

## INITIAL LICENSING CHECKLIST – FAMILY CHILD CARE CENTERS

**Use of form:** Use of this form is mandatory under DCF 250.11(3). Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. **(1) SFTA TC** – This checklist is used by the Supporting Families Together Association Technical Consultant (SFTA TC) to detail the results of the pre-licensing technical assistance. **(2) Applicant** – This checklist is used by the applicant to indicate the center is in compliance with all applicable requirements and to present the results of the pre-licensing technical assistance. The checklist constitutes one part of a complete application and failure to submit it to the department may result in denial of your application. **(3) Licensing Specialist** – The Licensing Specialist uses this checklist during the initial licensing visit to determine whether the applicant meets the minimum requirements to receive a probationary license.

**Instructions:** **(1) SFTA TC** – The Supporting Families Together Association Technical Consultant completes the SFTA TC column and signs the checklist at the end of the pre-licensing process. **(2) Applicant** – The applicant for an initial license completes the Applicant column and signs the checklist not more than 30 days prior to submitting it along with the other application materials to the Department of Children and Families (DCF). **Note:** If the Licensing Specialist makes the initial licensing visit and you are not in compliance with all applicable requirements of DCF 250, your application for a license may be denied because you do not meet the minimum requirements for a license. **(3) Licensing Specialist** – The DCF Licensing Specialist completes the Licensing Specialist column and signs the checklist during the initial licensing visit. The checklist is retained in the facility file.

Facility Name	Address (Street, City, State, Zip Code)
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Name of Facility Contact Person	Telephone Number of Facility Contact Person
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Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
<b>250.04</b>	<b>OPERATIONAL REQUIREMENTS</b>								
	The applicant has a supply of all forms that are required to be used per DCF 250, Licensing Rules for Family Child Care Centers or has access to the forms online and the ability to print them off as needed.								
250.04(2)(a)	COMPLIANCE WITH LAWS The licensee understands that the entity must maintain compliance with all laws governing the facility and its operation.								
250.04(2)(e)	SUBMIT, IMPLEMENT, & PROVIDE POLICIES TO PARENTS The center's policies and procedures contain all the required items identified in the licensing rule and on the policy review checklist.								
250.04(2)(f)	ADMINISTRATION – STAFF ORIENTATION PLAN The licensee has developed and submitted an orientation plan for any employees, substitutes, and emergency back-up providers that covers all items described in DCF 250.05(4)(a) and (b).								
250.04(2)(g)	INSURANCE INFORMATION TO PARENTS– The licensee understands that the licensee must provide written information to parents on whether the licensee has insurance coverage on the premises and on the child care business. Liability insurance on the business is required if cats or dogs are permitted in areas accessible to children during hours of operation.								
250.04(3)	WRITTEN REPORT TO THE DEPARTMENT The licensee has reviewed DCF 250.04(3) and is aware of when reports to the department are required.								
250.04(4)(b)	The applicant has a supply of the brochure entitled "Your Guide to Regulated Child Care," which is a summary of the licensing rule and must be shared with parents.								
250.04(4)(c)	PARENT NOTIFICATIONS The licensee has reviewed 250.04(4)(c) and is aware of when notification to the parents of a child in care are required.								
250.04(6)(b)	CURRENT, ACCURATE DAILY ATTENDANCE RECORD The licensee shall maintain a current, accurate written record of the daily attendance on the department's form, <i>Daily Attendance Record – Child Care Centers</i> .								

**COMMENTS**

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<b>250.04</b>	<b>OPERATIONAL REQUIREMENTS continued</b>									
250.04(8)(a)	CHILD ABUSE & NEGLECT – MANDATED REPORTING The licensee understands that a provider 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 appropriate authorities.									
250.04(8)(b)	CHILD ABUSE & NEGLECT – BIENNIAL TRAINING The licensee has a method for documenting that each provider and substitute has received training at least every two years in all of the following: child abuse and neglect laws; how to identify children who have been abused or neglected; the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.									
250.05(2)	STAFF FILE – MAINTENANCE & AVAILABILITY The licensee understands that a file must be maintained for each provider, employee, or substitute per DCF 250.05(a) through (f) and understands that the file must be available for review by the licensing specialist.									
<b>250.05</b>	<b>STAFF</b>									
250.05(2)(a)	STAFF FILE – STAFF RECORD FORM There is a completed department form, <i>Staff Record - Child Care Centers</i> , for each provider, employee, or substitute.									
250.05(2)(b)	STAFF FILE – BACKGROUND CHECK RESULTS There is documentation from the department, either paper or electronic, that indicates a background check was completed in compliance with s. 48.686, Stats., and the person is eligible to work in a child care center.									
250.05(2)(c)	STAFF FILE – DAYS, HOURS WORKED The licensee has a procedure for recording all actual hours a provider (including the licensee), substitute, employee, or volunteer has worked and whose time is used to meet the applicable staff-to-child ratio under Table DCF 250.055.									
250.05(2)(d)1.	STAFF FILE – PHYSICAL EXAMINATION FORM There is a physical examination report, either an electronic record from a medical professional or on the department's form, for each provider, employee, or substitute. The report has been dated and signed by a licensed physician, physician's assistant, or other HealthCheck provider, and it indicates that the person is free from illness detrimental to children, including tuberculosis, and that the person is physically able to work with young children. The report has been completed within 12 months prior to the date the person became licensed or began working with children. If not currently on file, this report must be obtained within 30 days after the date the person becomes licensed or begins working with children.									
250.05(2)(e)	STAFF FILE – REGISTRY CERTIFICATE The licensee understands that the licensee and each provider is required to have a certificate from The Registry within 6 months of becoming licensed or beginning to work with children in care. Substitutes are not required to have Registry certificate until they have worked for 240 hours.									
250.05(3)(a)1.	PROVIDER – COMPETENCE Any person providing care is physically, mentally and emotionally able to provide responsible care to all children, including children with disabilities.									
250.05(3)(a)2.	PROVIDER – MINIMUM AGE Any provider is at least 18 years of age.									
250.05(3)(b)	PROVIDER ENTRY-LEVEL TRAINING All providers shall have satisfactorily completed one of the entry-level training requirements in 250.05(3)(b)1., 2., or 3.									

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<b>250.05</b>	<b>STAFF continued</b>									
250.05(3)(e)	PROVIDER TRAINING – CARDIOPULMONARY RESUSCITATION All providers have obtained a current certificate of completion for a department-approved course in infant and child CPR, including use of an automated external defibrillator (AED), or will obtain said certificate within three months of licensure or date of hire.									
250.05(3)(f)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed to care for children under age 2.</b> If yes, all providers have satisfactorily completed at least 10 hours of department-approved training in the care of infants and toddlers or will obtain said training within 6 months of becoming licensed or beginning work at the center.									
250.05(3)(g)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed to care for children under age 5.</b> If yes, all providers, substitutes, volunteers, and emergency back-up providers shall have completed department-approved training in shaken baby syndrome prevention. <b>Note:</b> Non-credit, department-approved entry-level courses taken after July 1, 2005, contain this required component.									
250.05(4)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The licensee plans to use employees, volunteers, or substitutes.</b> If yes, all employees, volunteers, or substitutes will receive an orientation that covers all the items in DCF 250.05(4)(a)1. through 15., and the orientation will be documented on the department’s form, <i>Staff Orientation Checklist - Family Child Care Centers</i> and kept in the staff file.									
250.05(4)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The licensee’s plan for supervision during an emergency includes the use of an emergency backup provider.</b> If yes, the licensee understands that each time an emergency back-up provider is required, the emergency back-up provider shall receive an orientation immediately before being left alone with the children. The orientation shall cover all the items in DCF 250.05(4)(b)1. through 5.									
<b>250.055</b>	<b>SUPERVISION AND GROUPING OF CHILDREN</b>									
250.055(1)(c)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed to provide care for more than 16 hours in any 24-hour period.</b> If yes, there is a written schedule of the hours that each qualified provider will be caring for children so that no provider is taking care of children more than 16 hours in any 24-hour period.									
250.055(1)(g)	PLAN FOR SUPERVISION DURING EMERGENCY OR ABSENCE The center has a plan for ensuring supervision of the children in an emergency or during a provider’s absence. <b>Note:</b> The plan will need to be approved by the department prior to licensure.									
250.055(1)(h)	PROVIDER OTHER ACTIVITIES OR OCCUPATIONS The provider is not engaged in any other activity or occupation during the hours of operation of the center, except for daily maintenance of the home.									
250.055(1)(i)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will combine care of children enrolled in the child care center with foster care of other non-related children or adults.</b> If yes, the licensee has obtained the prior written approval of both licensing agencies.									
250.055(1)(L)	PROCEDURE – NUMBER, NAMES, WHEREABOUTS KNOWN AT ALL TIMES The licensee has implemented a procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times.									

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<b>250.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT</b>									
250.06(1)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Is the facility used as a residence?</b> If “No,” the licensee has checked with the local municipality to determine whether the licensee will be required to obtain a building inspection report evidencing compliance with applicable building codes.									
	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Is the building in which the center is located classified as commercial?</b> If “Yes,” a building inspection report evidencing compliance with the applicable building codes must be completed and submitted as part of the complete license application.									
250.06(1)(b)1.	<b>USABLE INDOOR SPACE</b> The center has at least 35 square feet of usable floor space per child. Usable floorspace does not include passageways, bathrooms, lockers, storage areas, the furnace room, the part of the kitchen occupied by stationary equipment, and space occupied by furniture that is not intended for children's use.									
250.06(1)(b)2.	<b>MINIMUM INDOOR TEMPERATURE</b> The inside temperature is not less than 67 degrees Fahrenheit.									
250.06(1)(b)3.	<b>INDOOR AIR CIRCULATION</b> There are safe fans, air conditioning, or other means to provide air circulation if the inside temperature exceeds 80 degrees Fahrenheit.									
250.06(1)(b)4.	<b>TOILETS &amp; SINKS</b> There is at least one toilet with plumbing and one sink with hot and cold running water available for use by the children. The hot water temperature may not exceed 120 degrees Fahrenheit.									
250.06(2)(a)	<b>ELECTRICAL OR HOT SURFACE PROTECTION</b> Furnaces, water heaters, steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electric heating units, and hot surfaces such as pipes are protected by screens or guards so that children cannot touch them.									
250.06(2)(b)	<b>ACCESS TO POTENTIALLY DANGEROUS ITEMS</b> Firearms, ammunition, and bows and arrows with sharp tips located on the premises or in a vehicle used to transport children are kept in locked storage and are not accessible to children.									
250.06(2)(c)	<b>ACCESS TO POTENTIALLY HARMFUL MATERIALS</b> Potential dangerous items and materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs, and other articles labeled hazardous to children, are in properly marked containers and stored in areas inaccessible to children.									
250.06(2)(d)	<b>TELEPHONES &amp; EMERGENCY PHONE NUMBERS</b> There is at least one working telephone on the premises with a list of emergency telephone numbers, including telephone numbers for the local fire department, police department, law enforcement agency, poison control center and emergency medical service, posted in a location known to all providers.									
250.06(2)(e)	<b>POTENTIAL INDOOR OR OUTDOOR HAZARDS</b> The center's indoor and outdoor child care space is free of hazards, including any recalled products.									
250.06(2)(f)	<b>MOTOR VEHICLE AVAILABILITY</b> A motor vehicle is immediately available at the home at all times, or an ambulance or first response unit is available within ten minutes of a phone call.									
250.06(2)(g)	<b>DIFFERENCES IN ELEVATION – PROTECTIVE RAILINGS</b> Differences in elevation of more than 18 inches, either indoors or outdoors,, including open sides of stairways, elevated platforms, walks, balconies, and mezzanines used by children are protected by railings at least 36 inches high and designed to prevent the passage through the bars of an object with a diameter larger than four inches. <b>Note:</b> Railings are required when the differences in levels exceeds 18 inches.									

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<b>250.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT continued</b>									
250.06(2)(h)	SMOKING PROHIBITED ON PREMISES Smoking is prohibited anywhere on the premises of a center or in a vehicle used to transport children when children are in care. <b>Note:</b> Premises means the tract of land on which the center is located, including all buildings and structures on that land.									
250.06(2)(i)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Is there a hot tub on the premises located in a room or area accessible to children?</b> If yes, the hot tub has a visible, locked rigid cover or is enclosed by a locked fence at least four feet tall. The lock is installed so that the lock is inaccessible to children.									
250.06(2)(j)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Is there a hot tub on the premises located in a room or area that is not intended for use by children?</b> If yes, access to the room or area is controlled through the use of a visibly locked door. The lock is installed so that the lock is inaccessible to children.									
250.06(2)(k)	DETERIORATING OR TOXIC PAINT The premises have no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children. Lead-based paint or other toxic finishing material is not used.									
250.06(2)(L)	CARBON MONOXIDE DETECTORS The center has functioning carbon monoxide detectors in the basement and on each floor level, except the attic, garage, or storage area of each unit, if located in a one-family or two-family dwelling in accordance with s. 101.647, Stats., or if located in a building with at least 3 residential units, in accordance with s. 101.149, Stats.									
250.06(2)(m)	PREMISES, FURNISHINGS, EQUIPMENT – CONDITION & REPAIR The premises, furnishings and equipment are free from litter and vermin and are maintained in a sanitary condition and in good repair									
250.06(3)(a)	WRITTEN EMERGENCY PLANS There is a written plan for taking appropriate action in the event of an emergency, including a fire, a tornado, a flood; extreme heat or cold; a loss of building services, including no heat, water, electricity or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing children; vehicle accidents; or other circumstances requiring immediate attention. The plan shall include specific procedure from DCF 250.06(3)(a)1. through 4. The center will practice the fire plan monthly and the tornado plan monthly from April through October with the children and document when the plans were practiced.									
250.06(3)(b)	PRACTICE OF EMERGENCY PLANS The center will practice the fire evacuation plan monthly and the tornado plan monthly from April through October and will document when the plans were practiced.									
250.06(4)(a)	SMOKE DETECTORS Smoke detectors are installed and maintained in operating condition on each level of the center and in all areas used for nap or rest periods. All smoke detectors are tested monthly and a record is kept of the time, date, and results of the test.									
250.06(4)(b)	FIRE EXTINGUISHER An operable fire extinguisher with a minimum rating of 2A-10BC is provided for the kitchen and cooking area. The provider knows how to use the extinguisher and understands to inspect it annually and keep documentation of the inspection on file.									
250.06(4)(c)	UNVENTED SPACE HEATERS There are no unvented gas, oil, or kerosene space heaters.									
250.06(4)(d)	WOODBURNING STOVE Any wood burning stove used by the center has been inspected for compliance with SPS 323.045. <b>Note:</b> Compliance may be documented by an inspection from a local fire inspector, a certified heating and cooling specialist, or an insurance company, and must be submitted with the license application.									

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250.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
250.055(2)(d) & 250.06(4)(e)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Care will be provided to children under age 2 on a level that is more than 6 feet above or below the ground level.</b> If yes, answer the questions provided below.								
	Check the box(es) identifying the level(s) on which care will be provided to children under age 2: <input type="checkbox"/> Upper Level, <input type="checkbox"/> Main Level, <input type="checkbox"/> Lower Level, <input type="checkbox"/> Other								
250.055(2)(d)	Licensee understands that each provider may care for no more than two children under age 2 and no more than 4 children total under 2 years may be in the care of the center.								
250.06(4)(e)	The center is equipped with an operating interconnected smoke detection system.								
250.06(6)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center gets its water from a private well.</b> If yes, answer the questions below.								
250.06(6)(a)	Water samples from the well have been tested by a laboratory certified under ch. ATCP 77 and have been found biologically safe. Note: The results of the water test shall be submitted to the department along with your application materials.								
250.06(6)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center will be licensed for children under six months of age.</b> If yes, the nitrate levels in the water have also been tested and the findings are below the maximum allowable levels of nitrates. Note: The results of the water test shall be submitted to the department along with your application materials.								
250.06(7)(a)1.	EXITS – UNOBSTRUCTED All exits are clear of obstructions.								
250.06(7)(a)2.	EXITS – TWO ON EACH LEVEL Each floor or level occupied by children has at least two exits.								
250.06(7)(a)3.	EXITS – LOCATION Exits are located as far apart as practical.								
250.06(7)(a)4.	EXITS – WIDTH The width of every exit door is at least 2 feet 6 inches.								
250.06(7)(a)5.	EXITS – PRIMARY EXIT REQUIREMENTS The primary exit is a door or stairway providing unobstructed travel to the outside of the building at street or ground level.								
250.06(7)(a)6.	SECONDARY EXIT The secondary exit is one of the following: <input type="checkbox"/> a. DOOR OR STAIRWAY A door or stairway that provides unobstructed travel to the outside of the building at street or ground level. <input type="checkbox"/> b. PLATFORM OR ROOF A door or stairway leading to a platform or roof with railings complying with sub. (2)(g) which has an area of at least 25 square feet, is at least four feet long, and is not more than 15 feet above ground level. <input type="checkbox"/> c. WINDOW A window not more than 46 inches above the floor which is openable from the inside without the use of tools or removal of a sash, and which has a nominal window opening size of at least 20 inches in width and 24 inches in height.								
250.06(7)(a)6.d.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center is located in the upstairs unit of a duplex.</b> If yes, the center has 2 exits leading directly to the ground floor or to a platform as described in subd. 6.a. and 6.b.								

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250.06	PHYSICAL PLANT AND EQUIPMENT continued	Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.06(7)(a)7.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Care is provided in a basement.</b> If yes, answer items a. and b.									
	250.06(7)(a)7.a.	The primary exit is a door or stairway that provides unobstructed travel to the outside of the building at street or ground level.								
	250.06(7)(a)7.b.	The secondary exit is either a door or stairway leading to the ground level or a window not more than 46 inches above the floor that is openable from the inside without the use of tools or removal of a sash, and which has a nominal window opening size of at least 20 inches in width and 24 inches in height. The window shall open directly to the ground or to a window well with an area of at least six square feet that is not more than 46 inches below the ground.								
250.06(7)(b)1.	CLOSET DOOR LATCHES Every closet door latch is able to be opened by children from inside the closet.									
250.06(7)(b)2.	TOILET ROOM DOOR LOCKS Every toilet room door lock is designed to permit the locked door to be opened from the outside in an emergency, and the opening device is readily accessible to the provider.									
250.06(7)(b)3.	WINDOW SCREENS Openable windows located in areas of the center accessible to children have screens.									
250.06(9)(a)	KITCHEN EQUIPMENT, UTENSILS, EATING SURFACES Equipment and utensils for preparing, serving and storing food are clean and equipped for the safe handling of food.									
250.06(9)(d)	FOOD STORAGE, TEMPERATURES Refrigerators are maintained at 40 degrees Fahrenheit or lower and freezers are maintained at 0° F. or lower.									
250.06(11)(a)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Children will be in care for more than three hours in a day, or the daily schedule includes outdoor play time.</b> If yes, the center has outdoor play space.									
250.06(11)(b)1.	<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> If yes, answer items 2. – 5.									
	250.06(11)(b)2.	There is at least 75 square feet of outdoor play space for each child using the space at a given time.								
	250.06(11)(b)3.	Structures such as playground equipment, railings, decks and porches accessible to children and built with CCA-treated lumber are sealed with an oil-based sealant or stain at least every 2 years.								
	250.06(11)(b)3m.	Wood treated with creosote or pentachlorophenol (PCP), including railroad ties, is not used in areas accessible to children.								
	250.06(11)(b)4.	A permanent enclosure not less than four feet high is provided to protect the safety of children in care. The permanent enclosure may not have any open areas that are greater than 4 inches.								
	250.06(11)(b)5.	Concrete and asphalt are not present under climbing equipment, swings, and slides.								
250.06(11)(c)2.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The center has no outdoor play space available on the premises, and the licensee is requesting an exemption from the department.</b> If yes, answer items 3. and 8.									
	250.06(11)(c)3.	The request for an exemption is in writing and is accompanied by a plan for outdoor play space which meets the requirements of 250.06(11)(c)3a. through 250.06(11)(c)7.								
	250.06(11)(c)8.	The plan has been approved by the Department.								

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<b>250.06</b>	<b>PHYSICAL PLANT AND EQUIPMENT continued</b>									
250.06(12)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There is a swimming pool on the premises.</b> If yes, answer items (12)(a) through (12)(a)5.									
	250.06(12)(a) Swimming pools may not be used by children in care and are surrounded by a permanent enclosure at least four feet high.									
	250.06(12)(a)1. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Access to the pool is through a gate.</b> If yes, the gate is closed and locked during the center's hours of operation.									
	250.06(12)(a)2. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Access to the pool is through a door.</b> If yes, the door is closed, visibly locked and equipped with an alarm at the door that signals when someone has entered the pool area. The door is not used as an exit.									
	250.06(12)(a)3. Locks are located so that the locks cannot be opened by children.									
	250.06(12)(a)4. It is an above-ground pool. The free-standing wall of the above-ground pool serves as an enclosure and is at least four feet in height and is not climbable. Any ladder present has been removed or raised up so that it is inaccessible to children.									
	250.06(12)(a)5. The area around the pool enclosure is free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.									
250.06(12)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Wading pools will be used by children in care.</b> If yes, the licensee understands that the water must be changed daily, the pool must be disinfected daily, and the supervision requirements and staff-to-child ratios under 250.05(3) and (4) shall be met.									
<b>250.07</b>	<b>PROGRAM</b>									
250.07(1)	The licensee has planned daily activities according to the age and developmental level of the children according to DCF 250.07(1)(a)1. through DCF 250.07(1)(c)									
250.07(2)(b)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Time-outs are used with children.</b> If yes, time-out procedures are included in the center's written child guidance policy, and the licensee understands that time-out periods may not exceed three minutes and may not be used for children under age three.									
250.07(2)(d)	PROHIBITED PUNISHMENT – TOILET TRAINING The licensee understands that a child may not be punished for lapses in toilet training.									
250.07(3)(a)	PLAY EQUIPMENT – PROVIDED All indoor equipment is safe and durable.									
250.07(3)(a)1.	PLAY EQUIPMENT – SIZE, DEVELOPMENTAL LEVEL Equipment is scaled to the size and developmental level of the children.									
250.07(3)(a)2.	PLAY EQUIPMENT – SAFE & STURDY Equipment is of sturdy construction with no sharp, rough, loose, or pointed edges, is in good operating condition, and anchored when necessary.									
250.07(3)(a)3.	PLAY EQUIPMENT – PLACEMENT Equipment is placed so as to avoid danger of accident or collision and to permit freedom of action.									
250.07(3)(a)4.	PLAY EQUIPMENT - CONDITION Equipment is maintained in a clean and sanitary condition.									
250.07(3)(a)5.	PLAY EQUIPMENT - MANUFACTURER INSTRUCTIONS AND RECOMMENDATIONS Equipment is used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care.									

**COMMENTS**



Name – Facility		Telephone Number – Facility Contact Person								
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
<b>250.07</b>	<b>PROGRAM continued</b>									
250.07(3)(b)	PLAY EQUIPMENT – VARIETY Various types of play equipment are provided to allow for large and small muscle activity, dramatic play, creative expression and intellectual stimulation.									
250.07(3)(c)	AMOUNT OF INDOOR PLAY EQUIPMENT Indoor play equipment is provided to allow each child a choice of at least three activities involving equipment when all children are involved in using equipment.									
250.07(3)(d)	AMOUNT OF OUTDOOR PLAY EQUIPMENT Outdoor play equipment is provided to allow each child at least one activity when all children are using equipment at the same time.									
250.07(3)(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>There is a trampoline or bounce surface on the premises.</b> If yes, it is not in an area accessible to children, and the licensee understands that it may not be used by the children in care.									
250.07(3)(f)	FURNISHINGS – SAFE, DURABLE Furnishings are clean, durable and safe, with no sharp, rough, loose, or pointed edges.									
250.07(3)(g)1.	FURNISHINGS – TABLE SPACE & SEATING The center has table space and seating for each child.									
250.07(3)(g)2.	FURNISHINGS – STORAGE SPACE The center has storage space for equipment, bedding, and children's clothing and personal belongings.									
250.07(4)(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Children under five years of age are in care for more than four hours per day.</b> If yes, a nap or rest period shall be provided each day—answer (4)(b) – (4)(d).									
250.07(4)(b)	A provider shall permit children who do not sleep after 30 minutes and children who wake up early to get up and shall help them to have a quiet time through the use of equipment or activities which do not disturb other children.									
250.07(4)(c)	Each child who has a nap or rest period is provided with a bed, cot, padded mat, sleeping bag, crib, or playpen.									
250.07(4)(d)	Each child is provided with an individually identified sheet and blanket or sleeping bag that may be used only by that child until it is washed. Sleeping bags and bedding are stored in a sanitary manner.									
250.07(4)(c)	FURNISHINGS – SLEEP SURFACE – CHILD 1 YEAR & OLDER The center has a clean, safe, and washable bed, cot, padded mat, sleeping bag, crib, or playpen for each child one year of age or older who naps or sleeps.									
250.07(4)(cm)	FURNISHINGS – SLEEP SURFACE – CHILD UNDER 1 YEAR The center has a clean, safe, washable crib or playpen provided for each child under one year of age who naps or sleeps that meets the applicable safety standards in 16 CFR Part 1219 or 1220. Documentation can consist of a certificate of compliance from the manufacturer or a label attached to the crib indicating that the date of manufacture was June 28, 2011, or later.									
250.07(6)(b)	MEDICAL LOG BOOK – MAINTENANCE There is a medical log book present with stitched binding and pages that are lined and numbered.									
250.07(6)(f)3.	MEDICATION – STORAGE Medications are stored so they are inaccessible to children.									
250.07(6)(f)4.	MEDICATION – REFRIGERATION Medications requiring refrigeration are kept in the refrigerator in a separate, covered container clearly labeled "medications."									

**COMMENTS**

Name – Facility		Telephone Number – Facility Contact Person								
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
<b>250.07</b>	<b>PROGRAM continued</b>									
250.07(6)(g)4.	WIPING BODILY SECRETIONS There is a supply of disposable tissues available to wipe bodily secretions.									
250.07(6)(g)7.	USE OF DISPOSABLE GLOVES There is a supply of single-use disposable gloves to be worn if there is contact with blood-containing bodily fluids or tissue discharges that contain blood.									
250.07(6)(h)2.	WASHROOM PROVISIONS Soap, toilet paper and a waste paper container are provided in the washroom and accessible to children.									
250.07(6)(h)3.	SHARING UTENSILS There is sufficient supply of cups, eating utensils, toothbrushes, towels, and washcloths to ensure that children do not need to share.									
250.07(6)(h)4.	WET OR SOILED DIAPERS OR CLOTHING There is an available supply of extra clothing so that children's wet or soiled clothing can be changed promptly.									
250.07(6)(k)2.	WOUND CLEANING There is an available supply of bandages to cover superficial wounds.									
250.07(6)(k)4.	SOURCE OF EMERGENCY MEDICAL CARE The licensee has designated a planned source of emergency medical care and has advised parents about that designation.									
250.07(7)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>There are pets or animals on the premises.</b> If yes, answer questions (a) through (i).									
250.07(7)(a)	All animals on the premises are maintained in good health and appropriately immunized against rabies. Rabies vaccinations are documented with a current certificate from a veterinarian.									
250.07(7)(b)	Animals that pose any risk to the children are restricted from the indoor and outdoor areas used by children.									
250.07(7)(c)	The licensee has ensured that parents are aware of the presence of animals in the center through written policy information. If pets are allowed to roam in areas of the center occupied by the children, written acknowledgement from the parents is obtained. The licensee understands that if additional animals are added after a child is enrolled, parents must be notified in writing prior to the pets' addition to the center.									
250.07(7)(d)	Reptiles, amphibians, ferrets, poisonous animals, psittacine birds, exotic and wild animals are inaccessible to children.									
250.07(7)(e)	The licensee understands that all contact between pets or animals and children shall be under the sight and sound supervision of a provider who is close enough to remove the child immediately if the animal shows signs of distress or aggression or the child shows signs of treating the animal inappropriately.									
250.07(7)(f)	Pets are prohibited in any food preparation or serving area when food is being prepared or served unless the pet is confined in a cage or kennel. Litter boxes are prohibited in any food preparation, storage or serving areas. Litter boxes and animal feeding dishes, excluding water dishes, may not be placed in areas accessible to children.									
250.07(7)(g)	Indoor and outdoor areas accessible to children are free of pet and animal excrement.									
250.07(7)(i)	The licensee will ensure that the center is in compliance with all applicable local ordinances regarding the number, types, and health status of pets and animals.									

**COMMENTS**

Name – Facility		Telephone Number – Facility Contact Person								
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
250.08	TRANSPORTATION	Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center transports children.</b> If yes, answer the items in 250.08										
250.08(4)(a)	The driver of the vehicle is at least 18 years of age and holds a valid driver’s license from the state where the driver resides and for the type of vehicle driven.									
250.08(4)(b)	The licensee provides the driver with a training before the driver first transports children and annually thereafter. The training shall include the items in DCF 250.08(4)(b)1. through 11.									
250.08(4)(c)	The licensee has obtained a copy of the driving record for each driver, has reviewed the records for violations, and has placed the records in the staff files.									
250.08(5)(a)	All vehicles used to transport children are registered by the State of Wisconsin or the appropriate authority in another state; clean, uncluttered, and free of obstruction on the floors, aisles, and seats; and in safe operating condition.									
250.08(5)(b)	All vehicles used to transport children have been inspected, and evidence of safe operating condition will be documented on the department form, <i>Vehicle Safety Inspection</i> , and submitted as part of the complete license application.									
250.08(5)(c)	The licensee shall obtain and maintain vehicle liability insurance with minimums no less than those specified in subch. VI. of ch. 344, Stats.									
250.08(5)(e)	The licensee understands that at least once per year, the department shall inspect 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.									
250.08(6)(a)	The licensee understands that each child under 8 years of age shall be restrained in a child safety restraint system that is appropriate to the child’s age and size in accordance with s. 347.48 Stats., and ch. Trans 310.									
250.08(6)(b)1.	The licensee understands that 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 347.48, Stats., and ch. Trans 315.									
250.08(6)(b)2.	The licensee understands that each adult in the vehicle shall be properly restrained by a seat belt in accordance with 347.48, Stats., and ch. Trans 315.									
250.08(6)(b)3.	The licensee understands that seat belts may not be shared.									
250.08(6)(c)	The licensee understands that children under 13 years of age who are in care may not ride in the front seat of a vehicle.									
250.08(7)(b)	The licensee understands that children may not be left unattended in a vehicle.									
250.08(7)(d)	The licensee has developed and implemented a procedure to ensure that all children exit the vehicle after being transported to their destination.									
250.08(7)(e)	The licensee understands that 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.									

**COMMENTS**

Name – Facility		Telephone Number – Facility Contact Person							
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist		
250.08	TRANSPORTATION continued	Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A
	250.08(8)(a) All vehicles that have a seating capacity of 6 or more passengers in addition to the driver that are owned or leased by the child care provider or a contractor of the child care provider and that are used to transport children must be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting the child care vehicle.								
	250.08(8)(b) The licensee understands that 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.								
	250.08(8)(c) The licensee understands that the child safety alarm shall be in good working order each time the vehicle is used for transporting children.								
250.09	INFANT AND TODDLER CARE								
	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center is licensed to care for children under age two years.</b> If yes, answer the items in 250.09.								
	250.09(1)(c)2. Cribs and playpens have tight fitting mattresses and any mattress covering fits snugly over the mattress. Waterbeds are not used by children under age two.								
	250.09(1)(c)4. For children under one year, cribs and playpens do not contain soft or loose materials such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets or other items may be hung on the sides of a crib or playpen.								
	250.09(1)(c)5. Safety gates are used at open stairways.								
	250.09(2)(h) There are safe, clean, open, warm and uncluttered areas where non-walking children who can creep or crawl have opportunities to move freely.								
	250.09(2)(i) There is a wide variety of safe toys and objects for infants and toddlers.								
	250.09(3)(j) There are wide-based high chairs with safety straps or feeding tables with safety straps for children who are not developmentally able to sit at tables and chairs. There are infant seats for children who are too young to sit in a high chair or feeding table during feeding.								
	250.09(3)(k) Eating utensils and cups are scaled to the size and developmental level of the children.								
	250.09(3)(L) Infant bottles and nipples may not be reused without first being cleaned and sanitized.								
	250.09(4)(b) The diapering surface is easily cleanable. There is soap and water and a disinfectant solution available to clean and disinfect the diapering surface.								
	250.09(4)(c) If the diapering surface is above floor level, there is a barrier or restraint to prevent falling.								
	250.09(4)(d) There are plastic bags available for soiled cloth diapers.								
	250.09(4)(e) There is a plastic-lined covered container to dispose of soiled diapers.								

**COMMENTS**

Name – Facility		Telephone Number – Facility Contact Person								
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
		Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
<b>250.095</b>	<b>ADDITIONAL ADMINISTRATIVE REQUIREMENTS</b>									
250.095	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>The licensee provides care for less than 50 percent of the center’s licensed hours.</b> If yes, respond to the items in 250.095.									
	250.095(1)	The licensee has completed at least one course from the Wisconsin Professional Credential for Child Care Administrators program or will complete that course within one year.								
	250.095(2)(a)	The licensee understands that he or she is responsible for the management, finance, physical plant and day-to-day operations of the center.								
	250.095(2)(b)	The licensee has supervised the planning and implementation of the center’s program for children.								
	250.095(2)(c)	The licensee understands that he or she is responsible for supervising center staff.								
	250.095(2)(c)1.	The licensee has implemented, and will maintain, written job descriptions for each staff position.								
	250.095(2)(c)2.	The licensee has implemented, and will maintain, a written personnel policy that addresses hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures, and the disciplinary process. It also contains a procedure requiring staff to notify the licensee—and the licensee to notify the department—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.								
	250.095(2)(c)3.	The licensee has ensured that each employee is familiar with the job description, personnel policies and applicable licensing rules.								
	250.095(2)(c)4.	The licensee understands that he or she must conduct staff meetings at least 9 times in a calendar year and document that the meetings have been held.								
	250.095(2)(c)5.	The licensee understands that he or she must ensure that staff are in compliance with continuing education requirements.								
	250.095(3)	The licensee understands that he or she must be at the center for at least 30 hours per month for the exclusive purpose of carrying out the responsibilities in sub. (2).								

**COMMENTS**

Name – Facility		Telephone Number – Facility Contact Person								
Rule Number	Rule Language	SFTA TC			Applicant		Licensing Specialist			
250.10	NIGHT CARE	Met	Not Met	N/A	Met	N/A	Met	Not Met	N/A	
250.10	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>The center operates during a period of time between 10:00 P.M. and 5:00 A.M.</b> If yes, answer items in 250.10.									
	250.10(2)(c)									
	250.10(3)(b)									
	250.10(4)(a)									
	250.10(4)(b)									
	250.10(4)(c)									
	250.10(6)(a)									
	250.10(6)(c)									
	250.10(6)(d)									
	250.10(6)(e)									
	<b>OTHER ITEMS</b>									
250.12(2)(a)	The applicant understands that the department may visit and inspect the center at any time during licensed hours. The 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 other individuals with information on the family child care center's compliance with this chapter.									

**COMMENTS**

Name – Facility

Telephone Number – Facility Contact Person

**SIGNATURES**

**a. Supporting Families Together Association Technical Consultant**

I have reviewed all the above applicable rules with the applicant. I have indicated those rules that were met at the time of my visit. If a rule was not met at the time of my visit, I have indicated that on the above checklist. A copy of this checklist has been provided for the applicant. Date of visit: \_\_\_\_\_.  
(mm/dd/yyyy)

Yes  No Supplemental notes attached.

\_\_\_\_\_  
SIGNATURE – SFTA Technical Consultant

\_\_\_\_\_  
Date Signed

**b. Applicant**

**NOTE: The applicant should review and complete the Applicant column of this checklist not more than 30 days prior to submitting the application for a license. If more than 30 days have elapsed between the date the applicant completed and signed the checklist and the date it is received in the licensing office, the checklist may be returned, and the application process delayed.**

I certify that all the above items have been met. I understand that if the DCF licensing specialist conducts an initial licensing study and finds that any item is not in compliance with the licensing rules at the time of the visit, my application for a license may be denied.

\_\_\_\_\_  
SIGNATURE – Applicant

\_\_\_\_\_  
Date Signed

**c. Department of Children and Families Licensing Specialist**

Dates of initial licensing study by DCF licensing specialist: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

\_\_\_\_\_  
Name – Licensing Specialist (Print)

\_\_\_\_\_  
SIGNATURE – Licensing Specialist

\_\_\_\_\_  
Date Signed

License:  **ISSUED** Date issued: \_\_\_\_\_  
 **DENIED** Date denied: \_\_\_\_\_

See attached letter of denial.

**THE APPLICANT MUST SUBMIT THE FOLLOWING ITEMS ALONG WITH THIS COMPLETED CHECKLIST TO DCF AS PART OF A COMPLETE APPLICATION FOR A LICENSE.**

The department will not issue a license until background checks are complete, all fees have been received, and a licensing specialist has verified compliance with all items on this checklist.

- Completed *Initial License Application – Family Child Care Centers* including all requested attachments.
- Completed IRS form *W-9 Request for Taxpayer Identification Number and Certification*.
- Completed *Background Check Request* for the licensee and any household residents age 10 and older.
- Probationary license fee of \$15.12.
- Child Care Background Check fees (cost dependent on fingerprint check requirements). Check with SFTA TC.
- Written policies and procedures along with a completed *Policy Checklist – Family Child Care Centers*.
- Inspection report for a wood burning stove, if applicable.
- Building Inspection report, if center will be located in a building other than a one- or two-family dwelling. **Note:** The licensee may use the department's form *Building Inspection Report – Child Care Centers* to document completion of the inspection.
- Results of annual water test for bacteria content, if the center uses a private well. Results must include nitrate levels if care is provided to children under 6 months of age.
- Proof of rabies vaccinations, if cats or dogs are located on the premises.
- Completed *Vehicle Safety Inspection* form, if the center will transport children.
- Documentation of liability insurance for each vehicle that will be used to transport children in care, if transportation will be included in the program
- Documentation of liability insurance on the child care business, if the center has cats or dogs that are accessible to children in care.
- If the center has no available on-premises play space, a request for an exemption to use off premises play space and the plan for using that space.