

Large Family Child Care Checklist

The Biennial Budget, 2025 Wisconsin Act 15, established a category of large family licensed child care to provide care and supervision for up to 12 children. The Department of Children and Families is revising [DCF 250, Administrative Rules for Licensed Family Child Care Centers](#) to modify or create new rules for large family centers to safely care for up to 12 children. Those rules will go into effect on August 1, 2026.

To prepare for your request to increase your licensing capacity, it is important you consider and develop all the information below. Use of this document is voluntary but will help you prepare for your request to increase capacity.

Note: You cannot increase your capacity until you receive approval from your licensing specialist and until the rules go into effect on August 1, 2026.

Prior to Submitting Your Request

Physical Plant and Environment

I have enough indoor space to accommodate 9-12 children.

Note: Each child needs at least 35 square feet of usable floor space indoors.

I have enough space to accommodate 9-12 children outdoors.

Note: Each child needs at least 75 square feet of space outdoors.

Operational Requirements

My municipality allows family child care programs to exceed care for 8 children.

Note: Some towns, cities, or counties have limits of 8 children, including the city of Milwaukee and Kenosha County.

I have updated my program's policies to indicate care will be provided for more than 8 children.

I have personnel policies (if you plan to hire staff).

My policy covers more children (if you have liability insurance).

Staff and Supervision

I will need an additional staff person.

I will need to create new files for any new staff members.

Program

I have enough play equipment accessible indoors.

I have enough play equipment accessible outdoors.

I have enough table space and seating.

I have enough cribs, pack and plays, mats, and/or sleeping bags for 9-12 children.

Transportation

I need to check with my vehicle insurance provider to determine whether I need to modify my coverage based on transporting additional children, adding another vehicle, or changing the vehicle you use to transport.

To accommodate more children in care, I will be using a vehicle that requires a vehicle alarm.

If I need to add a second driver, I have obtained the individual's driving record.

If using multiple vehicles to transport children, I have completed a vehicle inspection on all vehicles.

Business Practices (optional)

If I am employing staff for the first time, I am familiar with unemployment insurance, taxes, employee rights, etc.

I have reviewed YoungStar, WEESN, or Tom Copeland resources related to business practices.

Request Approval

Submit a **written request** to your licensing specialist to increase your program's licensed capacity.

Submit the following documents to your licensing specialist:

- An updated insurance policy, if pets are accessible to children in care
- Updated program policies

Schedule a time for your licensor to visit your program to measure space and verify compliance.

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 call the Division of Early Care and Education at 608-422-6002. 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.