

POLICY CHECKLIST – GROUP CHILD CARE CENTERS

Use of form: DCF 251.04(2)(h) requires the licensee to develop, submit to the department, implement, and provide to the parents written plans, policies, and procedures for the following categories. Policies describe the center’s goals and strategies and outline the procedures that will be followed regarding a variety of situations. The policies must include the items specified by the administrative rule but may also include other items that provide additional information to staff and parents. Asterisked (*) items are required by administrative rule. The other items listed are not required to be in the written policy, but it is strongly recommended that they be included. Use of this form is mandatory under DCF 251.04(2)(h). Failure to submit this completed checklist to the department may result in license denial, other enforcement action, or issuance of a non-compliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: Whenever policies are created or updated, identify the page number on which you address each point, enter the effective date of each policy section, sign and date the checklist, and submit it to the department along with your complete center policies. Policies shall be dated, and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility	Facility ID
Name – Center representative	Telephone Number

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* ADMISSION 251.04(2)(h)4.	
_____	Terms of the license, including capacity, ages, hours, months, and days	
_____	Any limitations (toilet trained, walking, etc.) to enrollment	
_____	Days closed and procedure for emergency closing	
_____	Where the licensing rules, license certificate, results of most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions, or exemption will be posted so that they are visible to the public	
_____	Where center policies, parental notices, observations, and other parent information will be posted or other method for ensuring these items will be made available to the parents	
_____	* Absent child without prior notification 251.05(4)(a)15.	
_____	Attendance methods, part and full-time definitions, and minimum attendance hours	
_____	Confidentiality	
_____	Child abuse and neglect reporting	
_____	Administrative structure / delegation of administrative authority	
_____	Enrollment information, forms required, and timelines for submission	
_____	Method of enrollment (visit, phone)	
_____	Items parents provide and those provided by center	
_____	Parent access to center for observation, conferences, etc., unless access denied by court order	
_____	Number and types of pets and children’s access to pets	
_____	Method parents are informed about the presence of pets in a center	
_____	Children’s records, medical logs	
_____	Center philosophy	
_____	Non-discrimination statement	
_____	Americans with Disabilities Act statement	
_____	Access to children’s records	
_____	Policy concerning use of photos of the children	

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Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* DISCHARGE OF ENROLLED CHILDREN 251.04(2)(h)3.	
_____	Child’s progress communication between center and parents	
_____	Rules and policy availability to parents	
_____	Circumstances and procedures for termination of enrollment	
_____	Time frame	
_____	Verbal vs. written notice	
_____	Parent initiated, mutual decision, center initiated, involuntary discharge	
_____	Behavior related discharges	
_____	Steps prior to discharge	
_____	Documentation	
_____	Outside agency involvement	
_____	Decision making	
_____	Discrimination issues	
_____	Appeal process	
_____	Reasons: e.g., fee payment, policy compliance	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* FEE PAYMENTS AND REFUNDS 251.04(2)(h)1.	
_____	Policy made available to parents	
_____	When and how parents / other sources pay	
_____	Late payment, late pick-up, NSF checks	
_____	Absences (vacations, illness, etc.)	
_____	Registration / material fees	
_____	Refund circumstances and methods	
_____	Additional fees for field trips, lunches, lessons	
_____	Sliding fee scale, discounts, referral bonuses	
_____	Fee determination methods (full/part time attendance, parent sign-in)	
_____	Fee calculating methods (hourly, daily, sessions)	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* CHILD EDUCATION 251.04(2)(h)6.	
_____	* Religious training (include holiday celebration) 251.04(4)(d)	
_____	Written plan for early morning and late afternoon care	
_____	Outdoor play space and activities	
_____	Developmentally appropriate programming for infants and toddlers	
_____	Developmentally appropriate programming for preschool children	
_____	Developmentally appropriate programming for school-age children	
_____	Developmentally appropriate programming for children in night care	
_____	Center schedule (meals, outdoor time, etc.)	
_____	Communication with parents (daily, weekly, semester)	
_____	Schedule coordination with home (infant / toddler, night care)	
_____	Cultural diversity	
_____	Water activities, safety, swimming, wading pools, supervision	
_____	Transitions without line standing or large groups	
_____	Walking field trips	

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Page No.	Policy Section (Asterisked items are required by administrative rule)
_____	CHILD EDUCATION 251.04(2)(h)6. (continued)
_____	Type of curriculum (theme, Montessori, etc.)
_____	Curriculum plan time frame
_____	Staff responsibility for curriculum
_____	Center educational philosophy

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* CHILD GUIDANCE 251.04(2)(h)8.	
_____	* Appropriate ways to manage crying, fussing, or distraught children 251.04(2)(h)8.	
_____	* Provision for positive guidance, redirection, and the setting of clear-cut limits for the children and for developing self-control, self-esteem, and respect for the rights of others 251.07(2)(b)	
_____	* Time-out procedures (specific behaviors, time limits, age limits) and staff guidelines for use of time-out, if used 251.07(2)(c)	
_____	Specific guidance techniques for all children	
_____	Prohibited actions; inform parents that certain actions are prohibited even at parent request	
_____	Techniques for transitions so that children are not waiting in large groups or in long lines	
_____	Classroom arrangement, materials, and programming which will contribute to providing clear guidelines and promoting positive behavior	
_____	Parental involvement in solving behavior	
_____	Techniques used to control unwanted behaviors, such as biting	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* EMERGENCY PLANS 251.04(2)(h)9. and 251.06(3)	
_____	* Written plan for responding to a fire 251.04(2)(h)9.	
_____	* Written plan for responding to a tornado 251.04(2)(h)9.	
_____	* Written plan for responding to a lost or missing child 251.04(2)(h)9.	
_____	* Written plan for responding to other emergencies, e.g., a 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; vehicle accidents; or other circumstance requiring immediate attention 251.04(2)(h)9. and 251.06(3)	
_____	Child and staff injury procedures for severe and minor injuries occurring both on the center premises and on field trips	
_____	Daily attendance and child location at all times; number and names of children to be known by child care	
_____	Emergency contact person – second adult available within 5 minutes	
_____	Procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified	
_____	First aid equipment storage in vehicle	
_____	Procedure for making required reports to the department	
_____	Emergency lighting for night care	
_____	Posting emergency numbers	
_____	Motor vehicle availability or emergency vehicle availability	
_____	Emergency supplies (flashlights, blankets, radio, extra batteries) and storage	
_____	Special evacuation considerations for children / staff with physical / mental disabilities	
_____	Safe location for children after emergency evacuations	
_____	Children’s records taken in emergency situations	
_____	Custody issue disputes	
_____	Action when authorized pick-up person appears impaired by drugs or alcohol	
_____	Procedure to be followed if an unauthorized person arrives to pick up a child	

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Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised:
_____	* HEALTH CARE	_____
_____	* Sudden Infant Death Syndrome (SIDS) risk reduction for centers licensed to care for children under age 251.04(2)(h)5.	
_____	Ill child definition, care, isolation, and removal	
_____	Communicable diseases exclusion and notification to public health, licensing, and parents of exposed	
_____	Medical log responsibilities, entries, and review	
_____	Medication administration and storage	
_____	Medication authorizations	
_____	Missed medicine dosage or other errors in distribution	
_____	Parent notification and confidentiality	
_____	Cleanliness	
_____	Disposal of soiled diapers, wet / soiled clothing, bedding	
_____	Sanitation of toys and equipment (how and when)	
_____	Use of universal or standard precautions	
_____	Handling body secretions	
_____	Hand washing procedure for staff and children	
_____	Glove usage and disposal	
_____	First aid	
_____	Minor injuries, handling, and parent notification	
_____	Serious injury and accident procedures	
_____	Injury off site procedures	
_____	Source of emergency medical care	
_____	Procedure for sharing information on a child's special health needs with everyone responsible to care	
_____	Health related forms	
_____	Immunizations, physical exams, and health history requirements	
_____	Child biting health procedures	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised:
_____	* MILDLY ILL CHILD CARE 251.07(6)(d)5. Completed as part of the written health policy only if center has requested to be licensed to provide care to mildly ill children and has met the additional requirements of	_____
_____	* Admissions and exclusions 251.07(6)(d)5.a.	
_____	* Staffing 251.07(6)(d)5.b.	
_____	* Staff training 251.07(6)(d)5.c.	
_____	* Monitoring and evaluation 251.07(6)(d)5.d.	
_____	* Programming 251.07(6)(d)5.e.	
_____	* Infectious disease control 251.07(6)(d)5.f.	
_____	* Emergency procedures 251.07(6)(d)5.g.	
_____	Supervision of children	
_____	Room and requirements for operating	
_____	Observation and isolation procedures	
_____	Communicable disease, medication, health precautions, personal cleanliness, body waste disposal	
_____	Identify appropriate illnesses (acceptable temperature, no communicable disease)	
_____	Health consultants and roles	
_____	Sanitizing and disinfecting procedures	
_____	Forms required	
_____	Medication administration	
_____	Parent communication procedures, reports	
_____	Equipment and play materials	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* NUTRITION 251.04(2)(h)7.	
_____	Food service personnel orientation and training	
_____	Meal time routines	
_____	Child guidance and food	
_____	Mealtime socialization	
_____	Menu requirements, preparation and changes, age appropriate menu, USDA requirements	
_____	Early AM and late PM feeding	
_____	Infant / toddler feeding	
_____	School-age children and eating	
_____	Night care and food	
_____	Specialty menus (vegetarian, kosher)	
_____	* Accommodating children with food allergies 251.04(2)(h)7.	
_____	Special diets	
_____	Menu posting	
_____	Kitchen cleanliness, dishwashing	
_____	Food storage	
_____	Food delivery	
_____	Special treats, holidays, etc.	
_____	Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids)	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* TRANSPORTATION 251.04(2)(h)12. Completed by centers who offer center-provided transportation to children, including both regularly scheduled transportation to and from the center and transportation for field trips	
_____	* Procedure to ensure no child is left unattended in a vehicle 251.04(2)(h)12.	
_____	* Transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section 251.08(1)(c)	
_____	* Procedure to ensure that all children exit the vehicle after being transported to a destination. 251.08(7)(d)	
_____	* Procedure for notifying parents of the date, time, and destination of any field trip which requires the use of a vehicle 251.04(4)(a)4.	
_____	* Tracking policy when transporting children (whereabouts at all times) 251.05(4)(a)11.	
_____	Driver training before an individual can transport children, and annually thereafter 251.08(4)(b)	
_____	Emergency information to be carried in vehicle	
_____	Driver requirements	
_____	Volunteer drivers	
_____	Center provided transportation	
_____	Contracted transportation services	
_____	Use of staff vehicles	
_____	Required forms	
_____	Child safety restraints	
_____	Vehicle inspections	
_____	Annual driver record	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* ORIENTATION OF NEW STAFF AND VOLUNTEERS 251.04(2)(h)11.	
_____	* Time frame for completion 251.05(4)(a)	
_____	* Review of ch. DCF 251 licensing rules 251.05(4)(a)1.	
_____	* Review of center policies and procedures 251.05(4)(a)2.	
_____	* Review of center emergency plans including, fire and tornado evacuation plans and the operation of fire extinguishers 251.05(4)(a)3.	
_____	* Prevention and response to emergencies due to food and allergic reactions 251.05(4)(a)4.	
_____	* First aid procedures 251.05(4)(a)5.	
_____	* Administration of medications 251.05(4)(a)6.	
_____	* Job responsibilities in relation to the job description 251.05(4)(a)7.	
_____	* Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures, universal precautions for handling bodily fluids, and immunizations 251.05(4)(a)8.	
_____	* Schedule of activities of center 251.05(4)(a)9.	
_____	* 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 251.05(4)(a)11.	
_____	* Child management techniques 251.05(4)(a)12.	
_____	* 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 251.05(4)(a)13.	
_____	* Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) prior to employee's or volunteer's first day of work, if the center is licensed to care for children under 1 year of age	
_____	* The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(4)(a)15.	
_____	* Information on any special needs that a child enrolled in the center may have and the plan for how those needs will be met 251.05(4)(a)16.	
_____	* Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic 251.05(4)(a)17.	
_____	* The handling and storage of hazardous materials and the appropriate disposal of biocontaminants.	
_____	* Training in techniques of evacuating sleeping children in an emergency if center provides night care	
_____	Confidentiality	
_____	Emergency training, including first aid, CPR, and AED	
_____	Procedure for tracking transported children	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* CONTINUING EDUCATION OF STAFF 251.04(2)(h)10.	
_____	Documentation of continuing education	
_____	Staff meetings time frame and documentation	
_____	Requirements for continuing education for all staff	
_____	CPR and AED training for staff	
_____	Child abuse and neglect biennial training	
_____	Child abuse and neglect reporting process	
_____	Fire extinguishers and training	
_____	Reimbursement, work release time, compensatory time	
_____	Carryover of hours from year to year	
_____	Sources of continuing education	
_____	Study areas acceptable	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date policy revised: _____
_____	* PERSONNEL 251.04(2)(h)2.	
_____	* Job descriptions	
_____	* Hours of work, lunch, and break times	
_____	* Holidays, vacations, sick leaves, and leaves of absence	
_____	* Probationary periods	
_____	* Performance evaluations, grievance procedures, and the disciplinary process	
_____	* Procedure requiring staff to notify the licensee, and the licensee to notify department, as soon as possible but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property; or has a professional license denied, revoked, restricted, or otherwise limited	
_____	Child care background checks	
_____	Wisconsin Registry requirements	
_____	Abusive Head Trauma (AHT) prevention training	
_____	Staff file	
_____	Staff health report / physical	
_____	Required staff records	
_____	Staff termination related to “whistle blowing”	
_____	Employment procedures	
_____	Job opening notification	
_____	Contracts	
_____	Required forms and paperwork	
_____	Wage / salary scale, payroll information	
_____	Benefits: personal time, overtime pay, inclement weather closing, Unemployment Compensation, Worker’s Compensation, insurance offered / coverage, SSI, other leaves, staff development reimbursement, employee child care arrangements	
_____	Work rules: alcohol / drug use policy, smoking, dress code, time off notification	
_____	Parent communication procedures	
_____	Reasons for termination	
_____	Parking	
_____	Meals with children	
_____	Other: Voluntary termination of employment, non-discrimination statement, discrimination, delegation of authority, grievance, sexual harassment, violence in workplace, OSHA standards	

I attest that these policies meet licensing rules and accurately reflect my program as implemented.

SIGNATURE – Center Representative

Date Completed