Home Visit Checklist
For Family Child Care Certification

To be completed by the 4-C certification specialist and the applicant/provider together during the home visit. Check "yes" or "no" for each standard, check "N/A" if a standard does not apply.

* Indicates standards not required by DCF but required by 4-C policy.

QUALIFICATIONS OF PROVIDERS

Yes  No  N/A  DCF Rule

1. 202.08(1)(b)2a Provider is (check one)
   Regularly Certified. Provider has completed at least 2 credits of early childhood training or non-credit, department approved training (Introduction to the Child Care Profession and Fundamentals of Family Child Care).
   Provider has completed or will complete 5 hours of continuing education annually.

   ![Course](image)
   ![Date](image)
   ![Hours](image)

   Provisionally Certified. Provider is not required to complete any continuing education.

2. 202.08(1)(b)2b Provider’s certification has exemptions, restrictions or stipulations (circle if any apply).
   Type of condition: ___________________________________________________________________

3. 202.08(1)(a)1 Provider is at least 18 years old and physically and emotionally able to provide responsible child care.

4. 202.08(1)(a)3 Provider is free of Tuberculosis. (certification worker confirm form is in file)

5. 202.08(1)(c) Provider will notify 4-C Certification Department as soon as possible, but no later than the next working day, any of the following changes that may affect the provider’s eligibility for certification. These are including, but not limited to:

   1. Death of a child in care, or accident that results in an injury to a child in care that requires professional medical treatment.
   2. Any damage to the premises that may affect compliance with this chapter.
   3. Any construction or remodeling of the premises that might have an effect on health and safety of children in care.
   4. Convictions, pending charges, or other offenses of the child care provider, household member, or other persons having regular contact with children that could potentially relate to the care of children.
   5. Any incident involving law enforcement, including outstanding warrant or child protective services contact.
   6. Any inappropriate discipline of a child by a provider, volunteer, or household member, including any incident that results in a child being forcefully shaken or thrown against a hard or soft surface during the child’s hours of attendance.
   7. Any individuals moving in or out of the household.
   8. Changes in hours of operation, phone number, or physical address.
   9. Upon hiring of a new employee or volunteer before the employment or volunteer work commences.

Provider’s Last Name
First Name
Phone
Email Address:

Address-Street
City
Zip Code
Certification Specialist

Date & Time of Visit
Visit Was
Announced
Unannounced
Type of Visit

Notes regarding attempted unannounced visits
Provider will submit to 4-C a Background Information Disclosure Form for each resident age 12 and older as well as substitutes, assistants, and volunteers every year. Currently the provider has submitted BID’s for:

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202.04(7)(b)2b

For new applicants: 4-C has given me information on SIDS, SBS and impacted babies, child development, positive discipline, health & safety, and nutrition.

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*For all providers: 4-C has given me a copy of the Certification Regulations DCF 202

Provider Intial:

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Provider intends to provide/currently provides care for children or adults (including foster care or adult care), a regulatory approval form is on file with 4-C. Yes No

---

License/Certification:

---

Provider intends to provide/currently provides care for children under 1 year old

---

Name of substitute: __________________________

---

Entry level training completed: ___________

---

Name of substitute: _____________________________________________________

---

Date of completion:  _________________________

---

Name of substitute: _____________________________________________________

---

Date of completion:  __________________

---

Name of substitute: _____________________________________________________

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Continuing Ed:_______________

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The certified provider may care for up to three (3) children (unrelated to the provider) under the age of 7 years. The maximum size of a group of children in certified care is six (6). The provider’s natural, adopted and foster children age 7 and older are not included in the maximum group size. The number of children under age two (2) may place further limitations on the group size. See chart below.

<table>
<thead>
<tr>
<th>Related or provider’s own children under 7</th>
<th>Non-related children under 7</th>
<th>Additional children over 7</th>
<th>Maximum number of children</th>
<th>WHEN CHILDREN UNDER 2 ARE PRESENT</th>
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The maximum number does not include the certified child care operator’s natural, adopted, step, or foster children 7 years of age and older, or any children 7 and older who live in the residence.

Note: Under s. 48.65(1), Stats., if a provider takes care of 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from the department of health and family services a license to operate a child care center.
Provider will provide care in accordance with the group size and age limitation as indicated in the above chart. Provider understands that licensure is required whenever 4 or more children under age 7 are cared for in one household, even if there are multiple providers caring for children at the same time. The provider has the following children currently enrolled/in care:

### Day Care Children

<table>
<thead>
<tr>
<th>Name &amp; Age</th>
<th>Relation</th>
<th>Present @ visit</th>
<th>Schedule</th>
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### Provider’s Own Children/Residential Children

<table>
<thead>
<tr>
<th>Name &amp; Age</th>
<th>Relation</th>
<th>Present @ visit</th>
<th>Schedule</th>
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In accordance with DCF, the provider has on file the forms listed in the below chart for day care children and his/her own or residential children as appropriate. (Immunizations need to be on file within 30 days of the child’s first day in care and health reports 90 days.)

<table>
<thead>
<tr>
<th>For All Day Care Children</th>
<th>Child’s Name</th>
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<td>Enrollment Form</td>
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<td>202.08(12)(f)</td>
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<td>Parent Information Checklist</td>
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<td>202.08(12)(d)</td>
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<td>Authorization to Administer Medication</td>
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<td>Authorization to Transport</td>
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<td>Immunization Form</td>
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<td>Information for Children Under 2 Form</td>
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<td>Health Report For Children Under 5</td>
<td>202.08(4)(a)&amp;(d)</td>
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<td>Health Report Current Under 2yrs</td>
<td>202.08(4)(a)(1)</td>
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<td>2 - 5 yrs 202.08(4)(a)(2)</td>
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<td>Health Report Signed by Doctor</td>
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<td>Provider’s Own Children</td>
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<td>Health Report For Children Under 5 202.08(4)(a)&amp;(d)</td>
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<td>Health Report Current Under 2yrs 202.08(4)(a)(1) 2 – 5 yrs 202.08(4)(a)(2)</td>
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<td>Health Report Signed by Doctor 202.08(4)(b)</td>
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<td>Immunization for Children Under 12 202.08(4)(e)</td>
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**SUPERVISION**

17. 202.08(5)(i) Provider has current written records of the daily hours of attendance for each child in care, including the date and actual arrival and departure times for each child. Attendance records shall be kept on file for at least 3 years.

18. 202.08(5)(a) Provider cannot be engaged in any other activity or occupation during the hours of operation which interfere with the adequate care and supervision of children.

19. 202.08(5)(c) Provider will not care for children for more than 16 hours in any 24 hour period. Provider’s certified hours of operation are: ____________________________
   If licensed, provider licensed hours are: ____________________________

20. 202.08(5)(d) Children will have adult supervision at all times. Children shall be supervised by the provider, approved substitute or in emergency situations, the emergency caregiver.

21. 202.08(7)(a) Provider shall protect children in care from danger and be aware of children’s location at all times.

22. 202.08(5)(b) The provider shall be awake whenever the children in care are awake.

23. 202.08(5)(j) Provider will be outside with the children when they are playing outside, and will provide both sight and sound supervision at all times.

24. 202.08(5)(e) Any person left in charge of children shall be at least 18 years of age and physically and emotionally able to provide responsible child care. Provider will notify 4-C if s/he uses a substitute and have the substitute approved in writing by 4-C.

25. 202.08(5)(f)&(g) Provider, substitute and any other person in the certified home may not consume or be under the influence of alcohol or any non-prescribed controlled substance during the hours of operation in the presence of children.

26. 202.08(5)(h) Provider will not allow any person who may pose a threat to the health or safety of the children to be in contact with them.

**CHILD HEALTH CARE**

27. 202.08(4)(f) Provider shall give prescription and non-prescription medication only when a written, signed permission slip is completed by the parent and on file.
   *(This is also recommended for sun-screen, diaper rash creams, insect repellent, etc.)*

28. 202.08(4)(g) Provider shall wash his/her hands with soap and warm running water after toileting, prior to food preparation and after diapering children.

29. 202.08(4)(h) Provider will require all children to wash their hands with soap and warm running water before eating and after toileting.

30. 202.08(4)(i) Provider will change child’s diaper on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use.
31. Provider shall clean a child’s superficial wound with soap and water only and protect it with a band-aid/bandage.

32. If provider is aware that a child attending certified child care or a provider’s own child has a reportable communicable disease that is transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis, the operator or provider shall comply with all of the following requirements:
   • The provider shall notify the local public health officer and parents of all enrolled children.
   • A child who has or had a communicable disease under ch. HFS 145 may not be admitted to certified child care unless the child’s parents provide a statement from a physician that the child’s condition is no longer contagious or the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department of health and family services.

33. Provider will ensure that no person who has symptoms of illness or a communicable disease or whose personal behavior, mental health or physical condition gives reasonable concern for the safety of the children be in contact with the children in care.

PROVIDER INTERACTIONS WITH CHILDREN

34. Provider’s discipline practices/policy is as follows: ____________________________________________

   If provider uses time-outs they shall not exceed 5 minutes.

35. Provider shall interact with children in a positive and caring manner.

36. Provider will not hit, spank, pinch, shake, slap, throw, or inflict any other form of corporal punishment on the child, or use any discipline which is frightening to the child such as binding or tying to restrict the child’s movement or enclosing the child in a confined space such as a closet, basement, locked room, box or similar cubicle.

37. Provider will not verbally abuse or threaten a child or make derogatory remarks about the child or the child’s family.

38. Provider will provide positive guidance and redirection for the children and will set clear limits for the children.

39. Provider will help each child develop self-control, self-esteem and respect for the rights of others.

40. Provider will not punish a child for lapses in toilet training.

41. Provider shall respond promptly to a crying infant or toddler’s needs.

42. Provider shall provide physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to and taking on walks inside and outside the home.

43. Provider shall periodically change the position and location in the room of a non-walking child who is awake.

REST

44. Provider will let each child rest/nap undisturbed whenever s/he has a need to do so in a place that is clean, safe and comfortable.

45. Provider will provide each child with a clean sheet and/or blanket and pillow case if a pillow is used (pillows not to be used for infants). Sleeping arrangements for each child in care are: ____________________________________________

46. In order to reduce the risk of SIDS, the provider shall place each child under one year of age on his/her back to sleep, unless otherwise directed by the child’s physician in writing. Infants in care shall nap/rest on a firm mattress and provider will not use soft bedding materials, such as comforters, pillows, fluffy blankets or stuffed toys.

47. Provider shall use a safe crib or playpen for each child under one year of age for napping. Provider may not care for infants if crib/playpen is not available.
ACTIVITIES AND EQUIPMENT

48.  Provider offers activities so that each child may be or do all of the following:
    • Be successful and feel good about himself or herself
    • Use and develop language
    • Use large and small muscles
    • Learn new ideas and skills
    • Participate in imaginative play

49.  Provider will offer daily activities according to the age and developmental level of the
    children in care and shall include a flexible balance of: (1) Daily indoor and outdoor
    activities, (2) Active and quiet play, (3) Protection from excess fatigue and
    overstimulation, and (4) Individual and group activities. Examples of provider’s daily
    activities include:

50.  Provider shall read to the children for at least 15 minutes daily.

51.  Provider will give a non-walking child who can creep or crawl opportunities during
    each day to move freely by creeping and crawling in a safe, clean, open, warm and
    uncluttered area.

52.  Provider may use television only to supplement the daily activity plan for children. No
    child may be required to watch television. *Provider agrees that television
    programs/videos intended for adults will not be viewed during day care hours.

53.  Provider has safe indoor and outdoor play equipment as follows:
    • Equipment shall be scaled to the size and development level of the children in
      care
    • Equipment shall be constructed in a sturdy manner and be in good operating
      condition with no sharp, rough, loose, or pointed edges.
    • Large, inflatable jumping toys may not be used during hours of child care.

54.  Provider has various types of play equipment to allow for large and small muscle
    activity, dramatic play, and intellectual stimulation.

55.  Provider will ensure there is enough indoor play equipment to allow each child a
    choice of at least 3 activities involving equipment when all children are using
    equipment.

56.  Provider will ensure there is enough outdoor play equipment to allow each child at
    least one activity when all children are using equipment at the same time.

TRANSPORTATION

57.  *Provider transports day care children in vehicle: Yes No

58.  Provider has a vehicle safety alarm installed on vehicle used to transport day care
    children if the vehicle has seating for 6 or more passengers. (New law effective
    8/1/09)
    Make/Model of vehicle: __________________

59.  Provider will ensure that any time children are transported, the driver will have a valid
    driver’s license and the vehicle used will be registered in Wisconsin. Provider will
    have a copy of the driver’s license on file.

60.  Provider will ensure each child is seated and properly restrained in an individual seat
    belt, or for a child under 8 years of age, a child safety restraint system as follows:
    (1) If the child is less than 1 year old or weighs less than 20 lbs they should be in
        a rear-facing child safety seat
    (2) If the child is at least 1 year old and 20lbs but less than 4 years old or 40 lbs
        they should be in a forward-facing child safety seat
    (3) If the child is at least 4 years old but less than 8 years old, weighs at least 40
        lbs but no more than 80lbs, and is not more than 57 inches in height, they
        should be in a shoulder-positioning child booster seat.
    (4) If the child is under 13 years old they may not ride in the front seat.
61. 202.08(9)(d) Provider shall have on file a written permission slip signed by a parent/guardian to transport the child(ren).

62. 202.08(1)(e) Provider has vehicle liability insurance (required if provider transports children due to new WI Truth in Automobile Insurance law as of 6/1/10).


*The transporting of children should be an enhancement to the program activities and providers shall conduct their own personal errands during non-day care hours.

MEALS AND SNACKS

64. *Provider participates in Food Program  Yes  No

If yes, which program: ________________________

65. 202.08(10) Provider will ensure that each child receives proper nourishment while in day care.

66. 202.08(10)(a) Provider shall serve a meal or snack at least once every 3 hours.

67. 202.08(10)(b) Provider will serve each child in attendance for 4 or more hours a noon or evening meal which consists of a protein food, fruit and vegetable, a cereal or bread product and pasteurized grade A Vitamin D milk.

68. 202.08(10)(c) Provider will hold infants for bottle feeding if they cannot hold their own bottle. Provider understands and agrees that bottles may not be propped.

PROVIDER AND PARENT COMMUNICATION

69. 202.08(12)(j) The provider and parent will inform each other of any exposure of the child to diagnosed or suspected communicable diseases. Provider shall discuss illness policy with parent and has provided parent with a copy of written illness policy.

70. 202.08(12)(g) Provider shall have parents complete a “day care intake for child under 2 years” form for each child under age 2 years. Provider will keep this form on file and shall use the information provided to individualize the program of care for each child under age 2.

71. 202.08(12)(a) Provider agrees that parents are free to observe the program during child care hours.

72. 202.08(12)(b) Provider will talk to each parent at least once a week about his/her child’s development, activities, likes and dislikes, although daily communication is recommended.

73. 202.08(12)(e) Provider will display the day care certificate of approval in an area easily seen by parents and visitors.

74. 202.08(12)(l) Provider will inform parents in writing whether the premises are covered by day care liability insurance.

75. 202.08(12)(h) Provider will inform child’s parent of any disciplinary action taken or any injury to the child that occurred during day care hours.

76. 202.08(1)e(4) Provider will permit the day care certification worker to conduct home inspections to monitor compliance with the certification standards.

77. 202.08(2)(o) Provider rents the property where the care is provided.  Yes  No

If yes, verify landlord permission form is on file.

HOME SAFETY

78. 202.08(2)(a)1-3 Each floor or level used for child care has at least two unblocked exits. The primary exit shall be a door or a stairway providing unobstructed travel to the outside of the building at street or ground level.

79. 202.08(2)(a)4 (a-c) If care is not provided in a basement, the secondary exit shall be one of the following:

- A door or stairway that provides unobstructed travel to the outside of the building at street or ground level
- A door or stairway leading to a platform or roof with railings which has an area of at least 25 square feet, is at least 4 feet long, and is not more than 15 feet above the ground level.
- A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height.
80. 202.08(2)(a)5 If care is provided in a basement, the secondary exit shall be one of the following:
   - A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.
   - A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of a tool or removal of a sash and which has a 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 6 square feet that is not more than 46 inches below the ground.

81. 202.08(2)(am) The home shall have a working carbon monoxide detector and each floor level shall have a working smoke detector.

82. 202.08(2)(b)(1-2) All areas used for child care have adequate and safe heat, light and ventilation. The inside temperature of the home may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, a child care provider shall provide for air circulation with safe fans or other means.

83. 202.08(2)(d) Indoor and outdoor areas used for child care shall include sufficient space for play and for activities which meet the developmental needs of the children in care.

84. 202.08(2)(c) The home is free of hazards including all recalled products. Provider will keep the following items inaccessible to children. Provider understands the following list is not inclusive and that the certifying agency may point out other safety concerns not listed below:

   - Medications, drugs, alcohol
   - Guns, ammunition, weapons
   - Cleaning supplies, poisons, insecticides
   - Litter/garbage/rubbish
   - Knives, scissors, sharp objects
   - Outlet plugs are in place
   - Matches, cigarette lighters, flammable liquids
   - Blind cords
   - Electrical/cable/phone cords
   - Plastic bags

   Other concerns noted:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

85. 202.08(2)(cm) Fire arms and ammunition materials shall be stored in separate, locked areas that are inaccessible to children.

   Location fire arms are stored: ______________________________

   Location ammunition is stored: ______________________________

86. 202.08(2)(e) Outdoor play areas are free of hazards. The yard is fenced. Yes ☐ No ☐

   If no, the provider plans to take the following precautions to ensure children’s safety:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

87. 202.08(2)(e)1 Concrete and asphalt are not allowed under climbing equipment, swings or slides.

88. 202.08(2)(e)2 Provider will not use in-ground, on-ground pools, hot tubs, and large outdoor trampolines. These items need to be inaccessible to children by use of a permanent barrier or other preventative measure.

89. 202.08(2)(e)3 If provider uses wading pools, the water must be changed and pool disinfected daily. “Wading pool” means a shallow pool, capable of being dumped to change water and used primarily for small children.

90. 202.08(2)(f) Pets that are kept on the premises are tolerant of children and vaccinated against rabies. Pets that may pose any risk to children shall be restricted from indoor and outdoor areas used for child care.

   The provider has the following pets:

   ____________________________________________________ rabies vaccination due/expire: ____/____/____
   ____________________________________________________ rabies vaccination due/expire: ____/____/____
   ____________________________________________________ rabies vaccination due/expire: ____/____/____

91. 202.08(2)(g) Provider has at least one phone in working order and 4-C has been notified of current phone number. If used, cell phones must be in service at all times during the hours of child care.
92. The following emergency numbers must be posted by each phone:
- Rescue Squad, Police, Fire Station & Emergency Medical Care (or 911)
- Poison Control Center
*Also recommended:
- Child’s physician
- Emergency caregiver
- Child’s parents/guardians

93. The home is kept clean, uncluttered and free of insects and rodents. (Floors need to be regularly vacuumed and/or mopped, floors should not have stains or holes, all furniture should be clean and/or have clean coverings.)

94. Bathrooms, including toilets, sinks and potty chairs, are clean and in good working condition. Bathrooms are also free of hazards. The following items may not be stored in bathroom used by children in care. Provider understands the following list is not inclusive and that the certifying agency may point out other safety concerns not listed below:
- Medications, drugs, alcohol
- Guns, ammunition, weapons
- Cleaning supplies, poisons, insecticides
- Litter/garbage/rubbish
- Knives, scissors, sharp objects
- Outlet plugs are in place
- Matches, cigarette lighters, flammable liquids
- Blind cords
- Electrical/cable/phone cords
- Plastic bags
Other concerns noted:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

95. Areas, equipment and utensils for food preparation, serving and clean-up are kept clean and sanitary and in good working condition.

96. Children will not share cups, eating utensils, washcloths or towels. Towels and washcloths are to be individual to each person and used only once.

97. Smoking is prohibited in any indoor or outdoor area when children are present.

98. Water is safe because:
- It comes from public water system
- Well water was tested or will be tested prior to initial certification and every two years by a certified laboratory for bacteria and nitrate levels.
- Test results received: ________________________________________________

99. *Provider has a plan for evacuating if there is an emergency (fire/tornado).
- Fire: ______________________________________________________________
- Tornado: __________________________________________________________

100. Provider has a designated adult who can provide assistance in the event of an unexpected emergency. The emergency back-up provider is at least 18 years old and can provide an acceptable level of child care.
- The emergency provider’s name and phone number: ______________________

101. The premises may not have any chipping, peeling, or deteriorating paint on exterior or interior surfaces in areas accessible to children.

DISCRIMINATION PROHIBITED

102. Provider will not discriminate on the basis of race, color, sex, sexual orientation, creed, handicap or national origin or ancestry in accepting children or when hiring employees.

MANDATORY CHILD ABUSE REPORTING

103. If provider suspects that a child in his/her care has been abused or neglected or that the child has been threatened with abuse, the provider shall immediately inform the county social or human services department or local law enforcement.
Provider understands and agrees:

✓ To comply with all DCF 202 certification standards.
✓ To acknowledge that this checklist does not encompass all DCF Certification standards.
✓ To permit the certification worker to conduct home visits as needed to monitor compliance.
✓ That information contained in the provider’s file is public record.
  (with the exception of juvenile information, AODA/mental health reports and other social service information).
✓ If the provider’s certification is denied/revoked or not renewed for non-compliance, 4-C will refuse to accept a new certification application for 2 years after the date of the denial/revocation or refusal to renew the certification.
✓ Falsifying attendance claims to a subsidy agency may result in the revocation of certification.

Provider understands the above standards and that the provider must comply with these standards to maintain their certification. Provider and certification worker also agree that this checklist has been completed accurately and that the certification worker has communicated to the provider any noted violations.

☐ Provider met all certification standards
☐ Provider did not meet all certification standards
☐ Follow-up visit required

Certification Staff Signature ________________________________ Date ________________________________

Provider’s Signature ________________________________ Date ________________________________

Revised 11/2010