

# Child Care Licensing

Rules and Regulations



# Required trainings

- Abusive Head Trauma Prevention (AHT)
- Cardiopulmonary Resuscitation Training (CPR)
- First Aid Training
- Child Abuse & Neglect Prevention (CA/N)
- Sudden Infant Death Syndrome Prevention (SIDS) / Safe Sleep
- Recognition of Childhood Illnesses & Universal Precautions
- Annual trainings of a minimum of 15 hours



# Review of Required Policies and Procedures

## DCF251.04(2)(h)

- There is no fee for families to participate in our program
- Employee handbook is your main source of policies regarding your employment. You have access to both a hard copy and on Teams
- Job descriptions are available in your file and need to be reviewed and signed off on
- Notifying licensing when employee is convicted of a crime or is being investigated by a governmental agency, there is a finding against them or when a professional license has been revoked or restricted it must be reported within 24 hours
- Discharge of enrolled children
- Admission



# Review of Required Policies and Procedures DCF251.04(2)(h)

- Health care – procedures to reduce the risk of sudden infant death syndrome
- Education
- Nutrition, including accommodating children with food allergies
- Child guidance
- Emergency plans
- Transportation of children



# Review of center emergency plans DCF251.04(2)(h)9

- Crisis Management Plan
- Center Emergency Preparedness Plan
- How to Use a Fire Extinguisher



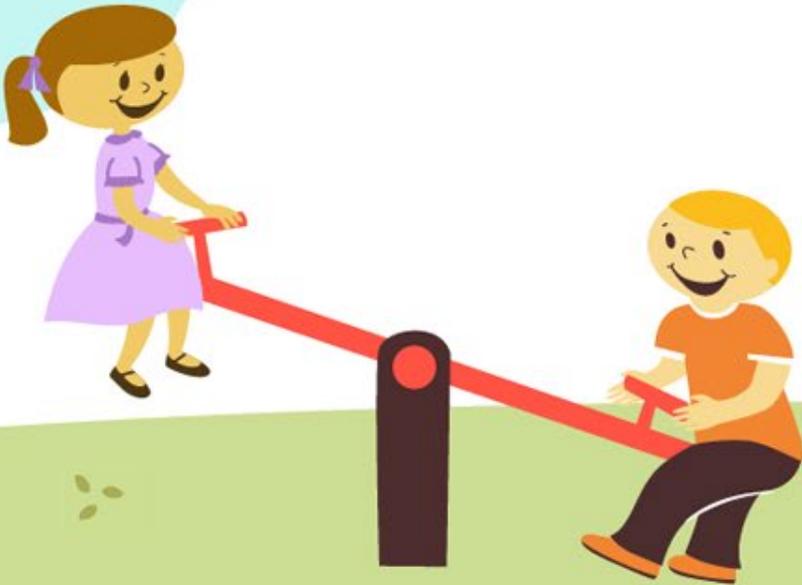
# Review of Health-Related Topics

- Prevention and Response to Emergencies Related to Food and Allergic Reactions
- First Aid Procedures
- Administration of Medications
- Health related Individual Support Plans



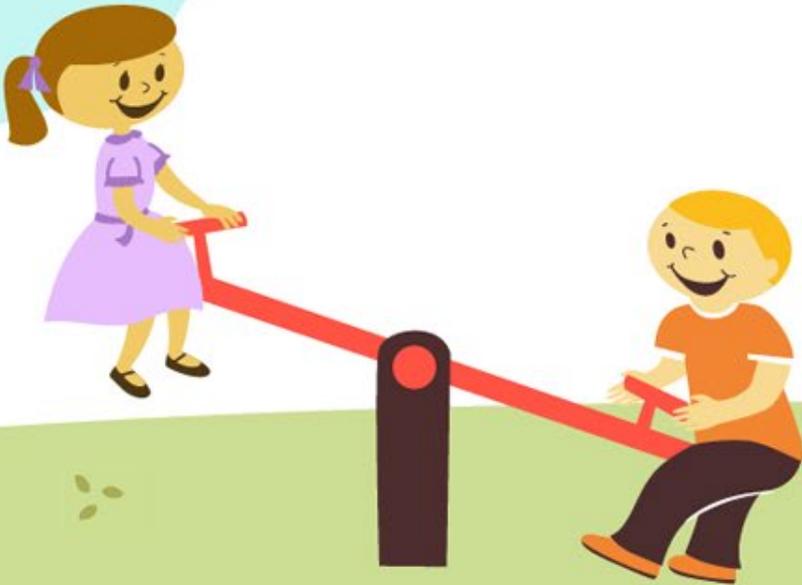
# Safety of Children

- Knowing the schedule of center activities
- Knowing children's whereabouts at all times
- Child management techniques
- Contacting Parents if a Child is Absent Without Prior Notification
- Handling and Storage of Hazardous Materials



# Site Meetings

- Review emergency plans and dates drills are completed
- Review of medical log
- Review of current announcements and upcoming events
- Review of any classroom, environment, student, transportation, or medical concerns
- Review of active supervision component



This is only an overview of Day Care Licensing;  
you will receive additional trainings throughout  
your onboarding process.

Please review DCF 251

Licensing Rules For Group Child Care Centers  
And Child Care Programs Established Or  
Contracted For By School Boards

Effective March 2023

[DCF 251 Licensing Rules for Group Child Care Centers, DCF-P-PFS205  
\(wisconsin.gov\)](https://www.wisconsin.gov/dcf/pfs205)



Thank

You

