

## Licensing Checklist – Group Child Care Centers – DCF 251

**Use of form:** Use of this form by group child care licensees is voluntary; however, the department recommends that centers use this form to periodically review their program for compliance with the licensing rules. This checklist contains only selected portions of DCF 251 Group Child Care Centers. The licensee must be in compliance with all applicable rules whether or not they are included on this checklist. Refer to the rule book for the complete rule. Licensing specialists use this form to review a group child care center's compliance with ch. DCF 251 only when the mobile checklist app is not available. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions: Licensees** - Complete the "Licensee" column. If the center is in compliance with the specific rule, check "Met." Note: Some situations may have not yet occurred [e.g., 251.04(3)(a) regarding submitting a report to the department within 24 hours after an injury of a child in the care of the center.] However, check "Met" if you understand what your responsibilities are if the situation were to arise. If a specific rule does not apply to the center, check "N/A" for not applicable.

**Licensing specialists** - Complete the "Licensing Specialist" column during monitoring visits. If the center is in compliance with the specific rule, check "Met." If the center is not in compliance with the specific rule, check "Not Met." If a specific rule does not apply to the center, check "N/A" for not applicable. 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. These "serious" rule requirements are those items which have an asterisk (\*) in the Not Met column.

Center Name		Center Physical Address (Street, City, Zip Code)		Facility ID Number
Administrator Name		Director Name		Center Mailing Address
Center Telephone Number	Email Address (Center Administrator or Director)		Licensed Capacity	Ages Accepted
Hours of Operation				

**For Department Use Only**

License Continuation Date	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exceptions / Stipulations	Monitoring Plan
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Additional Programming:  
 Care of Mildly Ill Children  Night Care  Infant / Toddler Care  School-Age Care Only  Collaborative Agreement (4K / HS)  Program Established by School Board

Code Section (Subsection)	Page	Date Reviewed	Code Section (Subsection)	Page	Date Reviewed
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Date(s) – Licensing Visit(s): \_\_\_\_\_

DCF 251.04 OPERATIONAL REQUIREMENTS	Met	Not Met	N/A	COMMENTS
<b>(1) Terms of a License</b>				
(1)(a) LICENSED CAPACITY The number of children in care at any one time may not exceed the licensed capacity of the center.		*		
(1)(b) AGE RANGE OF CHILDREN The age of children served by a center may not be younger or older than the age range specified in the license.				
(1)(c) HOURS, DAYS, MONTHS OF OPERATION The hours, days and months of a center's operation may not exceed those specified in the license.				
<b>(2) Administration.</b> 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)(b) COMPLIANCE WITH RULES Comply with all requirements of this chapter.				
(2)(bm) COMPLIANCE WITH CONDITIONS Comply with all conditions placed on the license.				
* (2)(c) CURRENT, ACCURATE INFORMATION Ensure that all information provided to the department is current and accurate.				
(2)(d) ADMINISTRATION – IN-STATE REPRESENTATIVE If residing in another state, designate in writing, as part of the application under s. DCF 251.11(2) and (3), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements of this chapter.				
(2)(e) ADMINISTRATION – MEET WITH LICENSING REPRESENTATIVE Meet, upon request of the department, with a licensing representative on matters pertaining to the license.				
(2)(f) APPLICATION MATERIALS & FEES Prior to receiving or continuing a license, complete all application forms and pay all fees and forfeitures due to the department.				
* (2)(g) CERTIFICATE OF INSURANCE Submit to the department a certificate of insurance that meets the following conditions:				
* (2)(g)1. CERTIFICATE OF INSURANCE – DATES OF COVERAGE Current dates of coverage for all of the following types of insurance:				
* (2)(g)1.a. INSURANCE – GENERAL LIABILITY General liability insurance with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.				
* (2)(g)1.b. INSURANCE – VEHICLE LIABILITY Vehicle liability insurance with minimums not less than the amounts specified under s.121.53, Stats., if transportation is provided in by the center.				
* (2)(g)1.c. INSURANCE – NON-OWNED VEHICLE LIABILITY Vehicle liability insurance with minimums not less than the amounts specified under s.121.53, Stats., if transportation is provided in vehicles that are not owned by the center and are not public transportation vehicles or chartered vehicles.				
* (2)(g)2. INSURANCE – PETS The certificate of insurance shall indicate that pets are included in the liability coverage if cats or dogs are permitted in areas of the center accessible to children during the hours of operation.				

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
* (2)(h) POLICIES SUBMITTED & IMPLEMENTED Develop, submit to the department, and implement written policies consistent with the requirements of this chapter on all of the following subjects: (Note: Changes must be submitted to the department immediately.)				
* (2)(h)1. POLICY SUBMITTED & IMPLEMENTED – FEES Fee payments and refunds.				
* (2)(h)2. POLICY SUBMITTED & IMPLEMENTED – PERSONNEL Personnel, including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall contain a procedure that requires staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next business day when any situation listed in 251.04(2)(h)2.a. through d. occurs.				
* (2)(h)3. POLICY SUBMITTED & IMPLEMENTED – DISCHARGE OF ENROLLED CHILDREN Discharge of enrolled children.				
* (2)(h)4. POLICY SUBMITTED & IMPLEMENTED – ADMISSION Admission.				
* (2)(h)5. POLICY SUBMITTED & IMPLEMENTED – HEALTH CARE Health care. If the center is licensed to care for children under one year of age, the policies shall include procedures to reduce the risk of sudden infant death syndrome.				
* (2)(h)6. POLICY SUBMITTED & IMPLEMENTED – EDUCATION Education.				
* (2)(h)7. POLICY SUBMITTED & IMPLEMENTED – NUTRITION Nutrition, including accommodating children with food allergies.				
* (2)(h)8. POLICY SUBMITTED & IMPLEMENTED – CHILD GUIDANCE Child guidance, including appropriate ways to manage crying, fussing, or distraught children.				
* (2)(h)9. POLICY SUBMITTED & IMPLEMENTED – EMERGENCY PLANS Emergency plans to be followed in the event of a fire, tornado, missing child, or other emergency.				
* (2)(h)10. POLICY SUBMITTED & IMPLEMENTED – STAFF CONTINUING EDUCATION Continuing education of staff.				
* (2)(h)11. POLICY SUBMITTED & IMPLEMENTED – STAFF / VOLUNTEER ORIENTATION Orientation of new staff and volunteers.				
* (2)(h)12. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation, if the center will transport children either on field trips or on a regular schedule. The policy shall include a procedure to ensure that no child is left unattended in a vehicle.				
* (2)(j) ACCURATE PUBLISHED MATERIALS Ensure that all published statements such as brochures and publicity releases are accurate.				
(2)(k) LICENSE POSTED & VISIBLE Post the child care license near the entrance or in some other conspicuous area of the center that is visible to the public.				
(2)(L)1. MONITORING RESULTS, STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Post next to the child care center license all of the following:				

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
(2)(L)1.a. MONITORING RESULTS POSTED The current licensing statement of compliance or a noncompliance statement and correction plan, including any rule violations the department has not verified as corrected and in compliance.				
(2)(L)1.b. DEPARTMENT NOTICES POSTED Any notice from the department regarding rule violations, such as a warning letter or enforcement action.				
(2)(L)1.c. STIPULATIONS, CONDITIONS, EXCEPTIONS POSTED Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.				
(2)(L)2. ITEMS POSTED - VISIBLE TO PARENTS All items posted shall be visible to parents.				
(2)(m) HEALTH, SAFETY & WELFARE OF CHILDREN Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee.				
(2)(n) BACKGROUND CHECK REQUEST FORM Submit to the department by the department's next business day a completed background check request form if any of the following occurs:				
(2)(n)1. BACKGROUND CHECK REQUEST FORM – CHANGE TO BOARD A change in the board president or chairperson.				
(2)(n)2. BACKGROUND CHECK REQUEST FORM - CHANGE IN DESIGNEE A corporation or limited liability company designates a new person to be subject to the background check.				
(2)(n)3. BACKGROUND CHECK REQUEST FORM - HOUSEHOLD MEMBER TURNS 18 A household member turns age 18 years, unless the household member has previously submitted a background check request form.				
(2)(n)4. BACKGROUND CHECK REQUEST FORM - HOUSEHOLD MEMBER TURNS 10 A household member turns age 10 years.				
(2)(o) BACKGROUND CHECK REQUEST FORM – POTENTIAL HOUSEHOLD MEMBER Submit to the department by the department's next business day a completed background check request form for each potential household member Prior to the date on which the person becomes a household member, unless the person is less than 10 years of age.				
* (2)(p) DELEGATION OF ADMINISTRATIVE AUTHORITY – SUBMITTED, CURRENT Submit a current delegation of administrative authority signed by the licensee that outlines the organizational structure and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation.				
<b>(3) Reports</b>				
* (3) WRITTEN REPORT TO DEPARTMENT 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 incident or accident that occurs while the child is in the care of the center that results in an injury that requires professional medical evaluation within 24 hours of the licensee becoming aware of the medical evaluation.		*		

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
* (3)(am) REPORT – DEATH Any death of a child in care, within 24 hours after the death.		*		
* (3)(ar) REPORT – ANIMAL INJURY Any injury caused by an animal to a child in care, within 24 hours after the incident.		*		
* (3)(b) REPORT – DAMAGE TO PREMISES Any damage to the premises which may affect compliance with this chapter, or any incident at the premises that results in the loss of utility services, within 24 hours after the occurrence.				
* (3)(c) REPORT – CHANGE IN ADMINISTRATOR OR CENTER DIRECTOR A change in the administrator or center director of a child care center, within 30 days after the change.				
* (3)(d) REPORT – CHANGE IN PROGRAM SERVICE A change of any program service, including expected temporary closures lasting more than 2 weeks, at least five days prior to the change.				
* (3)(dm) REPORT – UNEXPECTED CLOSURES Unexpected closures lasting more than 2 weeks, within 24 hours after the center has been closed for a 2-week period.				
* (3)(e) REPORT – STATISTICAL DATA Statistical data required by the department on forms provided by the department.				
* (3)(f) REPORT – PLAN OF CORRECTION If requested by the department, a plan of correction for cited violations of this chapter or ch. 48, Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and be approved by the department licensing representative.				
* (3)(g) REPORT – CONVICTIONS, PENDING CHARGES, OTHER OFFENSES Any known convictions, pending charges or other offenses of the licensee, group child care center employees, or other person subject to a child care background check that could potentially relate to the care of children at the center or activities of the center by the department’s next business day.		*		
* (3)(h) REPORT – CHANGE IN ROOM USAGE Any changes in room usage, such as changing the way rooms are primarily used by children or 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.				
* (3)(i) REPORT – LOST OR MISSING CHILD Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours after the occurrence.				
* (3)(j) REPORT – ABUSE OR NEGLECT 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)(jm) REPORT – PROHIBITED ACTIONS Any prohibited actions specified in s. DCF 251.07(2)(e) by an employee or volunteer to a child in care, within 24 hours after the incident.				

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
* (3)(k) Any incident involving law enforcement within 24 hours after the occurrence that:				
* (3)(k)1. REPORT – LAW ENFORCEMENT CONTACT – HARM 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.				
* (3)(k)2. REPORT – LAW ENFORCEMENT CONTACT – TRAFFIC Involves any traffic-related incident where a person responsible for the violation transports children in the care of the center.				
* (3)(L) REPORT – CONSTRUCTION OR REMODELING Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the licensee. Notification shall be provided in writing before the construction or remodeling begins.				
* (3)(m) REPORT – COMMUNICABLE DISEASE Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis.				
* (3)(n) REPORT – CHANGE IN MEAL PREP ARRANGEMENTS Any change in meal preparation arrangements, at least 5 calendar days before the change. Centers adding meal preparation after an initial license has been issued shall document compliance with building codes related to kitchens before beginning to prepare meals on the premises.				
* (3)(o) REPORT – CHANGE IN TRANSPORTATION SERVICES Any change in transportation services, at least 5 calendar days prior to the change.				
<b>(4) Parents (a)</b> The center administrator shall notify the parents of an enrolled child of all of the following:				
(4)(a)1. PARENT NOTIFICATION – COMMUNICABLE DISEASE The child has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact. Notification shall occur when the information becomes known to the center.				
(4)(a)2. PARENT NOTIFICATION Notification shall be made immediately and shall provide sufficient detail to reasonably apprise the parent in all of the following situations:				
(4)(a)2.a. PARENT NOTIFICATION – ILLNESS The child becomes ill.				
(4)(a)2.b. PARENT NOTIFICATION – MEDICAL EVALUATION NEEDED The child needs professional evaluation of an injury.				
(4)(a)2.c. PARENT NOTIFICATION - INJURY, CONSUMPTION OF ALLERGEN, INCORRECT MEDICATION 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. For purposes of this subdivision, a “head injury” means a bump, blow, or jolt to the head.				
(4)(a)2.d. PARENT NOTIFICATION - CHILD'S WHEREABOUTS UNKNOWN The child’s whereabouts are unknown to the assigned provider.				
(4)(a)2.e. PARENT NOTIFICATION - INAPPROPRIATE CHILD GUIDANCE The child was subject to child guidance that is prohibited under s. DCF 251.07 (2) (e) and (f).				

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
(4)(a)3. PARENT NOTIFICATION – MINOR INJURY The child has sustained a minor injury that does not appear to require professional medical evaluation. Notification may be made when the child is picked up at the center or delivered to the parent or other authorized person.				
(4)(a)4. PARENT NOTIFICATION – FIELD TRIP The child will be going on a field trip that is not part of the regularly scheduled program. Notification of the date, time, and destination shall be prior to the field trip.				
(4)(b) PARENT VISITS The center shall permit parents to visit and observe at any time during the center’s hours of operation, unless access is prohibited or restricted by court order.				
(4)(c) COMMUNICATION WITH PARENTS The center shall offer conferences at least twice each year for parent and staff communication regarding the child’s adjustment to the program and the child’s growth and development.				
* (4)(d) NOTIFICATION OF RELIGIOUS OBSERVANCES / TRAINING The center shall notify parents of any religious training that is part of the center'				
(4)(e) SUMMARY OF RULES PROVIDED The center shall provide a summary of this chapter to the parents of each child upon the child’s enrollment.				
* (4)(f) COPY OF RULES AVAILABLE A copy of this chapter shall be posted or available in an area of the center where parents are likely to see it.				
(4)(g) COPY OF POLICIES AVAILABLE A copy of the child care policies of the center shall be made available to the parents in an area of the center accessible to parents. Personnel policies need not be included.				
<b>(6) Children’s Records</b>				
* (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)1. CHILD RECORD – ENROLLMENT INFORMATION Enrollment information consisting of: (Forms <i>Child Care Enrollment</i> and <i>Intake for Child Under 2 Years – Child Care Centers</i> may be used.)				
a. The name and birthdate of the child; b. The full names of 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 other than a parent authorized to call for the child or to accept the child who is dropped off; h. The child’s first day of attendance at the center.				
* (6)(a)2. CHILD RECORD – EMERGENCY MEDICAL CONSENT Written consent from the parent for emergency medical care or treatment.				



DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
* (6)(a)4. CHILD RECORD – FIELD TRIP AUTHORIZATION Authorization from the parent for the child to participate in field trips and other off-premises activities, if these are part of the center's program. (The forms Field Trip or Other Activity Notification / Permission – Child Care Centers or Child Care Enrollment may be used for securing parental authorization.)				
* (6)(a)5. CHILD RECORD – ALTERNATE ARRIVAL / RELEASE AGREEMENT Authorization from the parent outlining the plan for a child to come to the center from school, home or other activities or to go from the center to school, home or other activities unless the child is accompanied by a parent or other authorized person or transported by the center. (The form Alternate Arrival / Release Agreement – Child Care Centers may be used for securing the parent's signed agreement.)				
* (6)(a)6. CHILD RECORD – HEALTH HISTORY Health history information that includes the following: (Forms <i>Health History and Emergency Care Plan</i> may be used.) a. The name and birthdate of the child; b. The full names of the child's parents; c. A telephone number where the parent can be reached while the child is in care; d. The name, address, and telephone number of the physician or medical facility caring for the child; e. The child's medical conditions, such as asthma, cerebral palsy, diabetes, epilepsy, food allergies, or gastrointestinal or feeding concerns. If the child has a milk allergy, a statement from a medical professional indicating an acceptable alternative; f. If the child has a medical condition, triggers that may cause a problem, signs or symptoms for the child care worker to watch for, steps a child care worker should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identifications of all child care workers who have received specialized training or instructions to help treat symptoms.				
* (6)(a)6m. CHILD RECORD – IMMUNIZATION HISTORY Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 (Department of Health Services' Child Care Immunization Record form may be used.)				
* (6)(a)7. CHILD RECORD – RESEARCH, TESTING CONSENT Specific informed written consent from the parent for each incident of participation by a child in any research or testing project.				
* (6)(a)8. CHILD RECORD – PHYSICAL EXAMINATION Documentation of each child's most recent physical examination in according with the following schedule:				
* (6)(a)8.a. CHILD RECORD - PHYSICAL EXAM - UNDER 2 Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor more than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter.				
* (6)(a)8.b. CHILD RECORD - PHYSICAL EXAM - OVER 2, UNDER 5 Each child 2 years of age but who is not 5 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center, and a follow-up health examination at least once every 2 years thereafter.				
* (6)(a)8.c. CHILD RECORD - PHYSICAL EXAM - 5 AND OLDER Children 5 years of age and older are not required to have a health exam.				

DCF 251.04 OPERATIONAL REQUIREMENTS (continued)	Met	Not Met	N/A	COMMENTS
* (6)(a)8.d. CHILD RECORD - HEATH EXAM REPORT A health examination report shall be made on an electronic printout from a licensed physician, physician assistant, or other EPSDT provider or on a form provided by the department that is signed and dated by a licensed physician, physician assistant, or other EPSDT provider.				
* (6)(b) CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee shall maintain a current, accurate written record of the daily attendance and date of birth of each child for the length of time the child is enrolled in the program. The actual time of arrival and departure for each child shall be recorded if hours of arrival and departure vary among children. (The form <i>Daily Attendance Record – Child Care Centers</i> may be used to record daily attendance.)		*		
(6)(c) DAILY ATTENDANCE RECORD - TRANSPORTATION If children are transported by the center to or from the child's home or school, the licensee shall maintain a daily attendance record that includes the actual time the child was picked up or dropped off.				
<b>(7) Confidentiality</b>				
* (7) CONFIDENTIALITY – COMPLIANCE WITH STATUTES & RULES The licensee is responsible for the compliance of child care center employees and volunteers with s.48.78, Stats., and this subsection. The licensee shall ensure that:				
* (7)(a) DISCLOSURE OF PERSONAL INFORMATION Persons having access to children’s records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to: 1. The parent or a person authorized in writing by the parent to receive the information; 2. Any agency assisting in planning for the child when informed written parental consent has been given; or 3. Agencies authorized under s. 48.78, Stats.				
* (7)(b) ACCESS TO RECORDS & REPORTS – PARENTS A parent, upon request, has access to all records and reports maintained on his or her child.				
* (7)(c) ACCESS TO RECORDS – LICENSING REPRESENTATIVE All records required by the department under this chapter for licensing purposes are available to the licensing representative.				
<b>(8) Reporting Child Abuse or Neglect</b>				
* (8) 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.		*		
<b>DCF 251.05 STAFF</b>				
<b>(2) Staff Records</b>				
* (2)(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee or contracted employee. The file shall be available for examination by the licensing representative at the center and shall include all of the following:				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
* (2)(a)1. STAFF FILE – STAFF RECORD INFORMATION The employee's name, address, date of birth, education, position, previous work experience in child care, including reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency. (The form <i>Staff Record – Child Care Centers</i> may be used for recording staff information.)				
* (2)(a)2. STAFF FILE – COMPLETED BACKGROUND CHECK Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the 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.		*		
* (2)(a)3.a. STAFF FILE – PHYSICAL EXAMINATION A report on a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired. The physical examination report may be a printout of an electronic record from a medical professional or on a form provided by the department. The report shall be signed and dated by a licensed physician, physician's assistant, or other EPSDT provider. The report shall indicate that the person is free from illnesses detrimental to children, including tuberculosis, and that the person is physically able to work with young children.				
* (2)(a)4.a. STAFF FILE – REGISTRY CERTIFICATE A certificate from the Wisconsin Registry documenting that the person has met the educational qualifications for the position under sub. (3) if the person has worked as a teacher, director, or administrator at the center for at least 6 months. A copy of an educator's license issued by department of public instruction as a teacher may substitute for a certificate from the Wisconsin Registry.				
* (2)(a)4.b. STAFF RECORD - REGISTRY CERTIFICATE - SCHOOL AGE PROGRAMS For school-age administrators, school-age directors, and school-age program leaders who have been in the position for 6 months or more, a certificate from the Wisconsin Registry.				
* (2)(a)4.d. STAFF FILE – EDUCATIONAL QUALIFICATIONS For persons not required to have a certificate from the Wisconsin Registry, including assistant child care teachers, program aides, school-age group leaders, school-age program aides, meal preparation personnel, substitutes, volunteers, and student teachers and a child care teacher, center director, administrator, school-age administrator, school-age director, or school-age program leader who has not worked for the center for more than 6 months, documentation of the person's educational qualifications.				
* (2)(a)5. STAFF RECORD - HIGH SCHOOL DIPLOMA For persons required to have a high school diploma or its equivalent, documentation of a high school diploma or its equivalent as determined by the Wisconsin department of public instruction.				
* (2)(a)6. STAFF FILE – DAYS & HOURS WORKED Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio shall be maintained by the center.				
* (2)(a)7. STAFF FILE –CONTINUING EDUCATION Documentation of compliance with continuing education requirements under sub. (4)(c).				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
* (2)(a)8. STAFF RECORD - ORIENTATION Documentation of compliance with orientation requirements under sub. (4) (a).				
(2)(b) STAFF FILE – CONTRACTED STAFF, STUDENT TEACHERS A licensee shall maintain a file on each student teacher and each adult who works at the center and is compensated for their work from a source other than the center. The file shall contain the information specified in par. (a) 1., 2., and 3.				
<b>(3) Qualifications of Staff</b>				
* (3)(a) STAFF - COMPETENCY A child care worker, center administrator, center director, and volunteers counted in staff-to-child ratio shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.				
* (3)(b) ABUSIVE HEAD TRAUMA PREVENTION TRAINING Each child care worker, administrator, center director, volunteer counted in staff-to-child ratio, or substitute who provides care and supervision to children under 5 years of age shall document completion of department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age. (Note: The AHT prevention training 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.)				
* (3)(c) CARDIOPULMONARY RESUSCITATION TRAINING. All employees in regular contact with children shall obtain, maintain and place in the employee’s file a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 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.				
(3)(cm) CHILD ABUSE & NEGLECT - BIENNIAL TRAINING Training on child abuse and neglect reporting requirements. Within one week after beginning work at the center and at least every 2 years thereafter, each employee or volunteer who comes in contact with children in care shall complete training in all of the following:				
(3)(cm)1. CHILD ABUSE & NEGLECT TRAINING - LAWS Child abuse and neglect laws.				
(3)(cm)2. CHILD ABUSE & NEGLECT TRAINING - IDENTIFICATION How to identify children who have been abused or neglected.				
(3)(cm)3. CHILD ABUSE & NEGLECT TRAINING- REPORTING PROCEDURE The procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.				
* (3)(d) Administrator. <b>Note:</b> If the board of a parent cooperative is responsible for management of a center, the requirements under subds. 2. and 3. do not apply.				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
* (3)(d)1. ADMINISTRATOR – DESIGNATION, RESPONSIBILITIES The licensee may act as administrator of a group child care center. If the licensee does not act as administrator, the licensee shall designate a person or persons to be the administrator or administrators of the center. The administrator shall be responsible for the center’s management, including personnel, finance, physical plant, and the day-to-day operation of the center.				
* (3)(d)2. An administrator, including a licensee that is an administrator, shall meet all of the following conditions:				
(3)(d)2.a. ADMINISTRATOR – MINIMUM AGE Be at least 21 years of age.				
* (3)(d)2.b. ADMINISTRATOR – COMPLETION OF HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent, as determined by the WI department of public instruction.				
* (3)(d)3. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE REQUIREMENTS Before a person assumes the position of administrator, the person shall have all of the following:				
* (3)(d)3.a. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – BUSINESS One year of experience as a manager or satisfactory completion of a noncredit department-approved course or of 2 credits in business or program administration.				
* (3)(d)3.b. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – EARLY CHILDHOOD One year of experience as a center director, as a child care teacher in a licensed child care center or kindergarten, or as a licensee of a family child care center under ch. DCF 250; or satisfactory completion of one non-credit department-approved course or of 2 credits in early childhood education or its equivalent.				
(3)(d)5. ADMINISTRATOR – SUPERVISION / PERSONNEL MANAGEMENT TRAINING Within one year of assuming the position, each administrator shall complete at least 10 hours of training in supervision or personnel management, if the administrator has not previously received that training. The training may be counted as part of the annual continuing education requirement.				
* (3)(e)1.a. CENTER DIRECTOR – LICENSEE A licensee with the applicable qualifications in this paragraph may act as center director. If licensee does not act as center director, licensee shall designate a person or persons to be center director for each location.				
* (3)(e)1.b. CENTER DIRECTOR – DESIGNATION If the licensee does not act as center director, the licensee shall designate a person or persons to be the center director.				
* (3)(e)1.c. CENTER DIRECTOR - NUMBER OF CENTERS No person may act as the center director for more than 2 full-day or 4 part-day centers.				
* (3)(e)2. CENTER DIRECTOR – RESPONSIBILITIES The center director shall be responsible for the supervision of the planning and implementation of the center’s program for children, the supervision of staff at the center, staff meetings and orientation, and continuing education for the staff.				
* (3)(e)3. A center director for a program licensed to serve <b>50 or fewer children</b> shall meet all of the following conditions:				
* (3)(e)3.a. CENTER DIRECTOR / SMALL CENTER – MINIMUM AGE Be at least 21 years of age.				
* (3)(e)3.b. CENTER DIRECTOR / SMALL CENTER – HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the WI department of public instruction.				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
* (3)(e)3.c. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL EXPERIENCE Have at least 240 hours of experience as a teacher or assistant teacher in a group child care center or other approved setting or at least 240 hours of experience as a licensee or provider of a family child care center under ch. DCF 250.				
* (3)(e)3.d. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL TRAINING Have completed at least one of the preservice training requirements in Table 251.05A prior to beginning to work as a center director, except as specified in subd. 5.a. The center director shall also complete any additional training requirements in Table 251.05A as provided. Note: Additional qualifications for school-age only directors are in s. DCF 251.095.				
* (3)(e)4. A center director for a program licensed to serve <b>51 or more children</b> shall meet all of the following conditions:				
* (3)(e)4.a. CENTER DIRECTOR / LARGE CENTER – MINIMUM AGE Be at least 21 years of age.				
* (3)(e)4.b. CENTER DIRECTOR / LARGE CENTER – HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent, as determined by WI department of public instruction.				
* (3)(e)4.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 group child care center or other approved setting.				
* (3)(e)4.d. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL TRAINING Have completed one of the preservice training requirements in Table 251.05B prior to beginning to work as a center director, except as specified in subd. 5.b. The center director shall also complete any additional training requirements in Table 251.05B as provided.				
(3)(f)1. CHILD CARE TEACHER – RESPONSIBILITIES A child care teacher shall plan, implement, and supervise the daily activities for a group of children.				
(3)(f)2.a. CHILD CARE TEACHER – MINIMUM AGE Be at least 18 years of age.				
(3)(f)2.b. CHILD CARE TEACHER – HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.				
(3)(f)2.c. CHILD CARE TEACHER – ENTRY-LEVEL EXPERIENCE Have at least 240 hours of experience as an assistant child care teacher in a group child care center, as a licensed family child care provider, or in another approved early childhood setting.				
(3)(f)3. CHILD CARE TEACHER – ENTRY-LEVEL TRAINING Prior to assuming the position, a person hired to be a child care teacher shall complete or obtain one of the following:		*		

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
<p><b>a.</b> Four credits in early childhood education (ECE) or its equivalent. <b>b.</b> Two non-credit department-approved courses in ECE. <b>bm.</b> Two credits in ECE and one noncredit department-approved course in ECE. <b>c.</b> A certificate from the Wisconsin Registry indicating that the person is qualified as a child care teacher. <b>d.</b> The Registry Preschool Credential. <b>e.</b> The Registry Infant Toddler Credential. <b>f.</b> Forty-eight credits from an institution of higher education with at least 3 credits in ECE or its equivalent. <b>g.</b> A one-year child care diploma from an institution of higher education. <b>h.</b> An associate degree in ECE or child care from an institution of higher education. <b>i.</b> A Child Development Associate credential issued by the Council for Professional Recognition. <b>j.</b> Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education. <b>k.</b> A license issued by the Wisconsin department of public instruction or the appropriate authority in another state to be a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction. <b>L.</b> A certificate from the department of workforce development, bureau of apprenticeship standards, as a child development specialist.</p>				
(3)(g)1. ASSISTANT CHILD CARE TEACHER – SUPERVISION An assistant child care teacher shall work under the supervision of a child care teacher with a group of children.				
(3)(g)2. ASSISTANT CHILD CARE TEACHER – QUALIFICATIONS Except as provided under subd. 3., a person hired to be assistant child care teacher shall be qualified in one of the following ways: a. Be at least 18 years old and have satisfactorily completed 2 credits in early childhood education (ECE) or its equivalent within 6 months after assuming the position. b. Be at least 18 years old and have satisfactorily completed one non-credit department-approved course in ECE within 6 months after assuming the position. c. Be at least 17 years old and have satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction, 2 credits in ECE or its equivalent, or a noncredit department-approved course in ECE.				
(3)(gm) PROGRAM AIDE - SUPERVISION A program aide shall work under the direction and supervision of a child care teacher.				
(3)(gm)2. PROGRAM AIDE - AGE A person who is a program aide shall be at least 16 years of age.				
(3)(gm)3. PROGRAM AIDE - TRAINING A person hired as a program aide shall have satisfactorily completed at least one of the following no later than 6 months after assuming the position: a. An assistant child care teacher training program approved by the Wisconsin department of public instruction. b. A noncredit department-approved course in early childhood education.				
(3)(gr)1. MEAL PREP PERSONNEL - AGE Be at least 17 years of age.				
(3)(gr)2. MEAL PREP PERSONNEL - ORIENTATION Participate in the orientation under sub. (4) (a).				
(3)(gr)3.a. MEAL PREP PERSONNEL - TRAINING Except as provided in subd. 3. b., complete and document at least 4 hours of training in kitchen sanitation, food handling, and nutrition prior to beginning work, and one hour of training in kitchen sanitation, food handling, and nutrition annually thereafter.				
(3)(gr)3.b. MEAL PREP PERSONNEL - SA TRAINING Staff in a school-age program who help prepare meals shall complete one hour of annual training in kitchen sanitation, food handling, and nutrition.				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
(3)(h) NON-CREDIT COURSE CRITERIA Non-credit courses offered to meet the non-credit course requirements specified in this subsection shall contain the components prescribed by the department and shall be approved by the department before being offered. The department may at any time withdraw its approval of a non-credit course. Instructors of non-credit department-approved courses shall be approved by the department prior to teaching a course.				
(3)(i)1. SUBSTITUTE – REQUIREMENT & MINIMUM AGE When a regular required staff member is absent from a center, there shall be a substitute who is at least 18 years of age.				
(3)(i)2. SUBSTITUTE – TRAINING A substitute who is employed by the same licensee for more than 240 hours shall complete at least 2 credits or one noncredit, department approved course before completing 240 hours of work as a substitute.				
(3)(i)3. SUBSTITUTE – RECORD OF DAYS, HOURS WORKED The center director or designee shall maintain a record of the days and hours worked by each substitute.				
(3)(j)1. ORIENTATION – VOLUNTEERS, STUDENT TEACHERS Volunteers and student teachers shall participate in the orientation required under sub. (4)(a).				
(3)(j)2. VOLUNTEER COUNTED IN RATIO – TRAINING A volunteer who is used to meet a center’s required staff-to-child ratios under s. DCF 251.055 shall complete at least 2 credits or one noncredit, department-approved course in early childhood education before completing 240 hours of work as a volunteer.				
(3)(j)3. VOLUNTEER NOT COUNTED IN RATIO – TRAINING A volunteer who is not included in determining the center’s required staff-to-child ratios under s. DCF 251.055 shall have training in child care programming and procedures before working with children in care. The training shall include the responsibilities of the volunteer, general child supervision techniques, a review of the daily schedule and general health and safety practices including meal or snack preparation, dishwashing, toileting, personal hygiene and emergency evacuation procedures. This includes volunteers working in a center operated by a parent cooperative.				
(3)(j)4. VOLUNTEER COUNTED IN RATIO – SCHEDULE OF HOURS The center director or designee shall coordinate the volunteer program and keep on file documentation of the hours worked by volunteers who are used to meet staff-to-child ratios.				
(3)(j)5. VOLUNTEER COUNTED IN RATIO - AGE A volunteer used to meet the required staff-to-child ratios under s. DCF 251.055 shall be at least 18 years of age.				
(3)(k)1. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor, or other person with symptoms of serious illness that presents a safety or health risk to children or a communicable disease that is reportable under ch. DHS 145 and transmitted through normal contact may be in contact with the children in care.				
(3)(k)2. CONTACT WITH PERSON – BEHAVIOR No licensee, employee, volunteer, visitor, or other person whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.		*		
(3)(k)3. CONTACT WITH PERSON – MENTAL HEALTH EXAMINATION The department may require a licensee, employee, or other person in contact with the children whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.				



DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
(3)(k)4. CONTACT WITH PERSON – DIARRHEAL DISEASE No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.				
<b>(4) Staff Development</b>				
* (4)(a) STAFF ORIENTATION – DEVELOP, IMPLEMENT, DOCUMENT Except as provided under subd. 12., each center shall develop and implement a written orientation program that all new employees, substitutes, and regular 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 <i>Staff Orientation Checklist – Group Child Care Centers</i> may be used to document completion.)		*		
* (4)(a)1. STAFF ORIENTATION – RULES A review of this chapter.				
* (4)(a)2. STAFF ORIENTATION – POLICIES A review of center policies and procedures required under s. DCF 251.04(2)(h).				
* (4)(a)3. STAFF ORIENTATION – EMERGENCY PLANS A review of the center emergency plans required under s. DCF 251.04(2)(h)9., including fire and tornado evacuation plans and the operation of fire extinguishers.				
(4)(a)4. STAFF ORIENTATION – FOOD AND ALLERGIC REACTIONS Prevention and response to emergencies due to food and allergic reactions				
* (4)(a)5. STAFF ORIENTATION – FIRST AID PROCEDURES First aid procedures.				
(4)(a)6. STAFF ORIENTATION – MEDICATION ADMINISTRATION Administration of medications.				
* (4)(a)7. STAFF ORIENTATION – JOB RESPONSIBILITIES Job responsibilities in relation to the job description.				
* (4)(a)8. STAFF ORIENTATION – ILLNESS RECOGNITION, INFECTIOUS DISEASE CONTROL Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures, universal precautions for handling body fluids, and immunizations.				
* (4)(a)9. STAFF ORIENTATION – SCHEDULE OF ACTIVITIES A schedule of activities of the center.				
* (4)(a)11. 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.				
* (4)(a)12. STAFF ORIENTATION – CHILD MANAGEMENT TECHNIQUES Child management techniques.				
* (4)(a)13. STAFF ORIENTATION – SPECIAL HEALTH CARE NEEDS The 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.				
* (4)(a)14. STAFF ORIENTATION – SIDS RISK REDUCTION If the center is licensed to care or children under one year of age, a review of procedures to reduce the risk of sudden infant death syndrome prior to an employee's or volunteer's first day of work.				
* (4)(a)15. 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.				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
* (4)(a)16. 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.				
(4)(a)17. STAFF ORIENTATION – BUILDING & PREMISES SAFETY Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic.				
(4)(a)18. STAFF ORIENTATION – HAZARDOUS MATERIALS The handling and storage of hazardous materials and the appropriate disposal of biocontaminants. In this subdivision, “biocontaminants” includes blood, body fluids, or excretions that may spread infectious disease.				
(4)(b) STAFF MEETINGS To ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues, each center shall conduct in-person staff meetings at least 9 times in a calendar year or one time for each month of center operation and document that staff meetings have been held.				
(4)(c)1. CONTINUING EDUCATION REQUIREMENT – FULL TIME STAFF Each administrator, center director, child care worker, school-age administrator, and school-age director shall participate in at least 15 hours of continuing education annually. (The form <i>Staff Record Checklist – Group Child Care Centers</i> may be used to check staff records for compliance. The form <i>Staff Continuing Education Record – Child Care Centers</i> may be used to record continuing education.)				
(4)(c)2m. CONTINUING EDUCATION REQUIREMENT - LESS THAN 8 MONTHS Each administrator, center director, child care worker, school-age administrator, or school-age director who works fewer than 8 months per year shall participate in the equivalent of at least 2 hours of continuing education per month of employment as an administrator, center director, child care worker, school-age administrator, or school-age director.				
(4)(c)3. CONTINUING EDUCATION – CARRY OVER HOURS Any continuing education hours completed that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.				
(4)(c)4. CONTINUING EDUCATION – CARRY OVER CREDITS Continuing education courses completed for credit that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.				
(4)(c)6. CONTINUING EDUCATION – TRAINING FORMATS Types of training acceptable to meet continuing education requirements shall be limited to any of the following: a. Formal courses resulting in credits or continuing education units. b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses. c. Training offered by the child care center through the use of guest or staff trainers. d. Documented observation time in other early childhood programs. e. Web-based training. f. Independent reading. g. Viewing educational materials, including videos, lesson plans, and websites. h. For participants in the YoungStar program, technical assistance under s. 48.659, Stats.				

DCF 251.05 STAFF (continued)	Met	Not Met	N/A	COMMENTS
(4)(c)7. CONTINUING EDUCATION – TRAINING TOPICS Continuing education may be in any of the following topics: a. Prevention and control of infectious diseases. b. Medication administration. c. Prevention of and response to emergencies due to food and allergic reactions. d. Identification and protection from hazards. e. Building and physical premises safety. f. Emergency preparedness and response planning. g. Handling and storage of hazardous materials. h. Handling and disposal of bio-contaminants. i. Child growth and development. j. Caring for children with disabilities. k. Guiding children’s behavior. L. Nutrition. m. Physical activity. n. Transportation safety. o. Identification and reporting of suspected child abuse or neglect. p. Cardiopulmonary resuscitation. q. First aid. r. Business operations. s. Any other topic that promotes child development or protects children’s health or safety.				
(4)(c)9. CONTINUING EDUCATION - DOCUMENTATION OF 12 MONTH PERIOD Each administrator, center director, and child care worker shall have documentation of the 12-month period included in his or her training year for meeting continuing education requirements and begin a new training year in the same month each year.				
<b>DCF 251.055 SUPERVISION AND GROUPING OF CHILDREN</b>				
<b>(1) Supervision</b>				
* (1)(a) SUPERVISION OF CHILDREN Each child shall be 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 ensure safety.		*		
(1)(b) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children, except as provided in par. (c).				
(1)(c) SUPERVISION – OPENING & CLOSING HOURS Assistant child care teachers who are at least 18 years of age and have completed the training required for the position may provide sole supervision to a group of children in full-day centers for opening and closing hours, not to exceed the first 2 hours and the last 2 hours of center operation, And during the center’s designated naptime, not to exceed 2 hours.				
(1)(d) CHILD CARE WORKER – 12 HOUR CARE LIMIT A child care worker may not provide care to children at the center more than 12 hours in any 24-hour period.				
(1)(e) CHILD – 14 HOUR CARE LIMIT A child may not be in care more than 14 hours in any 24-hour period.				
* (1)(f) CHILD TRACKING PROCEDURE The center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times.		*		
(1)(g) RELEASE OF CHILD – AUTHORIZATIONS A child may not be released to any person who has not been previously authorized by the parent.				
* (1)(h) PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION The center shall implement a procedure to contact a parent if a child is absent from the center without prior notification from the parent.				
(1)(i) PERSON IN SOLE CHARGE OF CHILDREN – MINIMUM AGE No person under 18 years of age shall be left in sole charge of a child.				

DCF 251.055 SUPERVISION AND GROUPING OF CHILDREN (continued)			Met	Not Met	N/A	COMMENTS
* (1)(j) CONTACT WITH CHILDREN - ALCOHOL, CONTROLLED SUBSTANCES No licensee, employee, volunteer, or other individual in contact with children may consume alcoholic beverages or any non-prescribed controlled substance specified in ch. 961, Stats., on the premises of the center or be under the influence of any alcohol or non-prescribed controlled substance, during the hours of the center's operation.						
<b>(2) Grouping of Children</b>						
(2)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251.055.				*		
* (2)(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 251.055.				*		
<b>Age of Children</b>	<b>Minimum Number of Child Care Workers to Children</b>	<b>Maximum Number of Children in a Group</b>				
Birth to 2 years	1:4	8				
2 years to 2 ½ years	1:6	12				
2 ½ years to 3 years	1:8	16				
3 years to 4 years	1:10	20				
4 years to 5 years	1:13	26				
5 years and over	1:18	36				
(2)(c) MIXED-AGE GROUP – STAFF-TO-CHILD RATIO When there is a mixed age group, the required staff-to-child ratios in Table 251.055 shall be adjusted on a pro rata basis in accordance with the ages of the children in the group.						
(2)(d) MIXED-AGE GROUP WITH CHILDREN UNDER AGE 2 – GROUP SIZE When infants and toddlers are part of a mixed-age group, the size of the group may not exceed 8.				*		
(2)(e) MIXED-AGE GROUP OF CHILDREN OVER AGE 2 – GROUP SIZE When the group of children is a mixed age group of children 2 years and older, the group size shall be determined by the number of children that can be cared for by 2 child care workers with the required the staff-to-child ratios in Table 251.055 adjusted on a pro rata basis in accordance with the ages of the children in the group.				*		
(2)(f) FIELD TRIPS & OUTDOOR PLAY AREAS – GROUP SIZE, RATIO Maximum group size does not apply to field trips, outdoor play areas, and areas of the center reserved exclusively for eating. Staff-to-child ratios shall be maintained in those settings.						
(2)(g) During naptime an adjustment in group size and staff-to-child ratios in Table 251.055 may be made as follows:						
(2)(g)1. NAPTIME – STAFF-TO-CHILD RATIO SUPERVISION One child care worker shall be within sight or sound of each group of sleeping children, except as provided in s. DCF 251.09(1)(m).						
(2)(g)2. NAPTIME – STAFF-TO-CHILD RATIO PERSONS IN THE CENTER Staff-to-child ratios shall be maintained in the center during naptime.						
(2)(g)3. NAPTIME – MAXIMUM GROUP SIZE Maximum group size requirements do not apply to napping groups.						

DCF 251.055 SUPERVISION AND GROUPING OF CHILDREN (continued)	Met	Not Met	N/A	COMMENTS
(2)(g)4. NAPTIME - WAKING CHILDREN RATIOS As children wake, sight and sound supervision and staff-to-child ratios in Table 251.055 shall be maintained for awake children.				
* (2)(h) STAFFING REQUIREMENTS – 8 OR FEWER CHILDREN IN CENTER When 8 or fewer children are present in a center, there shall be a second adult available to come to the center within 5 minutes for emergencies. The center shall maintain a signed and dated statement from that person, including address and telephone number, certifying that the person is available and agrees to serve if needed.				
(2)(i) STAFFING REQUIREMENTS – 9 OR MORE CHILDREN IN CENTER In a center with 9 or more children present, there shall be at least 2 adults available in the center at all times. At least one of the adults shall be a child care worker directly involved in the supervision and care of the children.				
(2)(j) STAFFING REQUIREMENTS – 9 OR MORE CHILDREN ON FIELD TRIP When 9 or more children are on a field trip there shall be at least 2 child care workers accompanying the children and the staff-to-child ratios in Table DCF 251.055 shall be maintained. At least one of the child care workers shall be a child care teacher.				
(2)(k) STAFF-TO-CHILD RATIOS – COUNTING SUPPORT STAFF Support staff, such as clerical, housekeeping and food service staff, may only be considered in determining whether the required staff-to-child ratios in Table 251.055 are met at any of the following times:				
(2)(k)1. STAFF-TO-CHILD RATIOS – SUPPORT STAFF – CARING FOR CHILDREN During those hours when they give full attention to the care and supervision of children if they meet the qualifications of a child care worker.				
(2)(k)2. STAFF-TO-CHILD RATIOS – SUPPORT STAFF – QUALIFICATIONS During naptime when children are sleeping.				
(2)(L) STAFF-TO-CHILD RATIOS – NON-CLASSROOM DUTIES Child care workers shall be free of non-classroom duties when they are counted in meeting the staff-to-child ratios.				
(2)(m) STAFF-TO-CHILD RATIOS – CHILDREN OF STAFF Children of staff who attend the center and who are on the premises for supervision and care shall be included in determining group size and staff-to-child ratios.				
<b>DCF 251.06 PHYSICAL PLANT AND EQUIPMENT</b>				
<b>(1) Building</b>				
* (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 building inspection report that specifies that the building meets the Wisconsin commercial building codes for use as a group child care center.				
* (1)(c) SPACE DESIGNATED FOR CHILDREN Space designated for use by children may only be used by children and staff and may not be used for other purposes while the center is open.				
(1)(d) INSIDE TEMPERATURE – MINIMUM The inside temperature may not be less than 67 degrees.				
* (1)(e) INDOOR AIR CIRCULATION If the inside temperature exceeds 80 degrees, the licensee shall provide for air circulation with fans, with air conditioning, or by other means.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
<b>(2) Protective Measures</b>				
* (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, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous articles shall be appropriately labeled and stored in areas inaccessible to children.		*		
* (2)(e) MOTOR VEHICLE AVAILABILITY A motor vehicle shall be immediately available at the center at all times in case of an emergency if a public or private rescue or emergency vehicle cannot arrive at the center within ten minutes of a phone call.				
* (2)(f) TELEPHONES & EMERGENCY PHONE NUMBERS The center shall have a working telephone on the premises during hours of operation, with a list of emergency telephone numbers, including telephone numbers for the local fire department, police department or other law enforcement agency, poison control center and emergency medical service in a location known to all providers. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room.				
* (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)(gm) PREMISES - WELL DRAINED, CLEAN The premises shall be well drained, free from litter, clean, and in good repair. The premises shall be maintained to prevent the entrance or harborage of vermin.				
* (2)(h) SMOKING PROHIBITED ON PREMISES Smoking is prohibited on the premises of the center or in a vehicle used to transport children when the children are in care.				
* (2)(i) DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.		*		
* (2)(im) LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used on indoor or outdoor furnishings and equipment.		*		
* (2)(j) POWER TOOLS Children may not be allowed in an area where power tools are in use.				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Is there a hot tub on the premises?</b>				
* (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	Not Met	N/A	COMMENTS
* (2)(L) HOT TUB – VISIBLY LOCKED DOOR If a hot tub is located in a room or area not intended for use by children, access to the room or area shall be controlled through the use of a visibly locked door. The lock shall be installed so that the lock is inaccessible to children.				
* (2)(m) CLEANING AIDS- EQUIPMENT Cleaning aids such as mops and brooms shall be clean. Buckets used with mops shall be emptied and stored in areas inaccessible to children.				
* (2)(n) GARBAGE CONTAINERS - CONSTRUCTION & DISPOSAL SCHEDULE Garbage containers in the building shall be rigid, covered, watertight, and emptied daily or more often as needed. Compactors need not be emptied daily. Garbage and refuse stored out of doors shall be kept in leak-proof containers equipped with tight-fitting covers and shall be disposed of as necessary to prevent decomposition or overflow.				
* (2)(o) WINDOWS & DOORS USED FOR VENTILATION Windows and doors that are used for ventilation shall be screened.				
* (2)(p)1.a. RADON - TESTING Each licensee shall test or have a test conducted for radon gas levels in the lowest level of the center that is used by children in care for at least 7 hours per week. The test shall be conducted for a minimum of 48 hours with the center’s windows closed.				
(2)(p)1.b. RADON - TESTING, CURRENT PROVIDERS In a center licensed prior to the effective date of this subd. 1. (3/1/23), the test for radon gas levels shall be conducted no later than 6 months after the effective date of this subd. 1. (9/1/23)				
* (2)(p)1.c. RADON - TESTING, NEW PROVIDERS In a center licensed on or after the effective date of this subd. 1. (3/1/23), the test for radon gas levels shall be conducted within 6 months prior to providing care for children.				
(2)(p)2. RADON - RESULTS The licensee shall submit a copy of the radon test results under subds. 1. and 5. to the department within 5 days after receipt.				
(2)(p)3. RADON - LEVELS The lowest level of a center that is used by children in care for at least 7 hours per week may not have radon gas levels that exceed 4 picocuries per liter of air, except as provided in subd. 4. b.				
(2)(p)4.a. RADON - NOTIFY PARENTS Notify the parents of children in care.				
(2)(p)4.b. RADON - MITIGATION SYSTEM Have a radon mitigation system installed, test for radon gas levels following the procedures specified in subd. 1. a., and submit radon test results that meet the standard in subd. 3. to the department within 12 months after the date of the test under subd. 1.				
(2)(p)5.c. RADON - CONTINUOUS TESTING - COMMERCIAL BUILDING The licensee of a center in a commercial building shall test for radon gas levels every 5 years after the test under subd. 1. or, if a radon mitigation system was installed, every 5 years after the test under subd. 4. b. The test shall be conducted following the procedures specified in subd. 1. a.				
(2)(p)5.d. RADON - CONTINUOUS TESTING -RESIDENTIAL BUILDING The licensee of a center in a residential building shall test for radon gas levels every 2 years after the test under subd. 1. or, if a radon mitigation system was installed, every 2 years after the test under subd. 4. b. The test shall be conducted following the procedures specified in subd. 1. a.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
<b>(3) Emergency plans and drills</b>				
* (3)(a) EMERGENCIES – WRITTEN PLANS Each center shall have a written plan for taking appropriate action in the event of an emergency, including fire, tornado, or flood; extreme heat or cold; loss of building services, including heat, water, electricity, or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing child; vehicle accidents; or other circumstances requiring immediate attention. The plan shall include all of the following:				
* (3)(a)1. EMERGENCIES - WRITTEN PLANS - EVACUATION Evacuation, relocation, shelter-in-place, and lock-down.				
* (3)(a)2. EMERGENCIES - WRITTEN PLANS - CHILDREN UNDER 2, DISABILITIES Ensuring the needs of children under 2 years of age and children with disabilities are met.				
* (3)(a)3. EMERGENCIES - WRITTEN PLANS - COMMUNICATION WITH PARENTS Communication with parents.				
* (3)(a)4. EMERGENCIES - WRITTEN PLANS - CONNECTING CHILDREN WITH PARENTS Connecting children with their parents if the center is required to evacuate the building.				
* (3)(b)1. EMERGENCIES – ROUTES AND SHELTER AREAS POSTED Post the fire evacuation route and tornado shelter areas.				
(3)(b)2. EMERGENCIES - PRACTICE WRITTEN PLANS Practice the fire evacuation plan monthly, and tornado drills monthly from April through October.				
* (3)(b)3. EMERGENCIES – STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is an emergency.				
* (3)(b)4. EMERGENCIES – RECORD OF FIRE / TORNADO DRILLS Keep a written record of dates and times all fire and tornado drills practiced. (The department’s form <i>Safety and Emergency Response Documentation – Group Child Care Centers</i> may be used to document compliance.)				
<b>(4) Fire Protection</b>				
* (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)(b) FIRE EXTINGUISHERS – STAFF USE All staff members shall be instructed in and knowledgeable about the use of the fire extinguishers.				
* (4)(c) EXITS – NUMBER REQUIRED ON EACH LEVEL Each floor used by children shall have at least two exits.				
* (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.				



DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
* (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)1. FIRE ALARMS & SMOKE DETECTORS - INSTALLATION Fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be installed and operated in accordance with ch. SPS 316 and chs. SPS 361 to 366, the Wisconsin Commercial Building Code; applicable local ordinances; and the manufacturer's instructions.				
* (4)(j)2. FIRE ALARMS & SMOKE DETECTORS - MAINTENANCE All fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be maintained in operating condition and shall be immediately repaired or replaced if any unit or part of a unit is found to be inoperative.				
* (4)(jm)1. FIRE ALARMS & SMOKE DETECTORS - DRILLS A signaling device, such as a smoke, heat, or flame detector, shall be used to conduct monthly fire evacuation drills.				
* (4)(jm)2. FIRE ALARMS & SMOKE DETECTORS - TESTING The licensee shall document that the fire detection and prevention systems are monitored by a fire prevention agency or that the detectors and alarms have been tested monthly.				
* (4)(k) UNVENTED SPACE HEATERS Unvented gas, oil or kerosene space heaters are prohibited.				
<b>(6) Water</b>				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center gets its water from a private well.</b>				
* (6)(a) DRINKING WATER AVAILABILITY A safe supply of drinking water shall be available to children and staff at all times from a drinking fountain of the angle jet type or by use of a disposable or reusable cup or water bottle. Common use of drinkware is prohibited.				
* (6)(b)1.a. PRIVATE WELL - ANNUAL BACTERIA TEST The center shall have water samples from the well tested for total coliform and Escherichia coli (E. coli) bacteria annually using a laboratory certified by the department of agriculture, trade and consumer protection as specified in ch. ATCP 77. The laboratory report shall be available to the department upon request.				
(6)(b)1.b. PRIVATE WELL - ANNUAL BACTERIA TEST UNSAFE RESULTS If the water test results indicate the presence of total coliform or E. coli bacteria, the water system shall be appropriately disinfected or treated and retested until it is determined to be free of bacteria. An alternative source of water shall be used for drinking and preparing food or infant formula until the well is free from bacteria.				
* (6)(b)2.a. PRIVATE WELL - ANNUAL NITRATE TEST The center shall have water samples from the well tested for nitrate annually using a laboratory certified under ch. NR 149. The laboratory report shall be available to the department upon request.				
(6)(b)2.b. PRIVATE WELL - ANNUAL NITRATE TEST UNSAFE RESULTS If water test results indicate nitrate levels are above 10 mg/L, an alternative source of water shall be used for drinking and preparing food or infant formula until nitrate levels are below 10 mg/L.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
(6)(b)3.a. PRIVATE WELL - LEAD TEST The center shall have the well tested for lead every 5 years using a laboratory certified by the department of natural resources under ch. NR 149. The laboratory report shall be available to the department upon request.				
* (6)(b)3.b. PRIVATE WELL - LEAD TEST UNSAFE RESULTS If water test results indicate lead levels are above 15 micrograms per liter (µg/L), an alternative source of water shall be used for drinking and preparing food or infant formula until action is taken to reduce lead levels below 15 µg/L as confirmed by an additional water test.				
<b>(7) Indoor Space</b>				
* (7)(a) INDOOR SPACE – SQUARE FOOTAGE PER CHILD The space used by children shall be no less than 35 square feet of usable floor space for each child, exclusive of passageways, kitchens, bathrooms, coat storage areas, offices, storage areas, isolation quarters, staff room, furnace room, parts of rooms occupied by stationary equipment, and areas not at all times available to children, including areas used exclusively for large muscle activity, napping or eating.				
* (7)(b) INDOOR SPACE – STORAGE There shall be additional storage space for cots, bedding, supplies and equipment not in use.				
<b>(9) Kitchens</b>				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b> Meals are prepared or heated on the premises.</b>				
* (9)(a)1. KITCHEN – REQUIRED EQUIPMENT & UTENSILS When meals are prepared or heated on the premises, the kitchen shall be equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink shall be used exclusively for food preparation and dishwashing.				
* (9)(a)1m. REQUIREMENTS FOR CENTER PREPARING OR SERVING ONLY SNACKS Centers preparing or serving only snacks are not required to have a sink unless dishes or utensils requiring dishwashing are used. Centers preparing or serving only snacks are not required to have a microwave or stove unless the snacks served require heating. Refrigerators are required if the center serves milk or other perishable snacks.				
* (9)(a)2. KITCHEN EQUIPMENT & UTENSILS – SAFE & SANITARY All equipment and utensils shall have smooth, hard surfaces, be easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas, and shall be maintained in a clean and sanitary condition.				
* (9)(a)3. KITCHEN – FOOD PREPARATION TABLES Food preparation tables shall be durable, and surfaces shall be smooth, nonabsorbent and easily cleanable.				
* (9)(a)4. KITCHEN – UTENSIL STORAGE After cleaning, utensils shall be stored in a clean, dry place and protected from contamination.				
* (9)(a)5. KITCHEN – SINGLE-SERVICE UTENSILS Single service utensils shall be nontoxic, stored in a clean, dry place, kept covered, and may not be reused.				
(9)(b)1. KITCHEN UTENSILS & SURFACES – CLEAN & SANITIZE All kitchen utensils and food contact surfaces used for preparation, storage or serving of food shall be thoroughly cleaned and sanitized after each use.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
(9)(b)2. PRE-WASHING DISHES All utensils and dishes shall be scraped, sorted and prewashed under running water.				
* (9)(b)3. MANUAL DISHWASHING – 3-STEP PROCEDURE For manual washing of dishes and utensils, a three step procedure shall be used:				
* (9)(b)3.a. MANUAL DISHWASHING – WASH Wash in water between 110 and 125 degrees, using an effective soap or detergent.				
* (9)(b)3.b. MANUAL DISHWASHING – RINSE Rinse by immersing dishes and utensils in clean, hot water to remove soap or detergent.				
* (9)(b)3.c. MANUAL DISHWASHING – SANITIZE Sanitize by using a product that is registered with the U.S. environmental protection agency as a sanitizer and has instructions for use as a sanitizer on the label. The sanitizer shall be used in a manner				
* (9)(b)4.a. MECHANICAL DISHWASHING – TEMPERATURE GAUGE If a center uses a commercial dishwasher to clean dishes and utensils, the dishwasher shall have a readily visible temperature gauge located in the wash compartment. If the dishwasher is a spray type or immersion type dishwasher, a temperature gauge shall also be located in the rinse water line.				
* (9)(b)4.b. MECHANICAL DISHWASHING – TEMPERATURE, TIME, CLEANING AGENT Wash at 130 degrees Fahrenheit to 150 degrees Fahrenheit for at least 20 seconds, using an effective cleaning agent, and rinse and sanitize at 180 degrees Fahrenheit for 10 seconds or more, using an automatic rinse injector.				
* (9)(b)4.c. MECHANICAL DISHWASHING – SPRAY-TYPE DISHWASHER When using a spray-type dishwashing machine, the dishes and utensils shall be washed, rinsed and sanitized in the dishwasher according to the manufacturer’s operating instructions. A chemical sanitizer shall be used in the final rinse.				
* (9)(b)5. MECHANICAL DISHWASHING – HOME-TYPE DISHWASHER If the center uses a home-type dishwasher to clean dishes and utensils, the dishes and utensils shall be washed and rinsed in the dishwasher and sanitized by using a product that is registered with the U.S. environmental protection agency as a sanitizer on the label. The sanitizer shall be used in a manner consistent with the label instructions.				
(9)(b)6. DISHWASHING – AIR DRYING All dishes and utensils shall be air-dried in racks or baskets or on drain boards.				
(9)(c)1. SAFE FOOD Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs and dairy products shall be from an inspected source.				
(9)(c)2. MILK & MILK PRODUCTS Only milk and milk products which are pasteurized and meet the grade A milk standards of the WI department of agriculture, trade, and consumer protection may be served or used.				
* (9)(c)3m. FOOD PREPARATION LOCATION REQUIREMENTS Meals shall be prepared on the premises in a central kitchen operated by the child care center or in another location that has been inspected by a representative of a state agency.				
(9)(c)4. CANNED FOOD Food in dented, bulging or leaking cans, or cans without labels, may not be used.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
(9)(c)5. HOME-CANNED / PROCESSED FOOD Hermetically sealed, non-acid or low-acid food which has been processed in a place other than a commercial food processing establishment may not be used.				
(9)(d)1. FOOD STORAGE – SAFETY Foods shall be stored at temperatures which protect against spoilage. The following measures shall be taken to prevent spoilage:				
(9)(d)1.a. FOOD STORAGE – PERISHABLE, POTENTIALLY HAZARDOUS FOOD Perishable and potentially hazardous food which includes all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, salads containing meat, fish, eggs, milk or milk products, and any other food or food product likely to spoil quickly if not kept at the proper temperature shall be continuously maintained at 40° F. or below or 140° F. or above, as appropriate, except during necessary periods of preparation and service.				
(9)(d)1.b. FOOD STORAGE – REFRIGERATION UNITS Each refrigeration unit shall be maintained at 40 degrees or lower, and each freezing unit shall be maintained at 0° F. or lower.				
* (9)(d)1.c. FOOD STORAGE – COLD STORAGE THERMOMETERS Each cold storage facility shall be equipped with a clearly visible accurate thermometer.				
(9)(d)1.d. FOOD STORAGE – COVERING REFRIGERATED FOOD Food shall be covered while refrigerated, except when being cooled.				
* (9)(d)2. FOOD STORAGE – FOOD NOT REQUIRING REFRIGERATION Foods not requiring refrigeration shall be stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin. In addition:				
* (9)(d)2.a. FOOD STORAGE – DRY FOOD Dry foods, such as flour, sugar, cereals and beans shall be stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers and shall be labeled. In this paragraph, “food-grade plastic” means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.				
* (9)(d)2.b. FOOD STORAGE – DISTANCE ABOVE FLOOR Foods stored in the basement shall be stored at least eight inches above the floor, and food stored in other areas shall be stored high enough above the floor to provide for air circulation and to facilitate cleaning.				
(9)(e) 1. CLEANING AIDS – POISONOUS & TOXIC MATERIALS Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, shall be labeled and stored in cabinets used for no other purpose and shall be inaccessible to children.				
(9)(e)2. CLEANING AIDS – EQUIPMENT Cleaning aids such as mops, brooms and buckets shall be clean and shall be stored outside of food preparation or food storage areas.				
(9)(f) 1. FOOD – RAW FRUITS & VEGETABLES Raw fruits and vegetables shall be washed before being served or cooked.				
(9)(f)2. FOOD – RETURNED FROM PLATES OR TABLES Food returned from individual plates or from dining tables shall be discarded.				
(9)(f)3. FOOD – LEFTOVER PREPARED FOOD Food that was prepared but not served shall be dated, refrigerated promptly, and used within 36 hours, or frozen immediately for use within 6 months.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
* (9)(f)4. FOOD – DELIVERY VEHICLES & CONTAINERS Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40° F. and containers for hot food shall be capable of maintaining the temperature at or above 140° F.				
(9)(f)5. FOOD – THAWING Potentially hazardous frozen foods shall be thawed in the refrigerator, under cold running water or on the defrost setting in a microwave oven. No potentially hazardous frozen food may be thawed by leaving it at room temperature.				
(9)(g) Meal preparation personnel. 1. Personnel who help prepare meals shall:				
(9)(g)1.b. MEAL PREPARATION STAFF – CLOTHING, HAIR RESTRAINTS Wear clean clothing and effective hair restraints such as hair nets or caps.				
(9)(g)1.c. MEAL PREPARATION STAFF – HANDWASHING Wash their hands with soap and warm running water before starting work, before and after handling food, and after using the toilet. Hands shall be dried with single-use towels.				
(9)(g)2. MEAL PREPARATION STAFF – WOUNDS No one with an open or infected wound or sore may work in the food preparation area unless the wound or sore is covered and, if it is on a hand, a nonporous glove is worn on that hand.				
<b>(10) Washroom and Toilet Facilities</b>				
* (10)(a) TOILETS & WASH BASINS – NUMBERS A group child care center shall provide at least the number of washbasins and toilets with plumbing indicated in Table 251.06. Urinals may be submitted for up to 1/3 of the total required toilets.				
* (10)(b) TOILETS & WASH BASINS – LARGE CENTERS When a center is licensed for more than 70 children, one additional toilet shall be provided for each additional 15 children or fraction thereof and washbasins shall be provided in the ratio of one for every two additional toilets and urinals or fraction thereof.				
* (10)(c) TOILETS & WASHBASINS – CHILDREN UNDER 30 MONTHS Children under the age of 30 months need not be included when determining the required fixtures under par. (a). However, in all cases, at least one toilet and one washbasin shall be provided.				
* (10)(d) POTTY CHAIRS – NUMBERS If potty chairs are used for children under 30 months of age, the potty chairs shall be provided in a ratio of one for every 4 children or fraction thereof.				
* (10)(dm)1. WASHROOMS - SANITARY CONDITIONS Toilet rooms and fixtures shall be in a sanitary condition at all times.				
* (10)(dm)2. POTTY CHAIRS - DISINFECTED Potty chair receptacles shall be emptied and rinsed after use and the potty chair and receptacle shall be disinfected immediately using a product registered with the U.S. environmental protection agency as a disinfectant that has instructions for use as a disinfectant on the label. The disinfectant shall be used according to label instructions.				
* (10)(e) TOILETS & WASHBASINS – USE OF STEPS OR BLOCKS Steps or blocks shall be provided if the washbasins and toilets are not proportioned to the size of the children.				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
* (10)(f) BATHROOM SUPPLIES Soap, toilet paper, disposable paper towels or blower-type air dryers and a wastepaper container shall be provided and accessible to children using the facilities.				
* (10)(g) TOILET ROOM DOOR LOCKS Toilet room door locks shall be openable from the outside and the opening device shall be readily accessible to the staff.				
* (10)(h) TOILETS & SINKS - WATER TEMPERATURE The hot water temperature may not exceed 120 degrees Fahrenheit for sinks, showers, or bathtubs used by or accessible to children in care.				
<b>(11) Outdoor Play Space</b>				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The outdoor play space is on the premises of the center</b>				
* (11)(a) OUTDOOR PLAY SPACE – REQUIREMENT A center shall have outdoor play space if children are present for more than 3 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)1. OUTDOOR PLAY SPACE – ON PREMISES The outdoor play space shall be on the premises of the center.				
* (11)(b)2. OUTDOOR PLAY SPACE CALCULATION – CHILDREN AGE 2 & ABOVE There shall be at least 75 square feet of outdoor play space for each child 2 years of age or older using the space at a given time.				
* (11)(b)3. OUTDOOR PLAY SPACE CALCULATION – CHILDREN UNDER AGE 2 There shall be at least 35 square feet of outdoor play space for each child under 2 years of age using the space at a given time except as provided in subd. 4.				
* (11)(b)4. OUTDOOR PLAY SPACE – MINIMUM TOTAL SPACE The total outdoor play space of a center shall accommodate not less than 1/3 of the number of children for which the center is licensed or shall be a minimum of 750 square feet, whichever is greater. The number of children under one year of age need not be included for purposes of computing the minimum required outdoor play space if the center provides spaces in wheeled vehicles such as strollers and wagons equal to the number of children under age one year.				
* (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 9 inches is required under climbing equipment, swings, and slides whenever the play equipment is 4 feet or more in height and in a fall zone of 4 feet beyond the equipment. Shredded rubber and poured surfacing shall be installed to the manufacturer’s specifications based on the height of the equipment.		*		
* (11)(b)6. CCA TREATED LUMBER 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 at least every 2 years.		*		
* (11)(b)6m. CREOSOTE OR PCP TREATED WOOD Wood containing creosote or pentachlorophenol (PCP), including railroad ties, may not be accessible to children.		*		

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
* (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. The permanent enclosure may not have any open areas that are greater than 4 inches.				
* (11)(b)8. OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.				
* (11)(bm) OUTDOOR PLAY EQUIPMENT - PROVIDED Outdoor equipment shall be safe and durable. The equipment shall be all of the following:				
* (11)(bm)1. OUTDOOR PLAY EQUIPMENT - INTENDED USE Used in accordance with all manufacturer’s instructions and any manufacturer’s recommendations that may affect the safety of children in care.				
* (11)(bm)2. OUTDOOR PLAY EQUIPMENT - DEVELOPMENTAL LEVEL, SIZE Scaled to the developmental level, size, and ability of the children.				
* (11)(bm)3. OUTDOOR PLAY EQUIPMENT - CONSTRUCTION, CONDITION Of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.				
* (11)(bm)4. OUTDOOR PLAY EQUIPMENT - PLACEMENT Placed to avoid danger of injury or collision and to permit freedom of action.				
* (11)(c)1m. OFF PREMISES PLAY SPACE – EXEMPTION If a center has no outdoor play space available on the premises of the center, the licensee may request an exemption from the requirements under par. (b) for a center’s outdoor play space.				
* (11)(c)2. OFF PREMISES PLAY SPACE – PLAN A request for an exemption under subd. 1m. shall be in writing and shall be accompanied by a plan for outdoor play space which does all the following:				
* (11)(c)2.a. OFF PREMISES PLAY SPACE PLAN – LOCATION, DISTANCE, TRANSPORTATION Identifies and describes the location to be used, the travel distance from the center to that location and the means of transporting the children to that location.				
* (11)(c)2.b. OFF PREMISES PLAY SPACE PLAN – SUPERVISION Provides for adequate supervision of the children as specified in Table 251.055.				
* (11)(c)2.c. OFF PREMISES PLAY SPACE PLAN – DAILY EXERCISE Provides for daily vigorous exercise in the out-of-doors for the children.				
* (11)(c)2.d. OFF PREMISES PLAY SPACE PLAN – TOILETING AND DIAPERING Describes the arrangements to meet the toileting and diapering needs of the children.				
* (11)(c)2.e. OFF PREMISES PLAY SPACE PLAN – AFFIRMATION OF COMPLIANCE Affirms the center’s compliance with the requirements included in subds. 3. to 6.				
* (11)(c)3. OFF PREMISES PLAY SPACE – POTENTIAL SOURCE OF HARM The off-premises outdoor play space shall be free of hazards such as bodies of water, railroad tracks, unfenced in-ground swimming pools, heavily wooded areas and nearby highways and main thoroughfares. (Note: In this paragraph, “main thoroughfare” means a heavily traveled street or road used by vehicles as a principal route of travel.)				

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
* (11)(c)4. OFF PREMISES PLAY SPACE – SPACE REQUIREMENTS There shall be at least 75 square feet of outdoor play space for each child 2 years of age or older using the space at a given time, and at least 35 square feet of outdoor play space for each child under 2 years of age using the space at a given time.				
* (11)(c)5. OFF PREMISES PLAY SPACE – SAFE SURFACING No climbing equipment, swing or slide in the play space may have concrete or asphalt under it.				
* (11)(c)6. OFF PREMISES PLAY SPACE – CHILDREN UNDER 3 When the off-premises outdoor play space is reached by walking, the center shall transport children under 3 years of age in wheeled vehicles, such as strollers or wagons, with a seating capacity equal to the number of children under 3 years of age to be transported.				
(11)(c)8. OFF PREMISES PLAY SPACE – CHANGES If any circumstance described in an approved plan for use of off-premises outdoor play space changes or if any condition for plan approval is not met or is no longer met, the department may withdraw its approval of the plan and cancel the exemption. A center with an approved plan shall immediately report to the department's licensing representative any significant change in any circumstance described in the plan.				
<b>(12) Swimming Areas</b>				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is a swimming pool or beach on the premises.</b>				
* (12)(a)1. ON PREMISES SWIMMING POOL - USE Aboveground and in-ground swimming pools on the premises may not be used by children in care.		*		
* (12)(a)2. ON PREMISES SWIMMING POOL - ENCLOSURE Swimming pools shall be enclosed by a 4-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less.		*		
* (12)(a)3. ON PREMISES SWIMMING POOL - GATE CLOSED & LOCKED If access to the pool is through a gate, the gate shall be closed and visibly locked during the licensed hours of the center.		*		
* (12)(a)4. ON PREMISES SWIMMING POOL - DOOR CLOSED & LOCKED If access to the pool is through a door, the door shall be closed, visibly locked, and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.		*		
* (12)(a)5. ON PREMISES SWIMMING POOL - LOCKS Locks shall be located so that the locks cannot be opened by children.		*		
* (12)(a)6. ON PREMISES SWIMMING POOL - WALL & LADDER The free-standing wall of an aboveground pool may not serve as an enclosure unless it is at least 4 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.		*		
* (12)(a)7. ON PREMISES SWIMMING POOL - AREA FREE OF EQUIPMENT The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.		*		
* (12)(am) ON PREMISES BEACH A beach on the premises may not be used by children in care. Access to a beach shall be controlled so that children may not enter the area.		*		



DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	Not Met	N/A	COMMENTS
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Use of an on-premises wading pool is part of the center's programming.</b>				
* (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 251.055(1) and (2) shall be met.				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Use of off premises wading pools, pools, water attractions or beaches, is part of the center's programming.</b>				
* (12)(c) A wading pool, pool, water attraction or beach that is not located on the center premises may be used by children, if all the following conditions are met:				
* (12)(c)1. OFF PREMISES SWIMMING – POOL CONSTRUCTION, OPERATION The construction and operation of the pool shall meet the requirements of chs. SPS 390 and ATCP 76 for public swimming pools. A beach shall comply with any applicable local ordinance.				
* (12)(c)2. OFF PREMISES SWIMMING – LIFE GUARDS Certified lifesaving personnel shall be on duty.				
* (12)(c)3. While children are in the water of a pool, wading pool, water attraction or beach, staff-to-child ratios for child care workers who can swim shall be:				
* (12)(c)3.a. OFF PREMISES SWIMMING – RATIOS CHILDREN UNDER AGE 3 For children under 3 years of age: 1:1.				
* (12)(c)3.b. OFF PREMISES SWIMMING – RATIOS AGE 3 For children 3 years of age: 1:4.				
* (12)(c)3.c. OFF PREMISES SWIMMING – RATIOS AGES 4 & 5 For children 4 and 5 years of age: 1:6.				
* (12)(c)3.d. OFF PREMISES SWIMMING – RATIOS AGE 6 & ABOVE For children 6 years of age and older: 1:12.				
* (12)(c)4. OFF PREMISES SWIMMING – RATIOS MIXED AGE GROUP When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.				
* (12)(c)5. OFF PREMISES SWIMMING – SWIMMING ABILITY RESTRICTION A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.				
* (12)(c)6. OFF PREMISES SWIMMING – SUPERVISION If some children are in the water and others are not, there shall be at least 2 child care workers supervising the children. One child care worker shall supervise the children who are in the water, and the other shall supervise children who are not in the water.				
<b>DCF 251.07 PROGRAM</b>				
<b>(1) Program Planning and Scheduling</b>				
* (1)(a) WRITTEN PROGRAM OF ACTIVITIES Each group child care center shall have a written program of daily activities posted that are suitable for the developmental level of each child and each group of children. The program shall provide each child with experiences that will promote all of the following:				
(1)(a)1. PROGRAM OF ACTIVITIES – PROMOTES SELF ESTEEM Self-esteem and positive self-image.				
(1)(a)2. PROGRAM OF ACTIVITIES –PROMOTES SOCIAL INTERACTION Social interaction.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
(1)(a)3. PROGRAM OF ACTIVITIES – PROMOTES SELF-EXPRESSION, COMMUNICATION Self-expression and communication skills.				
(1)(a)4. PROGRAM OF ACTIVITIES – PROMOTES CREATIVE EXPRESSION Creative expression.				
(1)(a)5. PROGRAM OF ACTIVITIES – PROMOTES MUSCLE, MOTOR DEVELOPMENT Large and small muscle development.				
(1)(a)6. PROGRAM OF ACTIVITIES – PROMOTES INTELLECTUAL GROWTH Intellectual growth.				
(1)(a)7. PROGRAM OF ACTIVITIES – PROMOTES LITERACY Literacy.				
* (1)(b) The program schedule shall be planned to provide a flexible balance each day of:				
* (1)(b)1. PROGRAM SCHEDULE – BALANCE OF ACTIVE / QUIET Active and quiet activities.				
* (1)(b)2. PROGRAM SCHEDULE – BALANCE OF INDIVIDUAL / GROUP Individual and group activities.				
* (1)(b)3. PROGRAM SCHEDULE – BALANCE OF INDOOR / OUTDOOR Indoor and if the center is in operation more than 3 hours per day, outdoor activities.				
(1)(c) TELEVISION AS PART OF PROGRAM Television may be used only to supplement the daily plan for children. No child may be required to watch television. Other activities shall be available.				
(1)(d) DAILY ROUTINES Routines such as toileting and eating and intervals between activities shall be planned to avoid keeping children waiting in lines or assembled in large groups.				
(1)(e) The program shall provide all of the following:				
(1)(e)1. REGULARITY IN ROUTINES Reasonable regularity in eating, napping and other routines.				
(1)(e)2. CHILD-SELECTED ACTIVITIES Daily periods when a variety of experiences are concurrently available for the children to select their own activities.				
(1)(e)3. PROTECTION FROM FATIGUE & OVER STIMULATION Protection from excess fatigue and over stimulation.				
(1)(e)4. DAILY OUTDOOR ACTIVITIES If a center is in operation for more than 3 hours per day, daily outdoor activities except during inclement weather or when not advisable for health reasons.				
(1)(f) INDIVIDUAL ATTENTION Child care workers shall give children individual attention.				
(1)(g) EARLY / LATE DAY PLAN OF ACTIVITIES A center that is open in the early morning and late afternoon shall have a written plan for activities which meet the individual needs of the children during those time periods. The plan shall include:				
(1)(g)1. EARLY / LATE DAY ACTIVITIES – RESTING & EATING Provision of opportunities for the children to rest and eat.				
(1)(g)2. EARLY / LATE DAY ACTIVITIES – DUPLICATION OF ACTIVITIES Use of materials and engagement in activities which for the most part do not duplicate materials or activities planned for the major part of the program.				
(1)(h) PROGRAM REFLECTS POLICIES The program as implemented shall reflect the center’s written policies.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
<b>(2) Child Guidance</b>				
(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.				
<input type="checkbox"/> Yes <input type="checkbox"/> No Time out periods are used.				
(2)(c)1. TIME OUT - AGE The child is 3 years of age or older.				
(2)(c)2. TIME OUT - NONHUMILIATING The child care worker offers the child the time-out period in a non-humiliating manner.				
(2)(c)3. TIME OUT - TIME The time-out period does not exceed 3 minutes.				
(2)(c)4. TIME OUT - NOT ISOLATED The child is not isolated.				
(2)(c)5. TIME OUT - NOT REMOVED FROM CLASSROOM The child is not removed from the classroom setting.				
(2)(c)6. TIME OUT - ADDITIONAL SUPPORT If the child care worker needs additional adult support, another child care worker comes to the classroom setting.				
(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)2. PROHIBITED ACTIONS – VERBAL ABUSE Verbal abuse, threats or derogatory remarks about the child or the child’s family.		*		
(2)(e)3. PROHIBITED ACTIONS – PHYSICAL RESTRAINT, RESTRICTION, ENCLOSURE Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.		*		
(2)(e)4. PROHIBITED ACTIONS – WITHHOLDING / FORCING FOOD OR SLEEP Withholding or forcing meals, snacks or naps.		*		
(2)(e)5. PROHIBITED ACTIONS – CRUEL, AVERSIVE, FRIGHTENING, HUMILIATING ACTIONS Actions that are cruel, aversive, frightening or humiliating to the child.		*		
(2)(f) PROHIBITED PUNISHMENT – TOILET TRAINING A child may not be punished for lapses in toilet training.				
<b>(3) Equipment and Furnishings</b>				
* (3)(a) INDOOR EQUIPMENT – SAFETY Indoor furnishings and equipment shall be safe and durable. The equipment and furnishings shall be:				
* (3)(a)1. INDOOR EQUIPMENT – DEVELOPMENTAL LEVEL, SIZE Scaled to the developmental level, size and ability of the children.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (3)(a)2. INDOOR EQUIPMENT – CONSTRUCTION, CONDITION Of sturdy construction with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.				
* (3)(a)3. INDOOR EQUIPMENT – PLACEMENT Placed to avoid danger of injury or collision and to permit freedom of action.				
* (3)(a)4. INDOOR EQUIPMENT – ENERGY-ABSORBING SURFACES Placed over an energy-absorbing surface, when equipment is 4 feet or more in height.				
* (3)(a)5. INDOOR EQUIPMENT – INTENDED USE Used in accordance with all manufacturer’s instructions and any manufacturer’s recommendations that may affect the safety of children in care.				
* (3)(b) EQUIPMENT – CRITERIA A center shall provide equipment and supplies according to the following criteria:				
* (3)(b)1. Child development shall be fostered through selection of a variety of equipment that will:				
* (3)(b)1.a. EQUIPMENT – PROVIDE LARGE MUSCLE DEVELOPMENT Provide large muscle development.				
* (3)(b)1.b. EQUIPMENT – PROVIDE MANIPULATIVE SKILLS DEVELOPMENT Provide construction activities and for development of manipulative skills.				
* (3)(b)1.c. EQUIPMENT – ENCOURAGE SOCIAL INTERACTION Encourage social interaction.				
* (3)(b)1.d. EQUIPMENT – PROVIDE INTELLECTUAL STIMULATION Provide intellectual stimulation.				
* (3)(b)1.e. EQUIPMENT – ENCOURAGE CREATIVE EXPRESSION Encourage creative expression.				
* (3)(b)2. EQUIPMENT – QUANTITY FOR INDOORS A center shall provide sufficient indoor play equipment to allow each child a choice of at least three activities involving equipment when all children are using equipment.				
* (3)(b)3. EQUIPMENT – QUANTITY FOR OUTDOORS A center shall provide sufficient outdoor play equipment to allow each child at least 1 activity involving equipment when all children are using equipment.				
* (3)(c) INDOOR & OUTDOOR EQUIPMENT – BASED ON MAXIMUM LICENSED CAPACITY The quantity of indoor and outdoor play equipment specified in par. (b)2. and 3. shall be provided based on the maximum licensed capacity of the center.				
* (3)(d) EQUIPMENT & MATERIALS – CULTURAL & ETHNIC DIVERSITY Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.				
* (3)(e) SHELVES Shelves shall be provided for equipment and supplies in rooms used by children. Equipment and supplies shall be arranged in an orderly fashion so that children may select, use, and replace items.				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is a trampoline or inflatable bounce surface on the premises.</b>				
* (3)(f) TRAMPOLINES & INFLATABLE BOUNCE SURFACES Trampolines and inflatable bounce surfaces on the premises shall not be accessible to children and shall not be used by children in care.				
* (3)(g) TABLES & SEATING - HEIGHT & SIZE Tables and seating shall be scaled to the proper height and size for the children’s comfort and reach.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS										
* (3)(h) PERSONAL STORAGE SPACE There shall be sufficient storage space for the clothing and personal belongings of each child in attendance. For children 2 years of age and older, the space for outer garment storage shall be at child level.														
* (3)(i) CLEANLINESS OF FURNISHINGS, TOYS, EQUIPMENT Furnishings, toys, and other equipment shall be washed or cleaned when they become soiled.														
<b>(4) Rest Periods</b>														
* (4)(a) NAPS OR REST PERIODS REQUIREMENT A child under 5 years of age in care for more than 4 hours shall have a nap or rest period.														
(4)(b) NAPS OR REST PERIODS – AWAKE CHILDREN Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to get up and to have quiet time through the use of equipment or activities which will not disturb other children.														
* (4)(c) NAPS OR REST PERIODS - SLEEPING SURFACES - CHILDREN UNDER 1 Each child under one year of age who naps or sleeps shall be provided with a safe, washable crib or playpen that meets the applicable safety standards in 16 CFR Part 1219 or 1220 and shall be placed at least 2 feet from the nearest sleeping child. Cribs or playpens may be placed end-to-end if a solid partition separates the crib or playpen and an aisle not less than 2 feet in width is maintained between sleeping surfaces.														
* (4)(cm) NAPS OR REST PERIODS - SLEEPING SURFACES - CHILDREN 1 AND OLDER Each child over one year of age and older who has a nap or rest period shall be provided with a sleeping surface that is clean, safe, washable, and placed at least 2 feet from the nearest sleeping child. Sleeping surfaces may be placed end-to-end if a solid partition separates children and an aisle not less than 2 feet in width is maintained between sleeping surfaces. The sleeping surface shall be any of the following: 1. A bed. 2. A cot. 3. A padded mat. 4. A sleeping bag. 5. A crib or playpen.														
* (4)(d) NAPS OR REST PERIODS – INDIVIDUAL BEDDING Each child one year of age and older not using a sleeping bag shall be provided with an individually identified sheet and blanket that may be used only by that child until it is washed.														
* (4)(e) NAPS OR REST PERIODS – BEDDING MAINTENANCE, STORAGE, CLEANLINESS Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled, and washed after every 5 uses, at a minimum. A crib or playpen shall be washed and disinfected between changes in occupancy.														
<b>(5) Meals, Snacks, and Food Service</b>														
(5)(a)1. MEALS & SNACKS – REQUIREMENTS Food shall be provided by the center based on the amount of time children are present as specified in Table 251.07.														
<table border="1"> <thead> <tr> <th data-bbox="310 1289 600 1315">Time a Child is Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1321 655 1347">At least 2 ½ but less than 4 hours</td> </tr> <tr> <td data-bbox="273 1354 642 1380">At least 4 but less than 8 hours</td> </tr> <tr> <td data-bbox="273 1386 642 1412">At least 8 but less than 10 hours</td> </tr> <tr> <td data-bbox="306 1419 609 1445">At least 10 or more hours</td> </tr> </tbody> </table>	Time a Child is Present	At least 2 ½ but less than 4 hours	At least 4 but less than 8 hours	At least 8 but less than 10 hours	At least 10 or more hours	<table border="1"> <thead> <tr> <th data-bbox="999 1289 1356 1315">Number of Meals and Snacks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1129 1321 1226 1347">1 snack</td> </tr> <tr> <td data-bbox="1062 1354 1293 1380">1 snack and 1 meal</td> </tr> <tr> <td data-bbox="1054 1386 1302 1412">2 snacks and 1 meal</td> </tr> <tr> <td data-bbox="1020 1419 1335 1445">2 meals and 2 or 3 snacks</td> </tr> </tbody> </table>				Number of Meals and Snacks	1 snack	1 snack and 1 meal	2 snacks and 1 meal	2 meals and 2 or 3 snacks
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2 snacks and 1 meal														
2 meals and 2 or 3 snacks														
(5)(a)2. MEALS & SNACKS – CENTER-PROVIDED TRANSPORTATION Center-provided transportation time shall be included in determining the amount of time children are present for the purposes of subd. 1.														

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (5)(a)3. MEALS & SNACKS – INTERVALS Food shall be served at flexible intervals, but no child may go without nourishment for longer than three hours.				
* (5)(a)4. MEALS & SNACKS – MINIMUM MEAL REQUIREMENTS At a minimum, child shall be provided food for each meal and snack that meets the U.S. department of agriculture child and adult care food program minimum meal requirements and types of food.				
* (5)(a)4m. MEALS & SNACKS - ADDITIONAL PORTIONS Additional portions of vegetables, fruits, bread, and milk shall be available.				
(5)(a)5. Menus for meals and snacks provided by the center shall:				
(5)(a)5.a. MENUS – POST Be posted in the kitchen and in a conspicuous place accessible to parents.				
* (5)(a)5.b. MENUS – PLAN Be planned at least 1 week in advance, dated and kept on file for 3 months.				
(5)(a)5.c. MENUS – AVAILABLE FOR REVIEW Be available for review by the department.				
(5)(a)5.d. MENUS – INCLUDE DIVERSE TYPES OF FOODS Include diverse types of foods.				
* (5)(a)5m. MENUS - REPEATING A daily menu may not be repeated within a one-week time period.				
(5)(a)6. MENUS – CHANGES Any changes in a menu as planned shall be recorded on the copies of the menu kept on file and posted for parents.				
(5)(a)6m. RECORD OF PARENT-PROVIDED SNACKS When snacks are provided by parents for all children, a record of the snack served shall be posted in an area accessible to parents.				
(5)(a)7. MEALS & SNACKS – SECOND PORTIONS Enough food shall be prepared for each meal so that second portions of vegetables or fruit, bread and milk are available to children.				
* (5)(a)8. MEALS & SNACKS – PROVIDED BY PARENTS When food for a child is provided by the child’s parent, the center shall provide the parent 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.				
(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.				
(5)(b)1. MEALTIME – STAFF WITH CHILDREN Staff shall sit at the table with the children during mealtime.				
(5)(b)2. MEALTIME – SOCIALIZATION Meals shall be served with time allowed for socialization.				
* (5)(b)3. TABLES & SEATING DURING MEALS Except as provided in subd. 4., in a center where meals and snacks are served, seating and table space shall be at least equal to the licensed capacity of the center, excluding infants, so that all children can be served at the same time.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (5)(b)4. TABLES & SEATING IN LUNCHROOM In a center where meals are served in a central lunchroom, seating and table space shall be at least equal to the number of children to be served in a shift.				
* (5)(b)5. EATING SURFACES - CLEANED, SANITIZED Eating surfaces, including high chairs, shall be washed and sanitized before and after each use.				
<b>(6) Health</b>				
(6)(a) 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 to keep other children away from the sick child.				
(6)(c) Ill child procedure. The following procedures shall apply when a child with an illness or condition that has the potential to affect the health of other persons, such as vomiting, diarrhea, unusual lethargy, or uncontrolled coughing, is observed in the child care center:				
(6)(c)1. ILL CHILD – ISOLATION The child shall be isolated until the child can be removed from the center.				
* (6)(c)2. ILL CHILD - SUPERVISION The child in the isolation area shall be within sight and sound supervision of a staff member.				
* (6)(c)3. ILL CHILD - EQUIPMENT The child shall be provided with a bed, crib, playpen, cot, or padded mat and a sheet and blanket or a sleeping bag.				
(6)(c)4. ILL CHILD – CONTACTING PARENT The child’s parent or emergency contact shall be contacted as soon as possible after the illness is discovered and arrangements shall be made for the child to be removed from the center.				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center is licensed to care for mildly ill children.</b>				
* (6)(d) MILDLY ILL CHILD – CONDITIONS FOR CARE A child who is mildly ill may be cared for at the center when all of the following conditions are met: Note: Must be approved by the department.				
* (6)(d)1. MILDLY ILL CHILD – SPACE The space for the care of a mildly ill child shall be a self-contained room and shall be separate from children who are well.				
* (6)(d)2. MILDLY ILL CHILD – SINK The room shall have a sink with hot and cold running water.				
* (6)(d)3. MILDLY ILL CHILD – PARENTAL CONSENT The parent consents in writing.				
* (6)(d)4. MILDLY ILL CHILD – HEALTH POLICY The written health policy of the center allows a mildly ill child to remain at the center.				
* (6)(d)5. MILDLY ILL CHILD – APPROVED CARE PLAN The center follows and implements procedures in a written plan for the provision of care to mildly ill children approved and signed by a licensed physician, or a pediatric or family nurse practitioner which covers all of the following:				
* (6)(d)5.a. MILDLY ILL CARE PLAN – ADMISSIONS & EXCLUSIONS Admissions and exclusions.				
* (6)(d)5.b. MILDLY ILL CARE PLAN – STAFFING Staffing.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (6)(d)5.c. MILDLY ILL CARE PLAN – STAFF TRAINING Staff training.				
* (6)(d)5.d. MILDLY ILL CARE PLAN – MONITORING & EVALUATION Monitoring and evaluation.				
* (6)(d)5.e. MILDLY ILL CARE PLAN – PROGRAMMING Programming.				
* (6)(d)5.f. MILDLY ILL CARE PLAN – INFECTIOUS DISEASE CONTROL Infectious disease control.				
* (6)(d)5.g. MILDLY ILL CARE PLAN – EMERGENCY PROCEDURES Emergency procedures.				
* (6)(d)6. MILDLY ILL CHILD – MEDICAL CONSULTATION AVAILABLE Medical consultation is available from a physician or local health department in establishing policy for the management of mildly ill children.				
* (6)(dm)1. MEDICAL LOG BOOK The licensee shall maintain a medical log book that has stitched binding with pages that are lined and numbered.				
* (6)(dm)2. MEDICAL LOG - PAGES & ENTRIES Pages may not be removed from the medical log book under subd. 1. and lines may not be skipped. Each entry in the log book shall be in ink, dated, and signed or initialed by the person making the entry.				
* (6)(dm)3. MEDICAL LOG A child care worker shall record all of the following in the medical log under subd. 1.:				
* (6)(dm)3.a. MEDICAL LOG - OBSERVATION OR EVIDENCE OF INJURY Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received while in the care of the center.				
* (6)(dm)3.b. MEDICAL LOG - INJURY IN CARE Any injuries received by a child while in the care of the center on the date the injury occurred. The record shall include the child’s name, the date and time of the injury, and a brief description of the facts surrounding the injury.				
* (6)(dm)3.c. MEDICAL LOG - MEDICATION ADMINISTRATION Any medication dispensed to a child, on the date the medication is dispensed. The record shall include the name of the child, type of medication given, dosage, time, date, and the initials or signature of the person administering the medication.				
* (6)(dm)3.d. MEDICAL LOG - MEDICAL EVALUATION Any incident or accident that occurs when the child is in the care of the center that results in professional medical evaluation.				
* (6)(dm)4. REVIEWING INJURY RECORDS The director or the director’s designee shall review records of injuries with staff every 6 months to ensure that all possible preventive measures are being taken. The reviews shall be documented in the medical log book under subd. 1.				
* (6)(e)1. COMMUNICABLE DISEASE – EXCLUSIONS No child or other person with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a center during the period when the disease is communicable.				
(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:				



DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (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)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.				
(6)(g)2. CLEANING BODILY SECRETIONS ON SURFACES Surfaces exposed to bodily secretions including walls, floors, toys, equipment, and furnishings shall be washed with soap and water and disinfected. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.				
(6)(g)3. SUNBURN PROTECTION As appropriate, children shall be protected from sunburn and insect bites with protective clothing, sunscreen, or insect repellent. Sunscreen and insect repellent may only be applied upon the written authorization of the parent. The authorization shall include the ingredient strength and be reviewed and updated every 6 months. If sunscreen or insect repellent is provided by the parent, the sunscreen or repellent shall be labeled with the child's name. Recording the application of sunscreen or insect repellent is not necessary.				
* (6)(g)4. PROPERLY CLOTHED CHILDREN Children shall be clothed to ensure body warmth and comfort.				
(6)(g)5. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges.				
(6)(g)6. USE OF DISPOSABLE GLOVES Single use disposable gloves shall be worn if there is contact with blood-containing bodily fluids or tissue discharges. Gloves shall be discarded in plastic bags.				
* (6)(g)7. WET OR SOILED CLOTHING Wet or soiled clothing shall be changed promptly from an available supply of clean clothing.				
(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, after handling a pet or animal, and after toileting or diapering. A child's hands and face shall be washed when soiled. For children under one year of age, hands may be washed with soap and a wet fabric or paper washcloth that is used once and discarded.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, before and after assisting with toileting and diapering, after wiping bodily secretions from a child with a disposable tissue, and after exposure to blood or bodily fluids. If gloves are used, hands shall be washed after the removal of gloves.				
(6)(i)3. CONDITION & SHARING OF PERSONAL CARE ITEMS Personal use items, such as cups, eating utensils, toothbrushes, combs, and towels may not be shared and shall be kept in a sanitary condition.				
* (6)(i)4. WET OR SOILED CLOTHING & DIAPERS Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.				
(6)(i)5. DIAPERING CHILDREN OVER AGE 2 Applicable rules under s. DCF 251.09(4)(a), (c), and (d) shall apply when children 2 years of age and older require attention for diapering and toileting.				
(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)1. EMERGENCY MEDICAL AUTHORIZATION & PARENTAL NOTIFICATION Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the center. The center shall contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child.				
(6)(j)2. PLANNED SOURCE OF EMERGENCY MEDICAL CARE A center shall identify a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed facility, and shall advise parents about the designated emergency medical facility.				
(6)(j)3. PROCEDURE FOR EMERGENCY MEDICAL CARE A center shall establish and follow written procedures for bringing a child to an emergency medical care facility and for treatment of minor injuries.				
(6)(j)4. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries.				
* (6)(j)5. SUPPLY OF BANDAGES, TAPE & BAND-AIDS Each center shall have a supply of bandages, tape and Band-Aids.				
(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)7. TREATING SUSPECTED POISONING Suspected poisoning shall be treated only after consultation with a poison control center.				
<b>(7) Pets and Animals</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Pets or animals are on the premises.</b>				
* (7)(a) PETS & ANIMALS – HEALTH & IMMUNIZATION Animals shall be maintained in good health and appropriately immunized against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.				

DCF 251.07 PROGRAM (continued)	Met	Not Met	N/A	COMMENTS
* (7)(b) PETS & ANIMALS – RISK TO CHILDREN Animals that pose any risk to the children shall be restricted from the indoor and outdoor areas used by children.		*		
* (7)(c) PETS & ANIMALS – NOTIFICATION Licensees shall ensure that parents 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, written acknowledgement from the parents shall be obtained. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.				
* (7)(d) PETS & ANIMALS – PROHIBITED ANIMALS Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals may not be accessible to children.				
(7)(e) PETS & ANIMALS – SUPERVISION All contact between pets or animals and children shall be under the close supervision of a child care worker who is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or animal inappropriately.				
* (7)(f) PETS & ANIMALS – FOOD AREA RESTRICTIONS Pets in classrooms shall be confined in cages while food is being prepared or served in the classroom. Pets cages and litter boxes are prohibited in kitchens, lunch rooms, and food storage areas. Pet and animal feeding dishes, excluding water dishes, and litter boxes may not be placed in areas accessible to children.				
* (7)(g) PETS & ANIMALS – EXCREMENT Indoor and outdoor areas accessible to children shall be free of animal excrement.				
* (7)(h) PETS & ANIMALS – LIABILITY INSURANCE If dogs or cats are allowed in areas of the center accessible to children, the certificate of insurance required under s. DCF 251.04(2)(g) shall indicate the number and types of pets covered by the insurance.				
* (7)(i) PETS & ANIMALS – COMPLIANCE WITH LOCAL ORDINANCES Licensees shall ensure that the center is in compliance with all applicable local ordinances regarding the number, types and health status of pets or animals.				
<b>(8) Miscellaneous Activities</b>				
* (8) WATERCRAFT, RIFLERY, ARCHERY, HORSEBACK RIDING A center that includes in its program watercraft, riflery, archery, horseback riding, or adventure-based activities shall comply with the applicable requirements under 252.44(8), (9), (11), and (13).				
<b>DCF 251.08 TRANSPORTATION</b>				
<p>The center <input type="checkbox"/> provides regularly-scheduled transportation, <input type="checkbox"/> provides transportation for field trips, <input type="checkbox"/> does not transport.</p>				
<p>Except as provided in par. (b), this section applies to all transportation of children in care, including both regularly scheduled transportation to and from the center and field trip transportation, if any of the following apply: 1. The licensee owns or leases the vehicle used. 2. The licensee contracts with another person or organization that owns or leases the vehicle used. 3. Employees, parents, or volunteers are transporting children other than their own at the direction, at the request, or on behalf of the licensee.</p>				

DCF 251.08 TRANSPORTATION (continued)	Met	Not Met	N/A	COMMENTS
<b>(1) Applicability</b>				
(1)(c) TRANSPORTATION POLICY - 3RD PARTY The licensee shall document in their policies that transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section.				
<b>* (2) Permission &amp; Emergency Information</b>				
* (2) PERMISSION & EMERGENCY INFORMATION Before transporting a child, a licensee shall obtain signed permission from the parent for transportation and emergency information for each child. The form shall include all of the following information:		*		
* (2)(a) PERMISSION - PURPOSE OF TRANSPORT The purpose of the transportation and the parent or guardian's permission to transport the child for that purpose.		*		
* (2)(b) EMERGENCY INFORMATION - PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.		*		
* (2)(c) EMERGENCY INFORMATION - PHYSICIAN CONTACT The name, address, and telephone number of the child's health care provider.		*		
* (2)(d) EMERGENCY INFORMATION - EMERGENCY MEDICAL CONSENT Written consent from the child's parent or guardian for emergency medical treatment. Note: the licensee may use the department's form <i>Child Care Enrollment</i> , to obtain consent of the child's parent for emergency medical treatment.		*		
<b>* (3) Required Information for Each Trip</b> The licensee shall ensure that written documentation of all of the following is maintained at the center and in any vehicle transporting children while the children are being transported:				
* (3)(a) INFORMATION IN VEHICLE - LIST OF CHILDREN A list of the children being transported.		*		
* (3)(b) INFORMATION IN VEHICLE - EMERGENCY INFORMATION A copy of the completed permission and emergency information form under sub. (2) for each child being transported.		*		
* (3)(c) INFORMATION IN VEHICLE - ROUTE AND STOPS For transportation to or from a child's home or school, the transportation route and scheduled stops.		*		
<b>(4) Driver</b>				
(4)(a) DRIVER - AGE, LICENSE The driver of a vehicle used to transport children in care shall be at least 18 years of age and shall hold a valid driver's license for the state where the driver resides and for the type of vehicle drive.		*		
* (4)(b) DRIVER TRAINING - REQUIREMENT Before a driver who is not the licensee first transports children, the licensee shall provide the driver with a training. The licensee shall review, document, and update the training as necessary with each driver annually. The training shall include all of the following:		*		
(4)(b)1. DRIVER TRAINING - CHILD RESTRAINTS The procedure for ensuring that all children are properly restrained in the appropriate child safety seat.		*		
(4)(b)2. DRIVER TRAINING - TRACKING CHILDREN The procedure for loading, unloading, and tracking of children being transported.		*		
(4)(b)3. DRIVER TRAINING - EVACUATING CHILDREN The procedure for evacuating the children from a vehicle in an emergency.		*		

DCF 251.08 TRANSPORTATION (continued)	Met	Not Met	N/A	COMMENTS
(4)(b)4. DRIVER TRAINING - BEHAVIOR MANAGEMENT Behavior management techniques for use with children being transported.		*		
(4)(b)5. DRIVER TRAINING - REVIEW OF RULES, STATUTES A review of this chapter and applicable statutes under s. 347.48, Stats.		*		
(4)(b)6. DRIVER TRAINING - REVIEW OF POLICIES A review of applicable center policies.		*		
(4)(b)7. DRIVER TRAINING - FIRST AID First aid procedures.		*		
(4)(b)8. DRIVER TRAINING - CHILD ABUSE & NEGLECT REPORTING A review of child abuse and neglect laws and center reporting procedures.		*		
(4)(b)9. DRIVER TRAINING - SPECIAL NEEDS Information on any special needs a child being transported may have and the plan for how those needs will be met.		*		
(4)(b)10. DRIVER TRAINING - VEHICLE ALARM USE A review of the use of the vehicle alarm, if applicable.		*		
(4)(b)11. DRIVER TRAINING - OTHER RESPONSIBILITIES Any other job responsibilities as determined by the licensee.		*		
(4)(c)1. DRIVER RECORD – OBTAIN & REVIEW Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and 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.		*		
(4)(c)2. DRIVER RECORD - THREAT CONSIDERATIONS In determining whether a driver may pose a threat to the children, the licensee shall consider the totality of the driver’s record, any other relevant facts, and the following factors in combination: a. The seriousness of any accidents or violations. b. How much time has passed since an accident or violation occurred. c. The number of accidents or violations. d. The likelihood that a similar incident will occur.		*		
(4)(c)3. DRIVER RECORD – PROHIBITIONS A driver whose driving record poses a threat to the children may not transport children.		*		
(4)(d)1. CELLULAR DEVICE USE Except as provided in subd. 2., a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children, except when the vehicle is out of traffic, not in operation, and any of the following applies: a. The phone or device is used to call 911. b. The phone or device is used to communicate with emergency responders. c. The phone or device is used to communicate with the center regarding an emergency situation.		*		
(4)(d)2. NAVIGATION SYSTEM USE A navigation device may be used during transportation if the device is programmed to a destination when the vehicle is out of traffic and not in operation.		*		
<b>(5) Vehicle.</b> (a) The licensee shall ensure that each vehicle used to transport children is all of the following:				
* (5)(a)1. VEHICLE REQUIREMENTS – REGISTRATION Registered with the Wisconsin department of transportation or the appropriate authority in another state.		*		
* (5)(a)2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.		*		

DCF 251.08 TRANSPORTATION (continued)	Met	Not Met	N/A	COMMENTS
* (5)(a)3. In safe operating condition.		*		
* (5)(b) VEHICLE INSPECTION REPORT At 12-month intervals the licensee shall provide the department with evidence of a vehicle's safe operating condition on a form provided by the department.		*		
* (5)(c) VEHICLE ALARM - INSPECTION At least once per year, the licensee shall make available to the department each vehicle that is required to have a child safety alarm under sub. (8) (a) to determine whether the child safety alarm is in good working order.		*		
(5)(d) SCHOOL BUS - COMPLAINEE Hired or contracted school buses used to transport children shall be in compliance with ch. Trans 300.		*		
<b>(6) Seat Belts and Child Safety Restraints</b>				
* (6)(a) CHILD SAFETY RESTRAINT SYSTEM No person may transport a child under the age of 8 in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child's age and size and in accordance with s. 347.48 Stats., and ch. Trans 310.		*		
(6)(b)1. SEAT BELT USE - CHILD Each child who is not required to be in an individual child car safety seat or booster seat when being transported under par. (a) shall be properly restrained by a seat belt in accordance with s. 347.68, Stats., and ch. Trans 315.		*		
(6)(b)2. SEAT BELT USE - ADULT Each adult in the vehicle shall be properly restrained by a seat belt in accordance with s. 347.68, Stats., and ch. Trans 315.		*		
(6)(b)3. SEAT BELT USE - SHARING Seat belts may not be shared.		*		
(6)(c) SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.		*		
* (6)(d) VEHICLE - FRONT SEAT USE Children under age 13 years who are in the care of the center may not ride in the front seat of a vehicle.		*		
<b>(7) Vehicle Capacity and Supervision</b>				
* (7)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child from the time the child is placed in a vehicle until the children reaches his or her destination and is released to a person responsible for the child. A parent of a school age child may authorize a child to enter a building unescorted.		*		
* (7)(b) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.		*		
* (7)(c) VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who are either under 2 years of age or who have a disability that limits their ability to respond to an emergency.		*		
* (7)(d) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The licensee shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.		*		

DCF 251.08 TRANSPORTATION (continued)	Met	Not Met	N/A	COMMENTS
* (7)(e) TRANSPORTATION - LENGTH OF TIME No child may be in a vehicle for transport to or from a center, a field trip, or other center activity for more than 60 minutes for a one-way trip.		*		
<b>(8) Child Care Vehicle Safety Alarm</b>				
* (8)(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: 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.		*		
* (8)(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.		*		
* (8)(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.		*		
<b>DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No The center is licensed to care for children under age two years.				
<b>(1) Applicability and General Requirements.</b> (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.				
* (1)(am) INFANT & TODDLER – INTAKE INFORMATION Prior to admission, to the licensee shall obtain written information from a child’s parent or guardian to individualize the program of care for the child. Child care workers shall use the information obtained from the parents to provide care to the child. Information shall include all of the following: (The form <i>Intake for Child Under 2 Years – Child Care Centers</i> may be used.)				
* (1)(am)1. INFANT & TODDLER INTAKE – FEEDING SCHEDULE Schedule of meals and feeding.				
* (1)(am)2. INFANT & TODDLER INTAKE – NEW FOOD INTRODUCTION Types of food introduced and timetable for new foods.				
* (1)(am)3. INFANT & TODDLER INTAKE – DIAPERING & TOILETING Toileting and diapering.				
* (1)(am)4. INFANT & TODDLER INTAKE – SLEEP SCHEDULE Sleep and nap schedule.				
* (1)(am)5. INFANT & TODDLER INTAKE – COMMUNICATION & COMFORTING The child's way of communicating and being comforted.				
* (1)(am)6. INFANT & TODDLER INTAKE – DEVELOPMENTAL & HEALTH HISTORY Developmental and health history.				
(1)(b) INFANT & TODDLER – LOCATION & SHARING INTAKE INFORMATION Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker.				
(1)(c) INFANT & TODDLER – DOCUMENTING CHANGES IN DEVELOPMENT Child care workers shall document changes in a child’s development and routines every three months based on discussion with the parent.				

DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)	Met	Not Met	N/A	COMMENTS
* (1)(d) INFANT & TODDLER – ASSIGNMENT TO ROOM & CAREGIVER Each infant and toddler shall be cared for by a regularly assigned child care worker in a self-contained room or area.				
(1)(e) INFANT & TODDLER – PROVIDER TRAINING The regularly assigned child care teacher and assistant child care teacher for each group of infants and toddlers shall have a minimum of 10 hours of training in infant and toddler care approved by the department within 6 months after assuming the position. If the training is not part of the required entry-level training under s. DCF 251.05(3)(f) or (g), it shall be obtained through continuing education.				
* (1)(f) INFANT & TODDLER – BUILDING CODES / INSPECTION REPORT Infants and toddlers are restricted to first floors and ground floors having direct grade-level exits unless the building is in compliance with all applicable building codes that permit children to be cared for on other levels. The building inspection report on file with the licensing office shall indicate where care may be provided for children under 30 months of age.				
* (1)(g) INFANT & TODDLER – SAFETY GATES Safety gates shall be provided at open stairways.				
* (1)(h) INFANT & TODDLER – CRIB SPACE REQUIREMENT For centers licensed on or after January 1, 2009, the space occupied by cribs shall be deducted in determining the 35 square feet space requirement under s. DCF 251.06(7)(a) for each child.				
* (1)(i) INFANT & TODDLER – NUMBER OF CRIBS & PLAYPENS The number of children under one year of age admitted at any one time may not exceed the number of cribs and playpens.				
* (1)(j) INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight fitting mattress and any mattress covering that fits snugly over the mattress.				
(1)(k) INFANT & TODDLER – BEDDING Sheets or blankets used to cover a child one year of age or older shall be kept away from the child’s mouth and nose, and if sleeping in a crib or playpen be tucked tightly under the mattress.				
* (1)(L) INFANT & TODDLER – SOFT MATERIALS IN CRIBS A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets may be hung on the sides of the crib or playpen.				
* (1)(m) INFANT & TODDLER - AUDIO MONITORING An audio monitoring device shall be used in any area or room where children under one year of age are placed to sleep.				
* (1)(n) INFANT & TODDLER - WATERBEDS Waterbeds may not be used by children under 2 years of age.				
<b>(2) Daily Program</b>				
(2)(a) INFANT & TODDLER – RESPONDING TO CRYING CHILDREN Child care workers shall respond promptly to a crying child’s needs.				
(2)(b) INFANT & TODDLER – INDIVIDUAL SLEEP PATTERNS Each infant and each toddler shall be allowed to form and follow his or her own pattern of sleeping and waking.				
* (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.		*		



DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)	Met	Not Met	N/A	COMMENTS
(2)(c) INFANT & TODDLER – PLAY AS A LEARNING EXPERIENCE Emphasis in activities shall be given to play as a learning and growth experience.				
(2)(d) INFANT & TODDLER – PHYSICAL CONTACT & ATTENTION Throughout the day each infant and each toddler shall receive physical contact and attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center.				
(2)(e) INFANT & TODDLER – LANGUAGE DEVELOPMENT, LEARNING EXPERIENCES Routines relating to activities such as taking a nap, eating, diapering and toileting shall be used as occasions for language development and other learning experiences.				
(2)(f) INFANT & TODDLER – CHANGING INFANT BODY POSITIONS, LOCATION When non-mobile child is awake, the worker shall change child’s body position and location in the room periodically. Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day.				
* (2)(g) INFANT & TODDLER – CREEPING / CRAWLING CHILDREN The non-walking child who can creep or crawl shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.				
* (2)(h) INFANT & TODDLER – SAFE TOYS & OBJECTS Child care workers shall encourage infants and toddlers to play with a wide variety of safe toys and objects.				
* (2)(j) INFANT & TODDLER – EQUIPMENT FOR GOING ON WALKS When infants and toddlers are taken outdoors for a walk, equipment, such as strollers or wagons, shall be provided				
* (2)(k) INFANT & TODDLER – ADULT-SIZE CHAIRS An adult-size rocking chair or other adult-size chair shall be provided for each child care worker.				
<b>(3) Feeding</b>				
(3)(a) INFANT & TODDLER – WORKER FEEDING RESPONSIBILITIES Child care workers shall do all of the following:				
(3)(a)1. INFANT & TODDLER – FEEDING SCHEDULES Feed each infant and each toddler on the child’s own feeding schedule.				
(3)(a)2. INFANT & TODDLER – FOOD & FORMULA BROUGHT FROM HOME Ensure that food, breastmilk, and formula brought from home are labeled with child’s name, dated, and refrigerated if required.				
(3)(a)2m. INFANT & TODDLER - CORRECT FOOD, BREASTMILK, OR FORMULA Ensure each infant and toddler is correctly fed the food, breastmilk, or formula labeled with the infant’s or toddler’s name.				
(3)(a)3. INFANT & TODDLER – FORMULA PROVIDED BY CENTER Ensure that food, breast milk, and formula offered to infants and toddlers is consistent with the requirements of the U.S. department of agriculture child and adult care food program.				
(3)(a)7. INFANT & TODDLER – LEFTOVER MILK OR FORMULA Discard leftover milk or formula within 2 hours after each feeding and rinse bottles after use.				
(3)(a)8. INFANT & TODDLER – DRINKING WATER Offer drinking water to infants and toddlers several times daily.				

DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)	Met	Not Met	N/A	COMMENTS
(3)(a)9. INFANT & TODDLER – BOTTLE FEEDING Hold a child unable to hold a bottle whenever a bottle is given. Bottles may not be propped.				
(3)(a)10. INFANT & TODDLER – OPEN CONTAINERS, LEFTOVER FOOD Cover, date and refrigerate commercial baby food containers which are opened and foods prepared in the center which are stored. If not used within 36 hours, leftover food shall be discarded.				
* (3)(a)11. INFANT & TODDLER – CARE DURING FEEDING Hold or place a child too young to sit in a high chair in an infant seat during feeding. Wide-based high chairs, hook-on chairs or infant seats with safety straps shall be provided for children not developmentally able to sit at tables and chairs.				
* (3)(a)12. INFANT & TODDLER – SELF FEEDING Encourage children to experiment with self-feeding with their hands and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the children.				
(3)(a)13. INFANT & TODDLER – VARIETY OF FOODS Offer a variety of nourishing foods to each child according to the child’s developmental level and the parent’s feeding instructions.				
(3)(a)14. INFANT & TODDLER – FEEDING FROM BABY FOOD CONTAINERS Refrain from feeding a child directly from commercial food containers.				
(3)(a)15. INFANT & TODDLER – HEATING BREAST MILK IN MICROWAVE Refrain from heating breast milk or formula in a microwave oven.				
* (3)(b) INFANT & TODDLER – HEATING FORMULA, MILK & FOOD IN MICROWAVE Procedures for heating infant formula, milk, and food shall be posted And child care workers shall follow the posted procedures.				
(3)(c) INFANT & TODDLER - BOTTLES AND NIPPLES Infant bottles and nipples may not be reused without first being cleaned and sanitized.				
<b>(4) Diapering and Toileting</b>				
(4)(a) INFANT & TODDLER – WORKER DIAPERING / TOILETING RESPONSIBILITIES Child care workers shall do all of the following:				
(4)(a)1. INFANT & TODDLER – TOILET TRAINING Plan toilet training in cooperation with the parent so that a child’s toilet routine is consistent between the center and the child’s home, except that no routine attempts may be made to toilet train a child under 18 months of age.				
(4)(a)2. INFANT & TODDLER – WET OR SOILED DIAPERS Change wet or soiled diapers promptly.				
* (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. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instruction for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.				
* (4)(a)4. INFANT & TODDLER – DIAPER CHANGING SURFACE SAFETY If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.				
* (4)(a)5. INFANT & TODDLER – SOILED DIAPERS DISPOSAL Place disposable soiled diapers and gloves, if used, in a plastic-lined, hands-free, covered container immediately.				

DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE (continued)	Met	Not Met	N/A	COMMENTS
* (4)(a)6. INFANT & TODDLER – SOILED PARENT-SUPPLIED CLOTH DIAPERS PLACEMENT Place parent-supplied soiled cloth diapers in labeled plastic bags which are kept separate from other clothing.				
* (4)(a)7. INFANT & TODDLER – SOILED CENTER-SUPPLIED CLOTH DIAPERS PLACEMENT Place center-supplied soiled cloth diapers in a plastic lined covered container for washing by a commercial diaper service.				
(4)(a)8. INFANT & TODDLER – DIAPER DISPOSAL CONTAINERS Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.				
(4)(a)10. INFANT & TODDLER – DIAPERING LOTIONS, POWDERS, SALVES Apply lotions, powders or salves to a child during diapering only at the specific written direction of the child’s parent or the child’s physician. The directions on use shall be posted in the diaper changing area. Recording the use of lotions, powders or salves during diapering in the medical log book is not required.				
(4)(a)11. INFANT & TODDLER – CLEANING CHILD’S DIAPER AREA Wash the child’s diaper area before each diapering with a disposable or fabric towel used only once.				
* (b) INFANT & TODDLER – SINKS IN SELF-CONTAINED AREA Each self-contained classroom or area serving infants or toddlers who are diapered shall have a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area.				
* (c) INFANT & TODDLER – DIAPERING & FOOD PREPARATION There shall be a solid barrier between the diapering area and any food preparation area.				
(d) INFANT & TODDLER – SUPPLY OF EXTRA DIAPERS & CLOTHING There shall be a supply of diapers sufficient to meet the needs of all the children using diapers at the center.				
<b>DCF 251.094 STAFF IN SCHOOL-AGE PROGRAMS</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center is licensed to serve only school-age children</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center serves school-age children in groups separate from children who are under age 5.</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Care is provided to school-age children in a school building.</b>				
<b>(2) School-Age Administrator</b>				
(2)(a) SCHOOL-AGE ADMINISTRATOR - DESIGNEE & RESPONSIBILITIES The licensee may act as a school-age administrator. If the licensee does not act as the school-age administrator, the licensee shall designate a person or persons to be the school-age administrator. The school-age administrator shall be responsible for overall organizational management, including personnel, finance, physical plant, and the implementation of policies and procedures.				
(2)(b) SCHOOL-AGE ADMINISTRATOR - QUALIFICATION OPTIONS A school-age administrator, including a licensee that is a school-age administrator, shall meet either the qualifications of an administrator under s. DCF 251.05 (3) (d) 2. to 5. or the qualifications in this subsection.				
(2)(c) SCHOOL-AGE ADMINISTRATOR - AGE A school-age administrator shall be at least 21 years of age and have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.				

<b>DCF 251.094 STAFF IN SCHOOL-AGE PROGRAMS (continued)</b>	Met	Not Met	N/A	COMMENTS
(2)(d)1.a. SCHOOL-AGE ADMINISTRATOR - BUSINESS OR MANAGER EDUCATION At least one year of experience as a manager or satisfactory completion of a department-approved course in business or program administration.				
(2)(d)2.b. SCHOOL-AGE ADMINISTRATOR - SCHOOL-AGE EDUCATION One year of experience as a school-age director or satisfactory completion of a noncredit department-approved course or course for credit in school-age child growth and development.				
(2)(e) SCHOOL-AGE ADMINISTRATOR - SUPERVISION & PERSONNEL TRAINING Within one year after assuming the position, each school-age administrator shall complete at least 10 hours of training in supervision or personnel management if the school-age administrator has not previously received that training. The training may be counted as part of the annual continuing education requirement.				
(2m) SCHOOL-AGE ADMINISTRATOR & DIRECTOR SCHOOL-AGE ADMINISTRATOR AND SCHOOL-AGE DIRECTOR. An individual may perform the duties of both a school-age administrator under sub. (2) (a) and a school-age director under sub. (3) (a) if the individual meets the qualifications for both positions under subs. (2) (b) to (e) and (3) (b) to (d).				
<b>(3) School-Age Director</b>				
(3)(a) SCHOOL-AGE DIRECTOR - RESPONSIBILITIES A school-age director shall be responsible for the management and implementation of the program for the school-age children; supervision of the staff, including recruitment, hiring, and training; oversight for regulatory compliance; and development of policies and procedures.				
(3)(b) SCHOOL-AGE DIRECTOR - NUMBER OF CENTERS No person may act as the school-age director for more than 5 school-age program sites.				
(3)(c)1. SCHOOL-AGE DIRECTOR - AGE Be at least 21 years of age.				
(3)(c)2. SCHOOL-AGE DIRECTOR - HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.				
(3)(c)3. SCHOOL-AGE DIRECTOR - EXPERIENCE Have at least 240 hours of experience as a school-age program leader, public or private school teacher, student teacher, coach, camp counselor, mentor in a community-based organization, or equivalent experience in another approved setting.				
(3)(c)4. SCHOOL-AGE DIRECTOR - TRAINING Have completed at least one of the preservice training requirements in Table 251.094 prior to beginning work as a school-age director, except as specified in par. (d). The school-age director shall also complete any additional training requirements in Table 251.094 as provided.				
<b>(4) School-Age Program Leader</b>				
(4)(a) SCHOOL-AGE PROGRAM LEADER - RESPONSIBILITIES A school-age program leader shall plan, implement, and supervise the daily activities for a group of children, and is also responsible for communication with families, relations with the community, and coordination with other school-age staff.				
(4)(b)1. SCHOOL-AGE PROGRAM LEADER - AGE Be at least 18 years of age.				

DCF 251.094 STAFF IN SCHOOL-AGE PROGRAMS (continued)	Met	Not Met	N/A	COMMENTS
(4)(b)2. SCHOOL-AGE PROGRAM LEADER - HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.				
(4)(b)3. SCHOOL-AGE PROGRAM LEADER - EXPERIENCE Have at least 240 hours of experience as a group leader, school-age assistant, public or private school teacher, student teacher or practicum, coach, camp counselor, mentor through a community-based organization, or in another approved setting.				
(4)(c) SCHOOL-AGE PROGRAM LEADER - TRAINING Prior to assuming the position, a person hired to be a school-age program leader shall complete or obtain one of the following: 1. Four credits in school-age child growth and development or its equivalent. 2. The first 2 courses of the Registry Afterschool & Youth Development Credential. 3. Two noncredit department-approved courses for school-age program and group leaders. 4. One noncredit department-approved course and 2 credits in education, physical education, community health, child guidance, recreation, psychology, social work, or juvenile justice.				
<b>(5) School-Age Group Leader</b>				
(5)(a) SCHOOL-AGE GROUP LEADER - SUPERVISION A school-age group leader shall work under the supervision of a school-age program leader.				
(5)(b) SCHOOL-AGE GROUP LEADER - RESPONSIBILITIES A school-age group leader shall work with the program leader to plan, implement, and supervise the daily activities for a group of children.				
(5)(c)1. SCHOOL-AGE GROUP LEADER - AGE Be at least 18 years of age.				
(5)(c)2. SCHOOL-AGE GROUP LEADER - HIGH SCHOOL OR EQUIVALENT Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.				
(5)(c)3. SCHOOL-AGE GROUP LEADER - TRAINING Have satisfactorily completed one of the following within 6 months after assuming the position: a. A noncredit department-approved course in school-age care. b. Two credits in school-age child growth and development or its equivalent. c. The first course of the Registry Afterschool & Youth Development Credential.				
<b>(6) School-Age Program Aide</b>				
(6)(a) SCHOOL-AGE PROGRAM AIDE - SUPERVISION A school-age program aide shall work under the direction and supervision of a school-age program leader.				
(6)(b) SCHOOL-AGE PROGRAM AIDE - AGE A person who is a school-age program aide shall be at least 16 years of age.				
(6)(c) "SCHOOL-AGE PROGRAM AIDE - TRAINING A school-age program aide shall either meet the qualifications of a program aide under s. DCF 251.05 (3) (gm) 3. or have satisfactorily completed at least one of the following within 6 months after assuming the position: 1. An assistant child care teacher training program approved by the Wisconsin department of public instruction. 2. At least 10 hours of training approved by the department in the care of school-age children. 3. A noncredit department-approved course in school-age care."				

DCF 251.095 ADDITIONAL REQUIREMENTS, MODIFICATIONS, AND EXCEPTIONS FOR SCHOOL-AGE PROGRAMS	Met	Not Met	N/A	COMMENTS
<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.				
<p><b>(1) Applicability.</b> (a) This section applies only to group child care centers that serve only school-age children and group child care centers that serve school-age children in groups separate from children who are under 5 years of age. (b) Except for s. DCF 251.09, all requirements under ss. DCF 251.04 to 251.12 apply to school-age programs in addition to or except as specified in this section and s. DCF 251.094.</p>				
<p><b>(2m) Supervision</b></p>				
<p>(2m)(a) SCHOOL-AGE CARE - CENTER RESPONSIBILITY FOR CHILDREN A school-age program shall be responsible for the health, safety, and well-being of a school-age child between the time the child arrives at the school-age program and the time the child is released to the child's parent or to another activity that is specifically authorized in writing by the child's parent.</p>				
<p>(2m)(b) SCHOOL-AGE CARE - SUPERVISION OF CHILDREN AGE 7 AND OLDER Notwithstanding s. DCF 251.055 (1) (a), each child 7 years of age and older shall be supervised by a school-age program leader or child care teacher who is within sight or sound of the child to guide the child's behavior and activities, prevent harm, and ensure safety, except as provided in pars. (d) to (f).</p>				
<p>(2m)(c) SCHOOL-AGE CARE - SUPERVISION OF GROUP OF CHILDREN Notwithstanding s. DCF 251.055 (1) (b), at least one school-age program leader or child care teacher shall supervise each group of school-age children, except as provided in pars. (d) and (e).</p>				
<p>(2m)(d) SCHOOL-AGE CARE - GROUP LEADER SUPERVISION FOR 45 MINUTES Notwithstanding s. DCF 251.055 (1) (c), a school-age group leader who has completed the training required under s. DCF 251.094 (5) (c) 3. or an assistant child care teacher who has completed the training required under s. DCF 251.05 (3) (g) 2. and is age 18 or over may provide sole supervision for a group of school-age children for no more than 45 minutes if there is a qualified school-age program leader or child care teacher on the premises.</p>				
<p>(2m)(e) SCHOOL-AGE CARE - CHILDREN AGE 7 AND OLDER OUTSIDE DIRECT SUPERVISION A child 7 years of age or older may be authorized by the child care worker supervising the child to participate in program-sponsored activities in a school-age program away from the direct supervision of the assigned child care worker.</p>				
<p>(2m)(f) SCHOOL-AGE CARE - CHILD TRACKING METHOD A child 7 years of age and older may move between groups of children if a tracking method is implemented to ensure that the assigned child care worker knows the whereabouts of the child.</p>				
<p>(2m)(g) SCHOOL-AGE CARE - FIELD TRIPS When 9 or more children are on a field trip, there shall be at least 2 child care workers accompanying the children and the staff-to-child ratios in Table DCF 251.055 shall be maintained. Notwithstanding s. DCF 251.055 (2) (j), at least one of the child care workers shall be a school-age program leader or a child care teacher.</p>				

<b>DCF 251.095 ADDITIONAL REQUIREMENTS, MODIFICATIONS, AND EXCEPTIONS FOR SCHOOL-AGE PROGRAMS (continued)</b>	Met	Not Met	N/A	COMMENTS
(2m)(h) SCHOOL-AGE CARE - ATTENDANCE SCHEDULE, RELEASE AGREEMENT A school-age program shall have on file an agreement, signed by the parent, that specifies the attendance schedule to be followed and authorizes the child's release to activities away from the school-age program.				
<b>(3m) Additional Requirements for Meals and Snacks</b>				
(3m)(a) SCHOOL-AGE CARE - MEALS & SNACKS All children attending a school-age program when a meal or snack is served shall be offered the meal or snack.				
(3m)(b) SCHOOL-AGE CARE - AFTER-SCHOOL SNACK School-age children present after school shall be served a snack.				
<b>(5m) Exceptions and Modifications for School-Age Programs in School Buildings</b>				
(5m)(b)1. SCHOOL-AGE CARE MODIFICATIONS - REPORT CHANGE IN ROOM USAGE Section DCF 251.04 (3) (h), except that the licensee shall report 10 days prior to the change instead of 20 days.				
(5m)(b)2. SCHOOL-AGE CARE MODIFICATIONS - REPORT CONSTRUCTION OR REMODELING Section DCF 251.04 (3) (L), except that the licensee shall report any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license in writing at least 10 working days before the construction or remodeling begins.				
(5m)(b)3. SCHOOL-AGE CARE MODIFICATIONS - STAFF FILE AVAILABLE WITHIN 2 HOURS Section DCF 251.05 (2) (a) (intro.), except that the licensee shall maintain a file on each employee or contracted employee. The file shall be available for examination by the licensing representative at the location of the school-age program within 2 hours after the request and shall include all of the following:				
<b>DCF 251.10 ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>				
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center's hours of operation include any period of time between 10:00 p.m. and 5:00 a.m.</b>				
<b>(2) General Requirements</b>				
* (2)(a) NIGHT CARE – CAPACITY & EMERGENCY LIGHTING A center offering night care may serve no more than 20 children at any one time between 10:00 p.m. and 5:00 a.m. unless the building is equipped with emergency lighting supplied by a stand-by power source.				
(2)(b) NIGHT CARE – MAXIMUM LICENSED CAPACITY When the same premises is used for the operation of both day care and night care, the number of children during any overlapping of the day care and night care periods may not exceed the maximum licensed capacity of the center.				
(2)(c) NIGHT CARE – STAFF-TO-CHILD RATIOS Minimum staff-to-child ratios and group sizes as specified in s. DCF 251.055(2) shall be maintained during night care.				
(2)(d) NIGHT CARE – PROVIDER RESPONSE TO CHILD NEEDS All child care workers on duty shall remain awake, available, within call and able to respond to the needs of the children during night care.				
* (2)(e) NIGHT CARE – SLEEPING GARMENTS & TOOTHBRUSHES The parent or center shall provide each child in night care with an individually labeled sleeping garment and a toothbrush.				

DCF 251.10 ADDITIONAL REQUIREMENTS FOR NIGHT CARE (continued)	Met	Not Met	N/A	COMMENTS
<b>(3) Program</b>				
(3)(a) NIGHT CARE – COORDINATING SCHEDULES Child care staff shall work with a child's parent to coordinate how the child spends his or her time during night care at the center with the family's schedule.				
* (3)(b) NIGHT CARE – AWAKE CHILD A center offering night care shall provide a self-contained room away from sleeping children where an awake child can engage in activities.				
* (3)(c) NIGHT CARE – SCHEDULE OF ACTIVITIES An evening and morning schedule of program activities shall be planned for the hours that children in night care are awake.				
(3)(d) NIGHT CARE – OPPORTUNITIES FOR READING OR HOMEWORK School-age children shall have an opportunity to read or do schoolwork.				
<b>(4) Preventive Measures</b>				
* (4)(a) NIGHT CARE – EVACUATING SLEEPING CHILDREN Child care workers shall be given training in techniques of evacuating sleeping children in an emergency during orientation to the job.				
* (4)(b) NIGHT CARE – EMERGENCY LIGHTING Centers operating during hours of darkness shall provide emergency lighting, such as an operable flashlight, for each self-contained room used by children.				
(4)(c) NIGHT CARE – FIRE EVACUATION DRILLS Fire evacuation drills shall be practiced during night care hours at least 2 times per year.				
<b>(5) Feeding</b>				
(5)(a) NIGHT CARE – BREAKFAST Breakfast shall be served to all children in care for the night, unless the parent specifies otherwise.				
(5)(b) NIGHT CARE – NIGHTTIME SNACK A nighttime snack shall be available to all children in care.				
(5)(c) NIGHT CARE – EVENING MEALS A child present at the time the evening meal is served shall be served the evening meal.				
<b>(6) Sleep</b>				
(6)(a) NIGHT CARE – PART-NIGHT CARE Children who attend the center for the evening hours but not the whole night shall have an opportunity to sleep, as needed.				
(6)(b) NIGHT CARE – INDIVIDUAL SLEEP ROUTINES Sleep routines for individual children shall be based on information provided by the parents.				
* (6)(c) NIGHT CARE – SLEEPING SURFACES & BEDDING A bed, crib or cot with sheets and blankets or a sleeping bag, individual to each child, shall be provided in night care.				
* (6)(d) NIGHT CARE – EXTRA SLEEPING GARMENTS & BEDDING The center shall maintain a supply of extra sleeping garments and bedding for emergencies and accidents.				
* (6)(e) NIGHT CARE – CRIBS Children under 2 years of age in night care shall sleep in cribs.				



DCF 251.11 LICENSING ADMINISTRATION	Met	Not Met	N/A	COMMENTS
<b>(1) General Conditions for Approval of License</b>				
(1)(b) CONDITION FOR LICENSE APPROVAL – FORMS & FEES Prior to receiving a license, an applicant for a license under this chapter shall complete all application forms truthfully and accurately and pay all fees and forfeitures due to the department.				
(1)(c) CONDITION FOR LICENSE APPROVAL – OTHER LICENSES COMPLIANCE HISTORY The department may refuse to issue or continue a license if another center operated by the licensee is in substantial non-compliance with the licensing rules or has any outstanding fine or forfeitures.				
(1)(d) CONDITION FOR LICENSE APPROVAL – FIT & QUALIFIED LICENSEE Persons licensed to operate a child care center shall be responsible, mature individuals who are fit and qualified. In determining whether an applicant is fit and qualified, the department shall consider any history of civil or criminal violations or other offenses substantially related to the care of children by the applicant, owner, manager, representative, employee, center resident or other individual directly or indirectly participating in the operation of the group child care center. A determination of being unfit and unqualified includes substantiated findings of child abuse or neglect under ch. 48, Stats., or substantiated abuse under ch. 50, Stats., or under similar statutes in another state or territory whether or not it results in a criminal charge or conviction.				
(1)(f) CONDITION FOR LICENSE APPROVAL – MENTAL HEALTH EXAMINATION If the department has reason to believe that the physical or mental health of any person associated with the care of children at the center or any household resident of the center might endanger children in care, the department may require that a written statement be submitted by a physician or, if appropriate, by a licensed mental health professional that shall certify the condition of the individual and the possible effect of that condition on the group child care center or the children in care.				
<b>(4) Continuing a Regular License</b>				
(4)(b) CONTINUATION LICENSE – APPLICATION MATERIALS SUBMISSION At least 30 days before the continuation review date of the license, an applicant for license renewal shall submit to the department the following materials:				
(4)(b)1. CONTINUATION LICENSE – FORMS A completed license continuation application.				
(4)(b)3. CONTINUATION LICENSE – FEES The license renewal fee under s.48.65(3)(a), Stats., and any forfeiture due and owing under s.48.715(3), Stats., or penalty under s.48.76, Stats.				
(4)(b)4. CONTINUATION LICENSE – POLICY CHANGES Any changes to center policies, if not previously submitted.				
(4)(b)5. CONTINUATION LICENSE – DELEGATION OF ADMINISTRATIVE AUTHORITY Any changes to the delegation of administrative authority if not previously submitted.				
(4)(b)6. CONTINUATION LICENSE – OTHER MATERIALS DETERMINED BY DEPARTMENT Any other materials determined by the department as necessary to complete the department’s licensing investigation.				

DCF 251.11 LICENSING ADMINISTRATION (continued)	Met	Not Met	N/A	COMMENTS
<b>(5) Amending a License</b>				
(5)(a) LICENSE AMENDMENT – WRITTEN REQUEST A licensee shall submit to the department a written request for an amendment to the license if the licensee wishes to change any of the following aspects of the license:				
(5)(a)1. LICENSE AMENDMENT – CAPACITY A change in the licensed capacity of the center.				
(5)(a)2. LICENSE AMENDMENT – AGE RANGE The age range of the children.				
(5)(a)3. LICENSE AMENDMENT – HOURS The hours of the center’s operation.				
(5)(a)4. LICENSE AMENDMENT – DAYS The days of the week the center is in operation.				
(5)(a)5. LICENSE AMENDMENT – MONTHS The months of the year the center is in operation.				
(5)(a)6. LICENSE AMENDMENT – NAME OF CENTER The name of the center.				
(5)(b) LICENSE AMENDMENT – WRITTEN APPROVAL FROM DEPARTMENT A licensee may not make a change that affects a condition of the license under par. (a) without the prior written approval of the department.				
(5)(c) MOVING OR CHANGING OWNERSHIP 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 is required when a center moves or changes ownership.				
(5)(d) INCREASE IN CAPACITY A licensee proposing to increase the licensed capacity of a center shall demonstrate compliance with this chapter in the operation of the existing center and compliance with rules for any other facility licensed by the department and operated by the licensee.				
<b>(6) Additional License</b>				
(6) ADDITIONAL CENTER LOCATIONS A licensee applying for a license for an additional center location shall demonstrate compliance with this chapter in the operation of the existing center he or she operates and compliance with rules for any other facility licensed by the department and operated by the licensee. The licensee shall pay any fines, forfeitures or other fees due and owing under s.48.715, Stats., or s.48.65, Stats., on other facilities licensed by the department before the department issues an additional license.				
<b>DCF 251.12 COMPLAINTS, INSPECTIONS AND ENFORCEMENTS</b>				
<b>(1) Complaints</b>				
(1)(b) The licensee may not discharge an employee because that employee has reported violations of this chapter to the licensing representative.				
<b>(2) Inspection</b>				
(2) DEPARTMENT ACCESS TO CENTER. Pursuant to s.48.73, Stats., the department may visit and inspect any group child care center at any time during licensed hours. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children in care, staff and child records, and any other materials or individuals having information on the group child care center’s compliance with this chapter.				