training Confirmation – Group Child Care Centers	
DCF-P-2436	Your Guide to Regulated Child Care – Your Summary of the Child Care Rules	FCC, GCC

** Only required when policies are created or revised and copies are submitted to the department.

*** Department will accept electronic printouts from physician's office and WI Immunization Registry in place of the department forms.

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at dcfcclicreg@wisconsin.gov, 608-421-7550 (general), or the Wisconsin Relay Service (WRS) 711. For civil rights questions call 608-422-6889 (general) or the Wisconsin Relay Service (WRS) 711.