

REQUIRED ITEMS FOR FAMILY CHILD CARE CENTERS**A. Items to be Submitted to Regional Office at Time of Initial Application**

1. All fees and forfeitures due to the department. [250.11(2)(a)]
2. Completed *Initial License Application – Family Child Care Centers* and all requested supporting documentation. [250.11(3)(b)]
3. The license fee required under s. 48.65(3)(a), Stats, applicable fees for child care background checks under s. 48.686, Stats., any unpaid forfeiture under s. 47.715(3) or 49.155(7m)(a)3., Stats, and any unpaid penalty under s. 48.76, Stats. [250.11(3)(c)1.]
4. Completed *Background Check Request (BCR)* form for the applicant and, if the center will be located in a residence, any household member aged 10 and above, and any applicable fees. [250.11(3)(c)2.; s. 48.686(2)(a) & (ab)].
Note: An applicant who fails to submit a complete BCR form, who knowingly provides false information on the BCR form, or who knowingly omits information from the BCR form may be subject to denial of the application for regulatory approval. [DCF 13.08(2)]
5. A completed and signed Substitute W-9 *Taxpayer Identification Number (TIN) Verification* form (DOA-6448). See the instructions on the back of the form if you have questions when filling it out. [250.11(3)(c)9.]
6. A copy of all center policies as specified under s. DCF 250.04(2)(e) along with a completed form, *Policy Checklist – Family Child Care Centers*. [250.11(3)(c)8. & 9.]
7. Completed *Initial Licensing Checklist – Family Child Care Centers* that has been signed not more than 14 days prior to submitting, that details the results of any pre-licensing technical assistance, and indicates the center is in compliance with all applicable rules. Include all supporting documentation listed on the last page of the checklist. [250.11(3)(a); 250.11(3)(c) 3.; 250.11(3)(c)4.]
8. If the center has a private well, a copy of the results of the water test for bacteria. Include nitrate level test if you will provide care for infants under 6 months of age. [250.06(6); 250.11(3)(c)5.]
9. A diagram of the outdoor play space that indicates dimensions, enclosures, and the location of all buildings and bodies of water. [250.11(3)(c)9.]
10. A diagram of the floor plan of the total interior space that indicates all spaces that will be used by the center, dimensions, exits, and room usage. [250.11(3)(c)9.]
11. If the center has cats or dogs that are in areas accessible to children, proof of liability insurance on the child care business required under s. DCF 250.04(2)(g). [250.11(3)(c)7.]
12. If dogs, cats, or ferrets are on the premises, current rabies immunization certificates from a veterinarian. [250.07(7)(a); 250.11(3)(c)9.]
13. If transportation will be provided by the center, completed *Vehicle Safety Inspection* form and proof of vehicle liability insurance for each vehicle used to transport children in care. [250.11(3)(c)6. & 6m.]

Notes:

- An applicant for a license shall submit an application at least 60 days before the date proposed for the center to begin operating. [250.11(3)(b)]
- The department may not process an application for a license if the applicant has had a license or certification to operate a child care center revoked or denied within the last 2 years prior to the date of the application. [250.11(2)(g)]
- The department may deny a license or a probationary license to any person who has had a license or certification revoked or denied within the previous 5 years. [250.11(8)(a)6.]
- The department may refuse to issue a license if another center operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures. [250.11(2)(b)]

B. Items to be Submitted to Regional Office at Time of License Continuation

1. All fees and forfeitures due to the department. [250.11(2)(a)]
2. The license renewal fee under s. 48.65 (3) (a), Stats., applicable fees for child care background checks under s. 48.686, Stats., any unpaid forfeitures under s. 48.715(3) or 49.155(7m)(a)3., Stats., and any unpaid penalty under s. 48.76, Stats. [250.11(4)(a)3.; 250.11(5)(b)3.]
3. Completed *License Continuation* form and all requested supporting documentation. [250.11(4)(a)1.; 250.11(5)(b)1.]

4. A current list of all program and support staff (e.g. substitutes, emergency back-up providers, cooks, maintenance personnel, etc.) that provides each person's name, title, birthdate, and date of hire. [250.11(4)(a)8.; 250.11(5)(b)8.]
5. If you have made changes, but have not yet submitted them to the department, the most current copy of the center's policies that reflect current practices and a completed *Policy Checklist – Family Child Care Centers* form. [250.11(4)(a)4.; 250.11(5)(b)4.]
6. If the center gets its water from a private well, a copy of the results of the current tests for bacteria and nitrates. A nitrate test is only required if you provide care for infants under 6 months of age. Tests are required annually [250.11(4)(a)5.; 250.11(5)(b)5.]
7. If there are pets on the premises, a current certificate from a veterinarian documenting rabies immunization for each cat, dog, or ferret located on the premises of the center. [250.07(7)(a); 250.11(4)(a)8.; 250.11(5)(b)8.]
8. Documentation of the liability insurance on the child care business required under s. DCF 250.04(2)(g) if the center has cats or dogs that are in areas accessible to children. [250.11(4)(a)7.; 250.11(5)(b)7.]
9. If transportation is provided by the center, completed *Vehicle Safety Inspection* form and proof of vehicle liability insurance for each vehicle used to transport children. [250.08(5)(b) & (c); 250.11(4)(a)6. & 6m.; 250.11(5)(b)6. & 6m.]

Notes:

- An applicant for license continuation shall submit the requested materials at least 30 days before the expiration / continuation of the license. [250.11(4)(a); 250.11(5)(b)]
- The department may refuse to continue a license if another center operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures. [250.11(2)(b)]

C. Items to be Kept in Children's Files

1. The licensee shall maintain a current written record at the center on each child enrolled including the provider's own children under age 7 and shall make the record available to the licensing representative on request. [250.04(6)(a)]
Note: The required records must be maintained for the length of time the child is enrolled. The department recommends that the date of discharge be added to the child's record, and that the center retain records for 3 years after a child is discharged.
2. Completed *Child Care Enrollment* form. The enrollment form shall be on file prior to the child's first day of attendance. [250.04(6)(a)1.]
Note: The enrollment form should include information for both parents, if applicable. If parental access is denied, the center must have a current copy of the court order on file at the center.
3. Completed *Health History and Emergency Care Plan* form. The health history form shall be on file prior to the child's first day of attendance. [250.04(6)(a)1.]
4. Parental authorization for the child to participate in and be transported for field trips and other activities if these are part of the program. [250.04(6)(a)2.; 250.08(2)]
Note: If the field trip authorization is checked on the form *Child Care Enrollment*, nothing additional is required. The *Field Trip or Other Activity Notification / Permission – Child Care Centers* form may also be used for this requirement.
5. A written agreement, signed by the parent, outlining the plan for a child to come to the center from school, home, or other activities and to go from the center to school, home, or other activities unless the child is accompanied by a parent or other authorized person or the child is transported by the center. [250.04(6)(a)3.]
Note: The department's *Alternate Arrival/Release Agreement – Child Care Centers* form may be used for this requirement.
6. Documentation of the results of the most recent physical exam (required every 6 months for children under 2 years of age and every 2 years for children at least 2 years of age but under 5 years; children 5 years of age and above are not required to have a health exam). [250.04(6)(a)4.]
Note: The *Child Health Report – Child Care Centers* form, signed and dated by an approved health care provider, or an electronic printout from a child's licensed physician, physician assistant, or EPSDT provider may be used for this requirement.
7. Written permission from the parents under s. DCF 250.07(6)(k) for medical attention to be sought for the child if the child is injured. [250.04(6)(a)5.]
Note: If the emergency medical care authorization is checked on the *Child Care Enrollment* form, nothing additional is required.

8. Documentation that each child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144. [250.04(6)(a)4m.]
Note: The Department of Health Services' form *Child Care Immunization Record* or an electronic printout from the Wisconsin Immunization Registry or other registry maintained by a health care provider may be used for this requirement. Under s. 252.04, Wis. Stats., and ch. DHS 144, the immunization record must be on file no later than 30 school days (6 calendar weeks) after the first day of a child's attendance.
9. Written parental consent to discuss or disclose personal information regarding the children and facts learned about the children and their relatives if the center will work with an agency assisting in planning for the child. [250.04(7)(b)1.b.]
10. Written authorization from the child's physician if the child is on a special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements. [250.06(9)(m)]
11. Written request from the parent if the child is on a special diet based on a food allergy. [250.06(9)(n)]
12. Completed *Authorization to Administer Medication* form, dated and signed by the parent if the center will administer prescription or non-prescription medication. A written authorization from the parent is required for each medication and is time limited. Authorizations that exceed the period of time specified on the label are prohibited. Blanket authorizations are not allowed for non-prescription pain relievers, cough and cold remedies, etc. and may not be pre-signed by parents. The medication authorization must be time specific and follow the guidelines given on the medication container. [250.07(6)(f)1.a.]
13. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength. Authorizations shall be reviewed periodically and updated as necessary.
Note: The department recommends they be reviewed at least every 6 months. [250.07(6)(h)6.]
14. Written acknowledgement from the parent that they are aware of the presence of pets and animals in the center if pets and animals are allowed to roam in areas of the center occupied by children. [250.07(7)(c)]
15. Completed *Intake for Child Under 2 Years – Child Care Centers* form for each child under 2 years of age. The information shall be at the center before the child is left for care on the child's first day of attendance, and the provider and the child's parents shall periodically discuss the child's development and routines. [250.09(1)(c)1.]
Note: Although written evidence of the periodic discussions is not required, the department recommends documenting the updates on the intake form every 3 months for infants and every 6 months for toddlers.
16. Written authorization from child's physician if a child under 1 year of age is to be put to sleep in a position other than on his or her back in a crib. [250.09(2)(c)]
17. Written authorization from the child's physician if an infant or toddler must be provided with another type of milk or milk substitute other than formula or breast milk. [250.09(3)(e)]

Notes:

- If parental access is prohibited or restricted by court order, the center must have a copy of the court order on file.
 - If children who are five years of age and older sleep at the parent's request, it is recommended that the parent's request for a nap period be written and kept in the child's file.

D. Items to be Kept in Staff Files

1. The licensee shall maintain a file for each provider, employee, volunteer, or substitute and shall make the file immediately available for review by the licensing representative. [250.05(2)]
Note: If the licensee is a provider, a file is required.
2. Completed *Staff Record – Child Care Centers* form. [250.05(2)(a)]
3. Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13, and the person is eligible to work in a child care program. [250.05(2)(b)]
Note: The Preliminary Eligibility Determination and/or the Final Eligibility Determination notices are the documentation accepted as the results of a complete child care background check after 9/30/2018.
4. Documentation of the actual hours a provider, substitute, employee, or volunteer worked if the hours were used to meet the applicable staff-to-child ratio under Table DCF 250.055. [250.05(2)(c)]
5. A physical examination report completed within 12 months before or 30 days after the person became licensed or began working with children in care. The physical examination report may be a printout of an electronic record from a medical professional or on the *Staff Health Report – Child Care Centers* form. The report shall be dated and signed by a licensed physician, physician assistant, or other EPSDT provider and shall indicate the person is free from illness detrimental to children, include tuberculosis, and the person is physically able to work with young children. [250.05(2)(d)]

6. The Registry certificate for persons licensed or beginning work with children on or after January 1, 2009. [250.05(2)(e)]

Note: The Registry certificate is required within 6 months of becoming licensed or beginning to work with children in care. If The Registry certificate is not required, then a. and b. must be in the file.

 - a. Documentation of the entry-level training required under DCF 250.05(3)(b).
 - b. Documentation of the training required under 250.05(3)(g) in shaken baby syndrome/abusive head trauma prevention if center is licensed to care for children under 5 years of age.
7. Documentation of the continuing education required under s. DCF 250.05 (4) (c) [250.05(2)(f)]

Note: The form *Staff Continuing Education Record – Child Care Centers* may be used to help document completion of this requirement.

 - a. 15 hours of continuing education in any of the topics specified in 250.05 (4)(c)1.
 - b. Current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) (must be obtained within 3 months of licensure or date of hire and kept current). [250.05(3)(e)1. & 2.]
8. Documentation of completion of at least 10 hours of department-approved training in the care of infants and toddlers if the center is licensed to care for children under 2 years of age (must be obtained within 6 months of licensure or working with children in care). [250.05 (3) (f)]
9. Completed *Staff Orientation Checklist – Family Child Care Centers* documenting orientation for any child care provider, volunteer, or substitute who is not the licensee. [250.05(4)(a)]
10. Documentation of receipt of training at least every 2 years in all of the following: [250.04(8)(b)]
 - a. Child abuse and neglect laws.
 - b. How to identify children who have been abused or neglected.
 - c. The procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.
11. For persons who transport children, a training that includes all the topics in 250.08(4)(b).

Note: The training must be completed before a driver first transports children and annually thereafter.
12. For persons who transport children, a copy of the person’s driving record that is obtained by the licensee. [250.08(4)(c)1.]
13. If the licensee is not providing care and supervision for at least 50% of the center’s licensed hours, documentation that the licensee has completed at least one course from the Wisconsin Profession Credential for Child Care Administrators program (must be obtained within one year from the initial date that the licensee is not providing care and supervision for at least 50% of the hours of the center’s operation). [250.095(1)]

E. Items to be Provided to Parents

1. A copy of the center policies required under DCF 250.04(2)(e).
2. Written information regarding whether you have insurance coverage on the premises and on the child care business. Liability insurance on the child care business is required if cats or dogs are allowed in areas accessible to children during the hours of operation. [250.04(2)(g)]
3. A summary of Chapter DCF 250 Family Child Care Centers.

Note: Paper copies of the brochure *Your Guide to Licensed Child Care – Your Summary of the Child Care Rules* may be obtained from the Child Care Information Center by calling 1-800-362-7353, and the PDF print-on-demand version is available from the department’s website at <http://dcf.wisconsin.gov/ccic>. [250.04(4)(b)]
4. When food for a child is provided by a child’s parent, information about the requirements for food groups and quantities specified by the USDA Child and Adult Care Food Program minimum meal requirements. [250.06(9)(k)]

F. Items Required to be Posted in an Area of the Center Accessible to Parents

1. The Family Child Care license. [250.04(2)(h)]
2. The current licensing statement of compliance or noncompliance statement and correction plan, including any rule violations the department has not verified as corrected and in compliance. [250.04(2)(i)1.a.]
3. Any notice from the department related to rule violations, such as a warning letter or enforcement action. [250.04(2)(i)1.b.]
4. Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license. [250.04(2)(i)1.c.]

G. Notifications to Parents

1. If a child is absent from the center without prior notification from the parent. [250.04(2)(e)3.]
2. Illness / Injury:
 - a. If a child is or has been exposed to a diagnosed or suspected communicable disease reportable under ch. DHS 145 as specified under DCF 250.04(3)(m). [250.04(4)(c)1.]
 - b. If a child appears to be ill, the licensee shall notify the parent or emergency contact and arrange to remove the child from the center as soon as possible. [250.04(4)(c)2.a.; 250.07(6)(a)4.]
 - c. If a child becomes ill or is injured seriously enough to require professional medical treatment, the parent shall be notified as soon as possible. [250.04(4)(c)2.b.; 250.07(6)(k)1.]
 - d. If the child experiences a head injury, has a seizure, consumes incorrect breastmilk, consumes food or drink that may contain the child's allergen, consumes or comes into contact with poisonous materials, or is given incorrect medication. [250.04(4)(c)2.c.]
 - e. If a child has sustained a minor injury that does not appear to require professional medical treatment. [250.04(4)(c)3.; 250.07(6)(k)1.]
3. Of the date, time, and destination of any field trip as specified in 250.04 (6) (a) 2. [250.04 (4) (c) 4.]
4. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center. [250.07(7)(c)]

H. Other Required Items

1. Current, accurate written record of the daily attendance on the *Daily Attendance Record – Child Care Centers* form that includes the actual time of arrival and departure for each child for the length of time the child is enrolled in the program. [250.04(6)(b)]
2. A written plan that has been reviewed by the department for ensuring supervision of the children in an emergency or during a provider's absence. [250.055(1)(g)]
3. Emergency telephone numbers posted in a location known to all providers, including numbers for the local fire department, police department, law enforcement agency, poison control center, and emergency medical service. [250.06(2)(d)]
4. A written plan for taking appropriate action in the event of an emergency. [250.06(3)(a)]
5. Completed *Fire and Safety and Emergency Response Documentation – Family Child Care Centers* form or the licensee's own form for documenting:
 - a. The practice of the fire evacuation and tornado plans. [250.06(3)(b)]
 - b. The monthly smoke detector tests that includes times, dates, and the results. [250.06(4)(a)]
 - c. The annual fire extinguisher inspection. [250.06(4)(b)]
6. Accurate records of meals and snacks served, which shall be available for review by parents and the licensing representative, and must be kept for 3 months. [250.06(9)(j)]
7. Medical log book with a stitched binding and lined and numbered pages. [250.07(6)(b)1.]
8. Current rabies vaccination certificates from your veterinarian for all cats, dogs, and ferrets on the premises. [250.07(7)(a)]
9. At 12-month intervals, the licensee shall provide the department with a completed *Vehicle Safety Inspection – Child Care Centers* form for each vehicle used to transport children in care. [250.08(5)(b)]

I. Reporting to the Department All information provided to the department shall be current and accurate. [250.04(2)(c)]

1. DCF 250.04(3) requires that certain circumstances be reported to the department. Initial reports for these items can be made by telephone, but a written report is required within 5 business days of the incident. Written reports can be made by fax, email, or letter.
 - a. Any incident or accident that occurs while the child is in the care of the center that results in professional medical evaluation, within 24 hours of the licensee becoming aware of the medical evaluation. [250.04(3)(a)]
 - b. Any death of a child in care, within 24 hours after the death. [250.04(3)(am)]
 - c. Any injury caused by an animal to a child in care, within 24 hours after the incident [250.04(3)(ar)]
 - d. Any damage to the premises that may affect compliance with Chapter DCF 250, or any incident at the premises that results in the loss of utility services, within 24 hours after the occurrence. [250.04(3)(b)]
 - e. Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license before the construction or remodeling begins. [250.04(3)(c)]
 - f. If requested by the department, a plan of correction for cited violations of DCF 250 or ch. 48, Stats., in a format specified by the department. [250.04(3)(d)]

- g. Any known convictions, pending charges, or other offenses of the licensee, a provider, household member, or other person subject to a child care background check, by the department's next business day. [250.04(3)(e); 250.095(2)(c)2.]
Note: See DCF 13.07 Reporting requirements.
 - h. Any incident related to a child who leaves the premises of the center without the knowledge of a provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours of the incident. [250.04(3)(f)]
 - i. Any incident involving law enforcement within 24 hours after the occurrence that:
 - (i) 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. [250.04(3)(g)1.]
 - (ii) Involves any traffic-related incident where a person responsible for the violation transports children in the care of the center. [250.04(3)(g)2.]
 - j. Any change in room usage, such as using rooms not previously approved for use at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change. [250.04(3)(h)]
 - k. Any suspected abuse or neglect of a child by a provider, volunteer, or household member that was reported under sub. (8)(a), 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, within 24 hours after the incident. [250.04(3)(i)]
 - l. Any prohibited actions specified in s. DCF 250.07(2)(c) by a provider, volunteer, or household member to a child in care, within 24 hours after the incident. [250.04(3)(im)]
 - m. A change in transportation services at least 5 calendar days prior to the change. A change in transportation services shall be approved by the department. [250.04(3)(j)]
 - n. Statistical data required by the department on forms provided by the department. [250.04(3)(k)]
 - o. Temporary closings lasting more than 2 weeks, at least 5 calendar days before the closing. [250.04(3)(L)]
 - p. Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled in the child care center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis. [250.04(3)(m)]
2. If the licensee plans to combine the care of children enrolled in the child care center with foster care of other non-related children or adults, prior written approval of both licensing agencies must be obtained. [250.055 (1) (i)]
 3. 4 change in any circumstance described in the plan. [250.06(11)(c)9.]
 4. A licensee may not make a change that affects a condition of the license identified under DCF 250.11 (6) (a) without submitting a written request for an amendment and receiving the prior written approval of the department. [250.11(6)(b)]
 5. A licensee may not move the center to a new location or change ownership of the center without notifying the department at least 30 days prior to the change. A new application and license are required when a center moves or changes ownership. [250.11(6)(c)]
 6. The licensee shall report as soon as possible, but no later than the department's next business day, when a person aged 10 and older begins residing at, or is expected to reside at, the center. Notification must include a completed *Background Check Request* (BCR) form. [250.04(2)(L); 13.07(2)(a)1.; 13.07(2)(b)]
 7. The licensee shall report as soon as possible, but no later than the department's next business day, when a current household member turns 10 years of age. Notification must include a completed *Background Check Request* (BCR) form. [250.04(2)(m); 13.07(2)(a)2.; 13.07(2)(b)]
 8. The licensee shall report as soon as possible, but no later than the department's next business day, when a current household member turns 18 years of age. Notification must include a completed *Background Check Request* (BCR) form. [13.07(2)(a)3.; 13.07(2)(b)]
 9. The licensee shall report as soon as possible, but no later than the department's next business day, when a caregiver, noncaregiver employee, or household member changes his or her name. [13.07(2)5.]

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfclireg@wisconsin.gov or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.