

November 11, 2019

Dear Certified Child Care Provider:

On September 20, 2019, you received a letter from the Wisconsin Department of Children and Families (DCF) regarding revisions to the Certification Rules (DCF 202) that went in to effect September 30, 2019. At your next home visit, you will notice 4-C using a new checklist that incorporates all of these changes. Between now and May 1, 2020, 4-C is able to offer technical assistance at visits regarding any of the new rules, after that 4-C is required to issue Noncompliances.

We would like to help all our providers be successful incorporating all of the new rules! Below are highlights of the rule changes that will impact providers the most. In addition, for many of the changes we have created resources/forms/etc. for you to use (and have enclosed these with the letter). At home visits, these completed forms can be used to show your certifier how you have come in to compliance with the new rules.

WELL WATER – the frequency of testing has changed. If your certified location gets water from a private well:

- Well water needs to be tested for bacteria ANNUALLY
- If you are certified to serve infants under 6 months of age, well water also needs to be tested for nitrates ANNUALLY.

CHILD ENROLLMENT FORMS – all providers are now required to use the DCF form “Child Enrollment and Health History-Certified Child Care” for children in their care. Most providers are already using this form – a copy of this form is enclosed.

CHILD ABUSE AND NEGLECT TRAINING (CAN Training) – training in child abuse and neglect is now required. If you took Introduction to the Child Care Profession, you have already met this requirement; if not, you will need to complete it. A handout is enclosed regarding how to meet this requirement. This training is easy to accomplish and can be used as continuing education, so we highly recommend all providers complete it, regardless of whether you took Introduction to the Child Care Profession.

OUTDOOR WOODEN STRUCTURES – structures such as playground equipment, railings, decks, and porches accessible to children and built with CCA-treated lumber shall be sealed with an oil-based sealant or stain at least every 2 years. Enclosed you will find a handout and brochure that will walk you through what this all means and how to determine if it applies to you. In addition, wood treated with creosote or pentachlorophenol may not be used in areas accessible to children. This type of treated wood is commonly used in landscaping.

REPORTING CHANGES TO 4-C – additional items have been added to the list of what needs to be reported to 4-C Certification. Enclosed you will find a handout with a detailed list of what needs to be reported.

EMERGENCY PLAN – providers are now required to have a written plan for taking appropriate action in the event of an emergency as well as to review and practice this plan periodically. Enclosed is a handout listing what emergencies and what procedures need to be included in your written plan.

TRANSPORTATION – there are many changes to transportation. Below is an overview of the changes. You will find a Transportation Packet enclosed that will detail all the changes as well as provide you with forms to be able to meet the new requirements.

- **All providers now have to be approved in writing by 4-C in order to transport child care children.** *NOTE:* This applies to all currently certified child care providers. Even if you have transported children in the past, you will now need to get approved. A request form is enclosed – we ask that you submit this to 4-C with the accompanying documents by January 31, 2020 to ensure time to process and approve all requests before the May 1, 2020 deadline.
- There is a DCF Transportation Permission Form that we recommend you use as it incorporates the new changes. A copy is enclosed.
- When transporting, if the driver is not the certified child care provider, there is now a required orientation for the driver. A form that can be used to meet this requirement is enclosed.

EMPLOYEES – the approval process for Caregiver Employees (such as assistants, substitutes, volunteers) remains the same, however, once you have received written approval from 4-C for an employee, the following is now required:

- There is now a rule stating providers **MUST** track all hours employees work. Enclosed is form that can be used for this.
- All employees must receive an orientation. There is a form enclosed that covers all the required components of the orientation as well as a spot to note when the orientation is completed.

We understand that this is a lot of change and information to take in and implement all at once! If you have any questions about the new changes and/or how to make sure you are meeting them, please do not hesitate to contact 4-C Certification – especially before May 1, 2020!

Sincerely,

The 4-C Certification Team