## POLICY CHECKLIST – GROUP CHILD CARE CENTERS

**Use of form:** Use of this form is required when submitting policies per DCF 251.11(2)(c)5. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement. Policies will be reviewed to ensure that all required elements are included and that nothing in the policies conflict with the licensing rules.

**Instructions:** DCF 251.04(2)(h) and (i), require the licensee to develop, submit to the department for compliance review, implement and/or provide to the parents written plans, policies and procedures for the following categories. Policies are documents that describe the center’s goals and strategies and outline the procedures that will be followed with regard to 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 included in the written policy, but it is strongly recommended that they be included. When policies are created and whenever policies are updated, submit a **dated** copy to your licensing specialist along with the completed checklist. Identify the page number on which you address each point for ease in reference and review.

### ADMISSION 251.04(2)(i)1.
- 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
- 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

### 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

### FEE PAYMENT AND REFUNDS 251.04(2)(h)1.
- Policy made available to parents
- Access to children’s records
- 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 (attendance, parent sign-in)
- Full / part time attendance definitions
- Fee calculating methods (hourly, daily, sessions)

### CHILD EDUCATION 251.04(2)(i)3.
- Religious training (include holiday celebration) 251.04(4)(d)
- Written plan for early AM 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.)
**DEPARTMENT OF CHILDREN AND FAMILIES**
Division of Early Care and Education
DCF-F (CFS-2048) (R. 01/2009)

**STATE OF WISCONSIN**
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### CHILD EDUCATION (continued)

- 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
- Type of curriculum (theme, Montessori, etc.)
- Curriculum plan time frame
- Staff responsibility for curriculum
- Center educational philosophy

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### CHILD GUIDANCE 251.04(2)(i)5.

- Appropriate ways to manage crying, fussing, or distraught children 251.04(2)(i)5.
- 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 punishments; inform parents that certain punishments 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

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### CONTINGENCY PLANS 251.04(2)(i)6. and 251.06(3)

- Written plan for responding to a fire 251.04(2)(i)6.
- Written plan for responding to a tornado 251.04(2)(i)6.
- Written plan for responding to a missing child 251.04(2)(i)6.
- Written plan for responding to other emergencies, e.g., severe weather, extreme heat or cold, threats to the building or its occupants, flash flood, loss of building services, circumstance such as a medical emergency, illness or other situation requiring immediate attention that may be disruptive to a child or children in the care of the center, etc 251.04(2)(i)6.
- Child and staff injury procedures both for a severe injury and a minor injury 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 worker
- 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

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### HEALTH CARE 251.04(2)(i)2.

- Sudden Infant Death Syndrome (SIDS) risk reduction for centers licensed to care for children under age 2 251.04(2)(i)2.
- Ill child definition, care, isolation and removal
- Communicable diseases exclusion and notification to public health, licensing and parents of exposed children
- Medical log responsibilities, entries, and review
- Medication administration and storage
- Medication authorization
- 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 for the child
- Health related forms
- Immunizations, physical exams and health history requirements
- Child biting health procedures

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**LICENSING SPECIALIST APPROVAL DATE**
MILDLY ILL CHILD CARE 251.07(6)(d)5.
Completed as part of the written health policy only if center has specifically requested to be licensed to provide care to mildly ill children and has met the additional requirements of 251.07(6)(d)

- Admissions and exclusions 251.07(6)(d)5.a.
- Staffing 251.07(6)(d)5.b.
- Staff training procedures 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.

STAFFING 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 procedures
- 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

NUTRITION 251.04(2)(i)4.

- Food service personnel orientation and training
- Mealtime 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)
- Food allergies
- 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)

TRANSPORTATION 251.04(2)(i)9.
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)(i)9.
- Procedure for notifying parents of the date, time and destination of any field trip which requires the use of a vehicle
- Tracking policy when transporting children (whereabouts at all times)
- 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
- Transporting children with disabilities or children who have a limited ability to respond in an emergency
- Annual driver record

ORIENTATION OF NEW STAFF AND VOLUNTEERS 251.04(2)(i)8.

- Time frame for completion 251.05(2)(a)
- Review of the licensing rule 251.05(2)(a)1.
- Review of center policies 251.05(2)(a)2.
- Review of center contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.
- First aid procedures 251.05(2)(a)4.
- Job responsibilities in relation to the job description 251.05(2)(a)5.
- Training in the recognition of childhood illnesses and infectious disease control including handwashing procedures and universal precautions for handling body fluids 251.05(2)(a)6.
- Schedule of activities of center 251.05(2)(a)7.
- Review of child abuse and neglect laws and center reporting procedures 251.05(2)(a)8.
- 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(2)(a)9.
- Child management techniques 251.05(2)(a)10.
- 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(2)(a)11.
- 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 age 1 year 251.05(2)(a)12.
- The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.
**ORIENTATION OF NEW STAFF AND VOLUNTEERS continued**

- Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.
- Confidentiality
- Emergency training including first aid, CPR, AED
- Procedure for tracking transported children

**CONTINUING EDUCATION OF STAFF 251.04(2)(i)7.**

- 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 biannual 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

**PERSONNEL 251.04(2)(h)2.**

- Job descriptions 251.04(2)(h)2.
- Hours of work, lunch and break times 251.04(2)(h)2.
- Holidays, vacations, sick leaves and leaves of absence 251.04(2)(h)2.
- Probationary periods 251.04(2)(h)2.
- Performance evaluations, grievance procedures and the disciplinary process 251.04(2)(h)2.
- Procedure requiring staff to notify licensee, and licensee to notify department, as soon as possible but no later than next business day when: the employee has been convicted of a crime; has been or is being investigated by a government agency; has a substantiated governmental finding; or has a professional license denied, revoked, restricted or otherwise limited 251.04(2)(h)2.

- Caregiver background checks
- Registry requirements
- Shaken Baby Syndrome 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