



Technical Assistance Visit Checklist

New Certification Rules as of 10/1/2019

Provider:	
Home Visitor:	
Date:	

REVIEWED or N/A	RULE INFORMATION
Reporting Changes to 4-C	
A certified family child care operator shall report all of the following to the certification agency as soon as possible, but no later than the certification agency's next working day:	
	An accident that occurs while a child is in care that results in an injury that requires professional medical evaluation
	The death of a child while in care
	Any damage to the premises that may affect compliance, or any incident that results in the loss of utility service
	Construction or remodeling of the premises that has the potential to affect an area accessible to children or may affect the health and safety of children
	If a child care operator, household member, or other person subject to a background check has: <ol style="list-style-type: none"> 1. Known convictions, pending charges, or other offenses 2. Involvement with a law enforcement officer in response to: <ol style="list-style-type: none"> a. A threat to cause physical or serious emotional harm to any individual, including a child in care b. A moving violation by a driver that transports children, regardless if children were present
	Suspected abuse or neglect of a child by a provider, volunteer, or household member. Including any incident involving a child being forcefully shaken or thrown against a hard or soft surface while the child was in care
	Prohibited actions under the rule section <i>Operator Interactions</i> including but not limited to: <ol style="list-style-type: none"> 1. ANY form of physical discipline (hitting, slapping, spanking, throwing, etc.) 2. Physical restraint, binding a child, restricting their movements, locking a child in a room or closet 3. Withholding or forcing meals, snacks, or naps 4. Actions that are cruel, humiliating, or frightening to a child 5. Verbal abuse, threats, or making derogatory remarks about a child or their family
	An injury caused by an animal to a child in care
	If a operator intends to hire an employee or use an assistant, substitute or volunteer
	A current household member turns 10 years of age
	The child care operator's tax ID number changes or legal name changes
	A name change by any person subject to a background check

	For any new household members, a completed background check request form will be submitted to 4-C prior to the date in which the person become a household member
	<p>Approval Request</p> <p>DCF 202.08(1m)(d) requires an operator to submit an approval request to 4-C for the following changes:</p> <ol style="list-style-type: none"> 1. Changes to the hours, days, or months operator provides care 2. The name of the program changes 3. The certified operator’s phone number or address changes 4. You will begin providing transportation
Emergency Plan	
	Operators 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. SEE EMERGENCY PREPAREDNESS TEMPLATE
Meals and Snacks	
	Each meal and snack shall meet the U.S. department of agriculture child and adult care food program minimum meal requirements.
Rest	
	A safe crib or playpen with a tight-fitting mattress with a tight-fitting covering shall be available to each child under one year of age. Only sleep sacks or swaddling blankets with Velcro may be used in the crib – no other blankets may be used.
Employees/Emergency Back-Up Operators	
	Operators must track all hours that employees work. SEE CERTIFICATION SUBSTITUTE TIME LOG
	All employees must receive an orientation. SEE CAREGIVER EMPLOYEE ORIENTATION FORM
Child Enrollment Forms	
	All operators are now required to use the DCF form, “Child Enrollment and Health History-Certified Child Care” for children in their care.
Continuing Education	
	Continuing education hours completed in excess of the 5-hour requirement may be used to meet the continuing education requirement for the following year. NOTE: CPR may be counted towards continuing education hours.
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.
	Wood treated with creosote or pentachlorophenol, including railroad ties, may not be used in areas accessible to children.
Conditions of Certification	
	<p>A certified child care operator shall comply with the conditions of the certification.</p> <ol style="list-style-type: none"> a. The number of children in care at any time may not exceed the number specified. b. The age of children in care may not be younger or older than the age range specified. c. The hours, days and months of operation may not exceed those specified. Care provided in excess of the specified hours if unregulated. d. The certification in non-transferrable, is granted only to the designated operator and is limited to the stated location.

Pets	<i>Do you have pets in the home or plan to have pets in the home?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reptiles, amphibians, ferrets, poisonous animals, psittacine birds, and exotic and wild animals may not be accessible to children. Psittacine birds are hooked bill birds of the parrot family that have 2 toes forward and 2 toes backward including macaws, grays, cockatoos, and lovebirds.
	Indoor and outdoor areas accessible to children shall be free of pet and animal excrement.
	Operators shall ensure they are in compliance with all applicable local ordinances regarding the number, types, and health status of pets and animals.
Medications	
	Medications shall be stored so they are not accessible to children.
	A child care operator may administer prescription or non-prescription medication to a child only if all of the following conditions are met: <ul style="list-style-type: none"> • The medication is in the original container with the child’s name, dosage, and administration directions. • The child’s parent has written and signed permission to administer the medication to the child as directed on the label.
Hand Washing	
	An operator shall wash his/her hands with soap and warm running water after toileting, prior to food preparation, after handling pets or animals, and after diapering children.
	A child care operator shall require children to wash his/her hands with soap and warm running water before eating, after toileting or after handling pets or animals.
Diapering	
	An operator shall change a child’s wet or soiled clothing or diapers promptly from an available supply of clean clothing or diapers. A child care operator shall change a child’s diaper on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.
Universal Precautions	
	An operator shall use universal precautions when exposed to blood or bodily fluids or discharge containing blood. All persons exposed to blood or bodily fluids containing blood or other types of bodily discharges shall wash their hands immediately with soap and warm running water.
Confidentiality	
	Operators shall ensure that persons having access to children’s records to not discuss or disclose personal information regarding the children and their relatives except for: the parent; any person, business, school, social services operator, medical operator, or other agency or organization if written parental consent has been given; and the certification specialist.
Well Water	
	If the home gets the water supply from a private well, water samples from the well shall be tested annually by a laboratory certified under ch. ATCP 77 and shall be found bacteriologically safe. If operator cares for infants under 6 months of age in a certified child care home that gets its water supply from a private well, water samples from the well shall be tested annually to determine the levels of nitrates in the water. If water tests above the maximum allowable levels of bacteria or nitrates, bottled water shall be used until water is determined to be safe.

Child Abuse and Neglect Training	
	Training in child abuse and neglect is now required for operator and any subs/assistants.
Transportation	<i>Do you plan to transport children?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
All drivers now have to be approved in writing by 4-C in order to transport child care children. Even if you have transported children in the past, you will now need to get approved. SEE CHILD CARE TRANSPORTATION REQUEST FORM. Please submit the form to 4-C with the accompanying documents as soon as possible to ensure time to process and approve all requests before the June 1, 2020 deadline.	
	<p>Before transporting a child, an operator shall obtain signed permission from the parent for transportation and emergency information for each child. The form* shall include:</p> <ul style="list-style-type: none"> • The purpose of transportation and the parent/guardian’s permission to transport the child for that purpose, the length of time the child will be transported • The address and telephone number where a parent or other adults can be reached in an emergency • The name, address and telephone number of the child’s health care operator • Written consent from the child’s parents for emergency medical treatment <p>*The DCF Transportation Permission Form covers all of these items.</p>
	The operator shall ensure a written list of children being transported, copies of completed permissions, and emergency information for each child is in the vehicle transporting children while children are being transported.
	The driver of a vehicle used to transport children in care shall be at least 18 years of age, have at least one year of driving experience, and hold a valid driver’s license for the state where the driver resides and for the type of vehicle driven.
	<p>Before a driver who is not the operator first transports children, the operator shall review all of the following with the driver:</p> <ul style="list-style-type: none"> • The procedure for ensuring that all children are properly restrained in the appropriate child safety seat. • The procedure for loading, unloading, and tracking of children being transported. • The procedure for evacuating the children from a vehicle in an emergency. • Behavior management techniques for use of children being transported. • Applicable statutes and rules affecting transportation of children. • First aid procedures. • Child abuse and neglect laws and reporting procedures. • Information on any special needs a child being transported may have and the plan for how those needs will be met. • Vehicle alarm operation, if applicable.
	Prior to the day a driver first transport children in care, the operator shall submit to the certification agency a copy of the driving record for each driver and obtain approval of the driver from the certification agency.
	<p>In determining whether a driver may pose a threat to children, the certification worker shall consider the totality of the driver’s record, any other relevant facts, and the following factors in combination:</p> <ol style="list-style-type: none"> a. The seriousness of any accidents or violations. b. The amount of time that has passed since an accident or violation occurred. c. The number of accidents or violations. d. The likelihood that a similar incident will occur.
	A driver whose driving record indicates that a driver poses a threat to the children may not transport children.

	<p>A driver of a vehicle that is transporting children may not use a cellular phone while transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading or transporting children, except when the vehicle is out of traffic, not in operation and any of the following applies:</p> <ul style="list-style-type: none"> • The phone or device is used to call 911 • The phone or device is used to communicate with emergency responders, • The phone or device used to communicate with the certified child care operator or a operator regarding an emergency situation.
	<p>The navigation device may be used during transportation of children if he device is programmed to a destination when the vehicle is out of traffic and not in operation.</p>
	<p>The operator shall ensure that each vehicle that is used to transport children is all of the following:</p> <ul style="list-style-type: none"> • Registered with the state of Wisconsin • Clean, uncluttered and free of obstruction on the floors, aisles, and seats • In safe operating condition
	<p>The operator shall maintain vehicle liability insurance with mimimums of:</p> <ul style="list-style-type: none"> • \$25,000 because of bodily injury to or death of one person in any one accident and subject to that limit for one person • \$50,000 because of bodily injury to or death of 2 or more persons in any one accident • \$10,000 because of injury to or destruction of property of others in any one accident <p>The operator shall maintain proof of insurance and make this information available to the certification worker upon request.</p>
	<p>No person may transport a child under 8 years of age in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child’s age and size.</p>
	<p>Each child who is not required to be in an individual child care safety seat or booster seat when being transported shall be properly restrained by a seat belt in an operating vehicle.</p>
	<p>Each adult shall be properly restrained by a seat belt in in operating vehicle.</p>
	<p>Seat belts may not be shared.</p>
	<p>Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer’s specifications.</p>
	<p>The operator shall be responsible for a child from the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.</p>
	<p>Children may not be left unattended in the vehicle.</p>
	<p>Rides to and from the certified child care, field trips or other program activities may not exceed 60 minutes each way.</p>
	<p>A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply:</p> <ul style="list-style-type: none"> • The vehicle is owned or leased by the operator or a contractor of the operator. • The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be as determined by the manufacturer. • The vehicle is used to transport children in care. • 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. • The child safety alarm shall be in good working order each time the vehicle is used for transporting children.
	<p>At least annually, the operator shall make each vehicle that is required to have a child safety alarm available to the child care certification worker to determine whether the child safety alarm is in good working order.</p>

To Do List:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Notes:

Operator's Signature Date Time

Home Visitor's Signature Date Time