

## REQUIRED ITEMS FOR DAY CAMPS FOR CHILDREN

### A. Items to be Submitted to Regional Office at Time of Initial Application

1. Completed *Initial License Application – Day Camps for Children* and all requested supporting documentation. [252.05 (1) (b) and (c)]
2. Completed *Initial Licensing Checklist – Day Camps* confirming that the camp is in compliance with all applicable rules and is ready for the initial licensing visit. [252.05 (1) (c) 2.]
3. If your camp will be a mobile camp site that consists primarily of field trips, the proposed itinerary of field trips including the planned sources of emergency medical care in each area to be visited. [252.05 (1) (c) 5.; 252.44 (12) (c)]
4. A current written delegation of administrative authority signed by the licensee that describes the organizational structure and identifies by position or name those persons on the premises in charge of the camp for all hours of operation. [252.05 (1) (c) 6.]
5. If your water source is a private well, a copy of the results of a water test obtained at least two weeks prior to the camp opening that indicates the water is safe for lead and bacteria. [252.05 (1) (c) 8.; 252.43 (4) (b)]
6. All fees and forfeitures due to the department. [252.05 (1) (c) 9.]
7. The license fee of \$45.68 required under s. 48.65, Stats. [252.05 (1) (c) 9.]
8. A copy of all the policies required under 252.41 (1) (f) and a completed *Policy Checklist – Day Camps* form. [252.05 (1) (c) 12.]
9. A building inspection report evidencing compliance with the applicable building codes. [252.05 (1) (c) 14.; 252.43 (1) (d)]
10. Supporting documentation regarding organization structure: [252.05 (1) (c) 3. & 15.]
  - a. Articles of Organization and Operating Agreement AND a list of the full name and address of each partner / member if the applicant is organized as a partnership or limited liability company.
  - b. Articles of Incorporation AND a list that provides the name, title, address, telephone number, and dates of office of each member of the board of directors, its committees, and its officers if the applicant is organized as a corporation or church.
11. Completed *Background Check Request* (BCR) form for the legally responsible individual and, if the camp will be located in a residence, any household member 10 years of age and above and any applicable fees. [252.05 (1) (c) 9. & 10.; s. 48.685 (8)]

**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 (1) (a) 4. & 5.]

  - a. If your business type is Individual / Sole Proprietor or Limited Liability Company – Sole Proprietor, the legally responsible individual is the individual who is applying for the camp license.
  - b. If your business type is Corporation or Church, the legally responsible individual is the president of the governing board.
  - c. If your business type is Limited Liability Company – Corporation, Limited Liability Company – Partnership, or Partnership, all members of the LLC or Partnership are required to fulfill this requirement unless the Articles of Organization or Operating Agreement identifies a manager on whom the CBC will be run.
12. Completed *Background Check Request* form for the Administrator, Director, and all caregiver and noncaregiver employees, such as cooks, drivers, secretaries, or maintenance personnel. [252.05 (1) (c) 15.]
13. A general diagram of the base camp that indicates the location and dimensions of all buildings and shelters that are primarily for day camp purposes, which building or shelter has been designated for use during inclement weather, and the location of all bodies of water. [252.05 (1) (c) 15.]
14. If the camp is served by a private well considered to be a non-transient non-community water system, proof that the private well is in compliance with Chapter NR 809, Safe Drinking Water Act Standards. [252.05 (1) (c) 15.; 252.43 (4) (b) Note.]
15. If dogs, cats or ferrets are on the premises, current rabies immunization certificates from a veterinarian. [252.08 (1); 252.05 (1) (c) 15.]
16. A certificate of insurance for general liability that provides coverage as outlined in DCF 252.4 (1) (e). The certificate must include coverage for horseback riding or adventure-based activities if they are offered as part of the camp programming. [252.05 (1) (c) 15.; 252.41 (1) (e); 252.44 (13)]

17. Completed *Vehicle Safety Inspection* form and proof of vehicle liability insurance for each vehicle used to transport children in care if applicable. [252.05 (1) (c) 15.; 252.09 (5) (b); 252.41 (1) (e)]
18. If meals will be prepared off premises by another agency, a copy of that location's kitchen inspection report by a state agency. [252.05 (1) (c) 15.; 252.43 (3m) (h)]
19. If the camp uses a beach on the premises, a report from the local municipality indicating the beach complies with any local ordinance and a copy of the results of the water test from any beach used by children in care. [252.05 (1) (c) 15.; 252.44 (7) (am) 1.]
20. A written pre-camp training plan submitted to the department and implemented. The training shall include the following and be a minimum of 24 hours: [252.05 (1) (c) 15.; 252.42 (3) (a)]
  - a. A review of chapter DCF 252.
  - b. A review of camp policies and procedures, as required under s. DCF 252.41 (1) (f).
  - c. Job responsibilities in relation to job descriptions
  - d. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids.
  - e. Daily activity plans and schedules.
  - f. First aid procedures.
  - g. A review of plans required under ss. DCF 252.41 (1) (f) 7. and 8., and 252.43 (2), including the plans for a missing child, fire, tornado, and for supervision when children are swimming, if applicable.
  - h. The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.
  - i. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.
  - j. A review of child abuse and neglect laws and the camp reporting procedures.
  - k. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day.
  - l. Child management techniques.
  - m. For any person providing care and supervision to children under 5 years of age, department-approved training in shaken baby syndrome and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children.

Notes:

- An applicant for a license shall submit an application **at least 60 days before** the date proposed for the camp to begin operating. [252.05 (1) (b) 1.]
- The department may refuse to issue a license if another camp operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures. [252.05 (1) (i)]
- The department may not process an application for a license if the applicant has had a license or certification to operate a child care program revoked or denied within the last 2 years. [252.05 (1) (j)]
- 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. [252.05 (7) (a) 6.]

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

1. Completed *License Continuation* form and all requested supporting documentation. [252.05 (1) (b) and (c)]
2. A current written delegation of administrative authority signed by the licensee that describes the organizational structure and identifies by position or name those persons on the premises in charge of the camp for all hours of operation. [252.05 (1) (c) 6.]
3. If your water source is a private well, a copy of the results of a water test obtained at least two weeks prior to the camp opening that indicates the water is safe for lead and bacteria. [252.05 (1) (c) 8.; 252.43 (4) (b)]
 

**Note:** Bacteria tests are required annually, and lead tests are required every 3 years; tests shall be run at least 2 weeks prior to the camp opening.
4. The licensing fees and any unpaid forfeitures or penalties due to the department. [252.05 (1) (c) 9.]
5. If you have made changes, but have not yet submitted them to the department, the most current copy of the camp's policies required under 252.41 (1) (f) and a completed *Policy Checklist – Day Camps* form. [252.05 (1) (c) 12.]
6. If you are organized as a corporation or church, a list that provides the name, title, address, telephone number and dates of office of each member of the board of directors / governing board. [252.05 (1) (c) 15.]

7. If the camp provides meals to the children in care and the meals are prepared off premises by another agency, a copy of the off-premises kitchen's report of inspection by a state agency. [252.05 (1) (c) 15.; 252.43 (3m) (h)]
8. If animals are on the premises, current rabies immunization certificates from a veterinarian.  
**Note:** Approved rabies vaccinations are available for cats, dogs, ferrets, horses, cattle, and sheep. [252.05 (1) (c) 15.; 252.08 (1)]
9. A certificate of insurance for general liability that provides coverage as outlined in DCF 252.4 (1) (e). The certificate must include coverage for horseback riding or adventure-based activities if they are offered as part of the camp programming. [252.05 (1) (c) 15.; 252.41 (1) (e); 252.44 (13)]
10. If transportation is provided by the camp, a completed *Vehicle Safety Inspection* form and proof of vehicle liability insurance for each vehicle used to transport children in care. [252.05 (1) (c) 15.; 252.09 (5) (b); 252.41 (1) (e)]
11. If you have a current exception that you would like to renew for the upcoming licensing period, a completed *Exception Request* form. [252.05 (1) (c) 15.]

**Notes:**

- An applicant for license continuation shall submit the requested materials **at least 30 days before** the expiration / continuation of the license. [252.05 (1) (b) 2.]
- The department may refuse to continue a license if another camp operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fines or forfeitures. [252.05 (1) (i)]

**C. Items to be Kept in Children's Files**

1. A completed *Child Care Enrollment* form or the licensee's own form that includes all of the following shall be on file prior to the child's first day of attendance: [252.41 (4) (a) 1.]
  - a. The name and birthdate of the child.
  - b. The full names and contact information for the child's parents.
  - c. The child's home address and telephone number.
  - d. An address and telephone number where a parent can be reached while the child is in care.
  - e. The name, address, telephone number, and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately.
  - f. The name, address, and telephone number of a physician or medical facility caring for the child.
  - g. The names, addresses, and telephone numbers of persons authorized to pick up the child or to accept the child who is dropped off.
  - h. The dates of camp session in which the child is enrolled.
2. Completed *Child Care Enrollment* form or the licensee's own form documenting consent from the parent for emergency medical care or treatment. [252.41 (4) (a) 2.]
3. Authorization from the parent for the child to participate in field trips and other off-premises activities, if these are part of the camp's program.  
**Note:** The camp may use the department's *Field Trip or Other Activity Notification / Permission* or *Child Care Enrollment* form or the licensee's own form to obtain authorization. [252.41 (4) (a) 4.]
4. Specific informed written consent from the parent for each incident of participation by a child in any research or testing project. The camp may use the department's *Informed Consent for Observation or Testing by an Outside Agency – Child Care Centers* form or the licensee's own form. [252.41 (4) (a) 5.]
5. Completed *Health History and Emergency Care Plan – Child Care Centers* form documenting the child's health history. [252.41 (4) (a) 6.]
6. Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144.  
**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. [252.41 (4) (a) 6m.]
7. Authorization from the parent outlining the plan for a child to come to the camp from school, home, or other activities and to go from the camp to school, home, or other activities unless the child is accompanied by a parent or other authorized person.  
**Note:** The camp may use either the department's *Alternate Arrival / Release Agreement – Child Care Centers* form or the licensee's own form. [252.41 (4) (a) 7.]

8. Assessment of the child's swimming ability, if swimming is included in the program of activities.  
**Note:** Either parents or the camp may assess the child's swimming ability. [252.41 (4) (a) 8.]
9. Written authorization from child's physician if the parent requests the child be provided with a special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements. [252.44 (5) (g)]
10. Written request from the parent if the child must be provided with a special diet based on a food allergy. [252.44 (5) (g)]
11. Completed *Authorization to Administer Medication – Child Care Centers* form or the licensee's own form 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, to obtain written authorization if the camp will give prescription or non-prescription medication to children. Blanket authorizations that exceed the length of time specified on the label are prohibited. [252.44 (6) (e) 1. a.]
12. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength. [252.44 (6) (i) 7.]
13. If transportation is provided, completed *Transportation Permission – Child Care Centers* form or the licensee's own form obtaining authorization from the parent to transport the child to and from the camp. [252.09 (2) (a)]
14. Specific written directions from the parent or the child's physician if lotions, powders, or salves are to be applied during diapering. [252.44 (6) (j) 7.]

**Notes:**

- Required records must be maintained for the length of time the child is enrolled, be on the premises for children in care, and be available to the licensing specialist for review. It is recommended that the date of discharge be added to the child's record and that the camp retain records for 3 years after a child is discharged. [252.07 (2) (d); 252.41 (4) (c)]
- Children who are returning from a previous summer do not need a new initial date of attendance.

**D. Items to be Kept in Staff Files**

1. Completed *Staff Record – Child Care Centers* form or the licensee's own form that includes all of the following: [252.42 (1) (a)]
  - a. Employee name, address, and date of birth.
  - b. Education.
  - c. Position title.
  - d. Previous work experience in child care, including reason for leaving previous positions.
  - e. The name, address, and telephone numbers of persons to be notified in an emergency.
2. Documentation of any pertinent certification or training required for the position, including department-approved training in shaken baby syndrome and abusive head trauma prevention and the effects of shaking an infant or young child, taken before beginning to work with children, if the person will provide care to children under 5 years of age. [252.42 (1) (a) 2.]
3. Documentation of a completed child care background check that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch. DCF 13. [252.42 (1) (a) 3.]  
**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. Preliminary Eligibility is required prior to working with children in care.
4. Documentation of successful completion of pre-camp training. [252.42 (1) (a) 4.]  
**Note:** The camp may use the department's form *Pre-Camp Training Documentation – Day Camps*.
5. Documentation of the days and hours worked when the person was included in the counselor-to-child ratio. [252.42 (1) (a) 5.]
6. Documentation of a high school diploma or its equivalent. [252.42 (1) (a) 6.]
7. A current certificate of completion for child and adult cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department prior to working with children in care. [252.42 (3) (e)]
8. Documentation of training in firearms and archery, if applicable. [252.44 (9) (a)]

#### **E. Items to be Provided to Parents**

1. When food for a child is provided by the parent, provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child and adult care food program minimum meal requirements. [252.44 (5) (f)]

#### **F. Items Required to be Posted in an Area of the Camp Accessible to Parents**

1. The day camp license. [252.41 (1) (k)]
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. [252.41 (1) (L) 1. a.]
3. Any notice from the department regarding rule violations, such as a warning letter or enforcement action. [252.41 (1) (L) 1. b.]
4. Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license. [252.41 (1) (L) 1. c.]
5. A copy of Chapter DCF 252 Licensing Rules for Day Camps for Children. [252.41 (5) (e)]
6. A copy of the camp's policies. [252.41 (5) (f)]
7. A copy of the dated menus for meals and snacks provided by the camp (including any changes to the planned menu). [252.44 (5) (d) 1.]

#### **G. Notifications to Parents**

1. Illness / Injury:
  - a. Notification shall be made immediately when:
    - The child becomes ill. [252.41 (5) (a) 1.]
    - The child needs professional evaluation of an injury. [252.41 (5) (a) 2.]
    - 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 in contact with poisonous materials, or is given incorrect medication.  
**Note:** A "head injury" means a bump, blow, or jolt to the head. [252.41 (5) (a) 3.]
    - The child is missing. [252.41 (5) (a) 4.]
  - b. The child has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact. [252.41 (5) (b)]
  - c. The child sustained a minor injury that does not appear to require professional medical evaluation. The parents may be notified when they pick up the child or when the child is delivered. [252.41 (5) (c)]
2. If a child is absent from the camp without prior notification from the parent, the parents shall be notified in accordance with camp policy. [252.425 (1) (f)]

#### **H. Other Required Items**

1. Current, accurate, written attendance records that include time of arrival, time of departure for each child for the duration of time the child is enrolled in the program. If children are transported by the camp to or from the child's home or school, daily attendance records that includes the actual time the child was picked up or dropped off.  
**Note:** The form, *Daily Attendance Record – Child Care Centers*, can be used to meet this requirement. [252.41 (4) (c)]
2. Documentation that staff meetings have been held monthly. [252.42 (3) (d)]
3. Emergency numbers including local fire department, law enforcement agency, and poison control center in a location known to all providers. [252.43 (2) (e)]
4. Written notification of the camp operation shall be given to the nearest fire department or forest ranger service for protection in case of fire. The notification shall include the dates the camp will be operational and the number and ages of children in care. [252.43 (3) (d)]
5. Any necessary permits required for operation of incinerators or for open fires shall be secured and available for review by a licensing representative. [252.43 (3) (e)]

6. Maintain a medical log book for recording an evidence of unusual bruises, contusions, lacerations, or burns seen on the child, regardless of whether received while in the care of the camp, any injuries received by a child while in the care of the camp on the date the injury occurred, any medication dispensed to a child, on the date the medication is dispensed, and any incident or accident that occurs when the child is in the care of the camp that results in professional medical evaluation. The log shall be in a book with stitched binding and lined and numbered pages. Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry. There shall be documentation in the medical log that reviews have taken place every 6 months, and the logs should be kept as long as the camp is in operation. [252.44 (6) (g)]
7. If a child's parent or physician has submitted specific written direction to apply lotions, powders, or salves to a child during diapering, the directions on use shall be posted in the diaper changing area. [252.44 (6) (j) 7.]

#### **I. Reporting to the Department**

1. All information provided to the department shall be current and accurate. [252.41 (1) (bm)]
2. DCF 252.41 (2) 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 camp that results in professional medical evaluation, within 24 hours of the licensee becoming aware of the medical evaluation. [252.41 (2) (a)]
  - b. Any death of a child in care, within 24 hours after the death. [252.41 (2) (am)]
  - c. Any injury caused by an animal to a child in care, within 24 hours after the incident. [252.41 (2) (ar)]
  - d. Any damage to the base camp which may affect compliance with Chapter DCF 252, or any incident at the base camp that results in loss of utility services, within 24 hours after the occurrence. [252.41 (2) (b)]
  - e. A change in the day camp director, within 7 days after the change. [252.41 (2) (d)]
  - f. Statistical data required by the department on forms provided by the department. [252.41 (2) (e)]
  - g. Any known convictions, pending charges, or other offenses of the licensee, day camp employees or other person subject to a child care background check which could potentially relate to the care of children at the camp or activities of the camp by the department's next business day. See DCF 13.08 Reporting requirements. [252.41 (2) (f)]
  - h. Any suspected abuse or neglect of a child by an employee or volunteer that was reported under s. DCF 252.07 (3) (a), 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. [252.41 (2) (g)]
  - i. Any prohibited actions specified in s. DCF 252.44 (2) (c) by a staff member to a child during the child's hours of attendance, within 24 hours after the incident. [252.41 (2) (gm)]
  - j. Any incident involving law enforcement within 24 hours after the occurrence in which any of the following occurs: [252.41 (2) (h)]
    - A licensee, a household member or an employee of the camp is involved 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 camp.
    - A person responsible for transporting children is involved in a traffic-related incident.
  - k. Any change in room usage in the base camp, such as using rooms or areas not previously approved for use by children at least 20 working days prior to the change. [252.41 (2) (i)]
  - l. Any incident related to a child who leaves the premises of the camp without the knowledge of a counselor or any incident that results in a counselor not knowing the whereabouts of a child in attendance at the camp within 24 hours of the occurrence. [252.41 (2) (j)]
  - m. If requested by the department, a plan of correction for cited violations of DCF 252 or ch. 48, Stats., in a format specified by the department. [252.41 (2) (k)]
  - n. Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. [252.41 (2) (L)]
  - o. Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the day camp or any person in contact with children at the camp, within 24 hours after the camp is notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the camp is notified of the diagnosis. [252.41 (2) (m)]
  - p. Any change in meal preparation arrangements, at least 5 calendar days prior to the change. Camps adding meal preparation after an initial license has been issued shall document compliance with building codes related to kitchens before beginning to prepare meals. [252.41 (2) (n)]
  - q. Any change in transportation services, at least 5 calendar days prior to the change. [252.41 (2) (o)]

3. Submit to the department a completed *Background Check Request* (BCR) form for any of the following: [252.41 (1) (n); 13.08 (2) (a); 13.07 (2) (b)]
  - a. There is a change in the board president or chairperson.
  - b. A corporation or limited liability company designates a new person to be subject to the child care background check.
  - c. A current household member turns 18 years of age, unless the household member has previously submitted a BCR.
  - d. A current household member turns 10 years of age.
4. Submit to the department a completed *Background Check Request* (BCR) form for each potential household member prior to the date on which the individual becomes a household member, unless the person is less than 10 years of age. [252.41 (1) (o); 13.07 (2) (a) 1.; 13.07 (2) (b)]
5. 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) (a) 5.]