

8.	License from the Wisconsin department of public instruction to act as a pre-kindergarten or early childhood exceptional educational needs teacher.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
9.	Certificate from American montessori society, or association montessori international, or <u>montessori accreditation council for teacher education.</u>	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
10.	Certificate from the bureau of apprenticeship standards as a child development specialist.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.

6. Before a person assumes the position of center director for a center licensed to serve 51 or more children, the person shall have completed or obtained, ~~as shown in Table 46.05-B,~~ one of the following: training and experience combinations shown in Table 46.05-B.

SECTION 34. HFS 46.05 (1) (c) 6. a. to f. are repealed.

SECTION 35. Table 46.05-B and (d) 3. (intro) are amended to read:

Table 46.05-B		
EDUCATION AND EXPERIENCE QUALIFICATIONS FOR THE DIRECTOR OF A CENTER LICENSED TO SERVE 51 OR MORE CHILDREN WHICH MUST HAVE BEEN COMPLETED OR OBTAINED PRIOR TO ASSUMING THE POSITION		
Post-Secondary Education Including Degree, License, Credential Or Certificate		Experience in a Licensed Day Child Care Center Or a Kindergarten
1.	4 non-credit department-approved courses in early childhood education or its equivalent prior to assuming the position.	2 years as a child care teacher or center director.
2.	2 years of credit from an institution of higher education with at least 12 credits in early childhood education or its equivalent.	2 years as a child care teacher or center director.
3.	4 courses for credit in early childhood education or its equivalent from an institution of higher education.	2 years as a child care teacher or center director.
4.	An associate of arts degree <u>associate of arts degree in early childhood education or child care</u> from an institution of higher education.	2 years as a child care teacher or center director.
5.	60 credits from an institution of higher education, including 4 courses for credit in early childhood	2 years as a child care teacher or center director.

(c) 5. Before a person assumes the position of center director for a center licensed to serve 50 or fewer children, the person shall have completed or obtained, ~~as shown in Table 46.06-A,~~ one of the following: training and experience combinations shown in Table 46.05-A.

SECTION 32. HFS 46.05 (1) (c) 5. a. to i. are repealed.

SECTION 33. Table 46.05-A and 6. (intro) are amended to read:

Table 46.05-A		
EDUCATION AND EXPERIENCE QUALIFICATIONS FOR THE DIRECTOR OF A CENTER LICENSED TO SERVE UP TO 50 CHILDREN WHICH MUST HAVE BEEN COMPLETED OR OBTAINED PRIOR TO ASSUMING THE POSITION		
Post-Secondary Education Including Degree, License, Credentials or Certificate		Experience in A Licensed Day <u>Child</u> Care Center Or a Kindergarten
1.	2 non-credit department-approved courses in early childhood education prior to employment.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
2.	2 years of credit from an institution of higher education with at least 3 credits in early childhood education or its equivalent.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
3.	2 courses for credit in early childhood education or its equivalent prior to employment and within 18 months, one additional course for credit.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
4.	One year child care diploma from an institution of higher education.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
5.	One year of an An associate of arts degree in <u>early childhood education or child care</u> from an institution of higher education.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
6.	Child development associate (CDA) credentials issued by the council for early childhood professional recognition.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.
7.	30 credits from an institution of higher education, including 2 courses for credit in early childhood education.	80 working days as a full-time child care teacher or assistant child care teacher or 120 working days as a half-time child care teacher or assistant teacher.

HFS 46.04 (6) (a) 6m. Documentation of each child's immunization history.

Note: The Department's form DPH-4192, Child Care Immunization Record, may be used to record immunization information. An electronic printout from the Wisconsin Immunization Registry, or other registry maintained by a health care provider may be used in place of DPH-4192 or DPH 4192S. Information on how to obtain the form is in Appendix E.

SECTION 28. HFS 46.04 (6) (a) 7. (note) and (c) 2. (note) are created to read:

HFS 46.04 (6) (a) 7. **Note:** The licensee may use either the Department's form CFS-0057, Child Care Informed Consent for Observation or Testing by an Outside Agency, or the licensee's own form for securing the parent's written consent. Information on how to obtain the Department's form is in Appendix E.

(c) 2. **Note:** See s. HFS 46.07 (6) (f) and (j) for information on recording entries in the center medical log book.

SECTION 29. HFS 46.04 (7) (intro), (8) (a), (b) (intro), and 3. and (note) are amended to read:

HFS 46.04 (7) CONFIDENTIALITY. The licensee is responsible for the compliance of day child care center employees and volunteers with s. 48.78, Stats., and this subsection. The licensee shall ensure that:

(8) REPORTING CHILD ABUSE. (a) A licensee, employee or volunteer at a day child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02 (1) and s. 48.981 (1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats.

(b) The licensee shall ensure that every employee and volunteer who comes in contact with the children at the day child care center has received training every 2 years in all of the following:

3. The ~~process~~ procedure for ~~reporting~~ ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Note: ~~Copies of forms mentioned in this section may be obtained from the Forms Center, Division of Children and Family Services, P.O. Box 7851, Madison, Wisconsin 53707-7851~~ See s. HFS 46.04 (3) (j) on reporting suspected abuse of a child by a staff member to the Department.

SECTION 30. HFS 46.05 (title) and (1) (a) are repealed and recreated to read:

HFS 46.05 Staffing. (1) RESPONSIBILITIES AND QUALIFICATIONS OF STAFF. (a) *Competency.* A child care worker, including the center administrator, center director, child care teachers, assistant teachers, and volunteers counted in the staff to child ratio shall be physically, mentally and emotionally able to provide responsible care for children.

SECTION 31. HFS 46.05 (1) (b) 3. b. and (c) 5. (intro) are amended to read:

HFS 46.05 (1) (b) 3. b. One year of experience as a center director or child care teacher in a licensed day child care center or kindergarten or satisfactory completion of one non-credit department-approved course or one course for credit in early childhood education or its equivalent.

(g) Any known convictions, pending charges or other offenses of the licensee, day child care center employees, or other persons subject to ~~criminal record checks~~ a caregiver background check which could potentially relate to the care of children at the center or activities of the center.

Note: See s. HFS 46.04 (8) on reporting suspected child abuse, s. HFS 46.04 (6) (c) on maintaining a center medical log book and s. HFS 46.07 (6) (a) 2. on logging injuries in a center medical log.

SECTION 20. HFS 46.04 (3) (h) to (L) are created to read:

HFS 46.04 (3) (h) A change in room usage, at least 20 working days prior to the change. The department shall approve changes in room usage prior to the change.

(i) Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours of the occurrence.

(j) Any suspected abuse or neglect of a child by a staff member that was reported under s. HFS 46.04 (8) (a) or any inappropriate discipline of a child by a staff member during the child's hours of attendance within 24 hours after the occurrence.

(k) Any incident involving law enforcement that occurs on the premises or involves a person on the premises within 24 hours after the occurrence.

(L) Any construction or remodeling that affects the premises of a center prior to the beginning of the construction or remodeling. If the construction or remodeling has the potential to affect where children are served or a condition of the license, the construction or remodeling shall receive written approval by the department before the construction or remodeling begins.

Note: See s. HFS 46.11 (5) (a) for items that affect a condition of the license.

SECTION 21. HFS 46.04 (5) (a) 1. (note) is created to read:

HFS 46.04 (5) (a) 1. **Note:** The licensee may use the Department's form CFS-0053, Child Care Staff Record, or the licensee's own form for recording staff information. Information on how to obtain the Department's form is in Appendix E.

SECTION 22. HFS 46.04 (5) (a) 2. and 3. are repealed and recreated to read:

HFS 46.04 (5) (a) 2. A background information disclosure form, completed prior to the employee's first day of employment and every 4 years thereafter, that does not reveal any information which may preclude the person's employment under s. 48.685, Stats., or ch. HFS 12.

Note: The Department's form HFS-64, Background Information Disclosure, is used for reporting employee background information. Information on how to obtain the form is in Appendix E.

3. A complete caregiver background check as specified in s. 48.685, Stats., and ch. HFS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every 4 years thereafter.

SECTION 23. HFS 46.04 (5) (a) 5. (note) is created to read:

HFS 46.04 (5) (a) 5. **Note:** The licensee may use either the Department's form CFS-0053A, Child Care Staff Continuing Education Record, or the licensee's own form to document the completion of continuing education. Information on how to obtain the Department's form is in Appendix E.

SECTION 24. HFS 46.04 (6) (a) (intro) is amended to read:

HFS 46.04 (6) (a) CHILDREN'S RECORDS. (a) The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following:

SECTION 25. HFS 46.04 (6) (a) 1. i. (note), 2. (note), 3. (note), 4. (note) and 5. (note) are created to read:

HFS 46.04 (6) (a) 1. i. **Note:** See HFS 46.09 (1) (a) which specifies what written information must be obtained from the parent of an infant or toddler. The licensee may use either the Department's form CFS-0061, Child Care Intake for Child under 2 Years, or the licensee's own form for recording information about each child under 2 years of age. Information on how to obtain the Department's form is in Appendix E.

2. **Note:** The licensee may use either the Department's form CFS-0062 or CFS-0062A Child Enrollment and Health History, or the licensee's own form to obtain consent of the child's parent for emergency medical treatment. Information on how to obtain the Department's form is in Appendix E.

3. **Note:** The licensee may use either the Department's form CFS-0056, Child Care Center Transportation Permission, or the licensee's own form to obtain authorization to transport children to and from the Center. Information on how to obtain the Department's form is in Appendix E.

4. **Note:** The licensee may use either the Department's form CFS-0058 or CFS-0058A, Child Care Field Trip or Other Activity Notification, or the licensee's own form for securing parental information. The Department's form CFS -62 and CFS-0062A also contain authorization from a parent to participate in field trips if the center chooses to use that form. Information on how to obtain the Department's form is in Appendix E.

5. **Note:** The licensee may use either the Department's form CFS-0104, Child Care School-Age Agreement, or the licensee's own form for securing the parent's signed agreement. Information on how to obtain the Department's form is in Appendix E.

SECTION 26. HFS 46.04 (6) (a) 6. is amended to read:

HFS 46.04 (6) (a) 6. Documentation of each child's health and ~~immunization~~ history on a form provided by the department.

Note: The reverse side of the Department's form CFS-0062 or CFS-0062A, Child Care Enrollment and Health History, is used for health history information. Information on how to obtain the form is in Appendix E.

SECTION 27. HFS 46.04 (6) (a) 6m. is created to read:

1. Current dates of coverage for all of the following:

a. General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.

2. b. Vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s. 121.53, Stats.

3. c. Non-owned vehicle liability insurance when transportation is provided in vehicles not owned by the center, excluding public transportation vehicles and chartered vehicles, with minimums no less than those specified in s. 121.53, Stats.

2. An indication that pets are included in the liability coverage if cats or dogs are permitted in areas of the center accessible to children during the hours of operation.

(i) 2. Health care. If the center is licensed to care for children under one year of age, Sudden Infant Death Syndrome risk reduction procedures shall be included.

6. Action Contingency plans to be taken followed in the event of a fire or tornado, tornado or other emergency.

Note: Under the state public accommodation law, s. 406.04 101.22, Stats., as well as federal statutes and regulations related to use of federal funding, and some local anti-discrimination ordinances, denying admission on the basis of race, handicap, religion or certain other characteristics may be illegal.

(m) Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the day child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee.

SECTION 19. HFS 46.04 (3) (a), (f) and (g) are amended to read:

HFS 46.04 (3) (a) ~~Any accident resulting in the death of a child while in the care of the center or any accident that results in an a-serious injury requiring professional medical treatment such as but not limited to a broken bone, a burn, a concussion, a wound requiring stitches, or the ingestion of poison while the child is in the care of the center. The report department shall be received by the department~~ receive the report within 48 hours after the occurrence.

Note: The licensee may use either the Department's form CFS-0055, Child Care Accident Report, or the licensee's own form to report accidents. Information on how to obtain the Department's form is in Appendix E.

(f) ~~The If requested by the department, a plan of correction for cited violations of this chapter or ch. 48, Stats., on a form provided in a format specified by the department which is approved by the licensing representative and is received by the specified date. The department shall receive the plan of correction by the date the department specifies and be approved by the department licensing representative.~~

Note: The licensing representative will notify the licensee if a plan of correction is required and provide the plan of correction format with the notification.

SECTION 13. HFS 46.03 (18m) is created to read:

HFS 46.03 (18m) "Mildly ill" means a child who has a common, temporary illness that is non-progressive in nature and is not listed on the communicable disease chart in appendix A of ch. HFS 145.

SECTION 14. HFS 46.03 (19) is amended to read:

HFS 46.03 (19) "Night care-center" means a any care that is offered by a licensed group day child care center ~~which operates during any period of time between 9:00 p.m. and 5:00 a.m.~~

SECTION 15. HFS 46.03 (22g), (22r), (26m) and (29m) are created to read:

HFS 46.03 (22g) "Part day center" means a center where a defined group of children attend for a specified period of time that is less than 5 consecutive hours in length.

(22r) "Physical Restraint" means the use of physical force to restrict the free movement of all or part of a child's body.

(26m) "Representative of the department" means a department employee or a representative from an agency the department contracts with to provide pre-licensing services.

(29m) "Sudden infant death syndrome" or "SIDS" means the sudden death of an infant under one year of age that remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene and a review of the clinical history.

SECTION 16. HFS 46.03 (34) is amended to read:

(34) "Volunteer" means a person who agrees to give time, without compensation, to transport children ~~to and from~~ attending a group day child care center or to work with children in a group day child care center.

SECTION 17. HFS 46.03 (35) is created to read:

HFS 46.03 (35) "Wading pool" means a shallow pool, with sides 15 inches or less in height, capable of being dumped to change water and used primarily for small children.

SECTION 18. HFS 46.04 (2) (intro), (c), (f), (g), (i) 2. and 6., 8. (note) and (m) are amended to read:

HFS 46.04 (2) ADMINISTRATION. A group day child care center licensee shall do all of the following:

(c) Ensure that all information provided to the department is current and accurate.

(f) Prior to receiving or continuing a license, Complete complete all application forms and pay all fees and forfeitures due to the department.

(g) Submit to the department a certificate of insurance reflecting ~~current dates of coverage~~ for all of the following:

HFS 46.03 (8m) "Course for credit" means a course that is worth at least 2 credits from an institution of higher education.

(10m) "Emergency" means any of the following situations: fire; tornado; flood; loss of building service including, no heat, water, electricity, or telephone; extreme outdoor heat or cold; threats to the building or its occupants; lost or missing children; or a medical or family situation requiring immediate attention.

(11g) "Fit and qualified" means displaying the capacity to successfully nurture and care for children and shall not include any of the following:

(a) Abuse of alcohol or drugs.

(b) A history of a civil or criminal conviction or administrative rule violation that substantially relates to caring for children, as described in ch. HFS 12.

(c) Exercise of unsound judgment.

(11r) "Full day center" means a center that accepts children for care for 5 or more consecutive hours in a day.

SECTION 10. HFS 46.03 (13) is amended to read:

HFS 46.03 (13) "Group day child care center" or "center" means a facility where a person for less than 24 hours a day provides care and supervision for 9 or more children who are not related to the provider.

SECTION 11. HFS 46.03 (14g) and (14r) are created to read:

HFS 46.03 (14g) "In care" means enrolled in the center, with the center providing supervision, either on or off the premises, for the safety and the developmental needs of the child or children.

(14r) "Inclement weather" means stormy or severe weather such as any of the following:

(a) Heavy rain.

(b) Temperatures above 90° F.

(c) Wind chills of 0° F. or below for children age 2 and above.

(d) Wind chills of 20° F. or below for children under age 2.

SECTION 12. HFS 46.03 (17) and (18) are amended to read:

HFS 46.03 (17) "Licensee" means the corporation, individual, partnership or non-incorporated association or cooperative which has legal and financial responsibility for the operation of a day child care center and for meeting the requirements of this chapter.

(18) "Licensing representative" means a department employee responsible for licensing group day child care centers.

SECTION 2. HFS 46 (title) is amended to read:

HFS 46 GROUP DAY CHILD CARE CENTERS FOR CHILDREN

SECTION 3. HFS 46.01 is amended to read:

HFS 46.01 Authority and purpose. This chapter is promulgated under the authority of s. 48.67, Stats., to establish licensing requirements under s. 48.65, Stats., for group child care centers for children. The purpose of this chapter is to protect the health, safety and welfare of children being cared for in group day child care centers.

SECTION 4. HFS 46.02 (1) (intro) and (d) are amended to read:

HFS 46.02 Applicability. (1) INCLUDED AND EXCLUDED CARE ARRANGEMENTS. This chapter applies to all group day child care centers, whether the facility in which the child care and supervision are provided is known as a day care center, nursery school or preschool, head start or school-age child care program, or by any other designation, but it does not apply to any of the following:

(d) Care and supervision provided at the site to the child of a recipient of ~~aid to families with dependent children (AFDC) under ch. DWD 11~~ temporary assistance to needy families or Wisconsin works who is involved in orientation, enrollment ~~under ch. HSS 206~~ or initial assessment prior to the development of an employability plan ~~in a job opportunities and basic skills (JOBS) program~~ or the child care is provided where parents are provided training or counseling.

SECTION 5. HFS 46.03 (1) and (3) are amended to read:

HFS 46.03 (1) "Administrator" means the person responsible to the licensee for management of the group day child care center.

(3) "Care" means providing for the safety and the developmental needs of a child in a group day child care center.

SECTION 6. HFS 46.03 (3m) and (4m) are created to read:

HFS 46.03 (3m) "Caregiver background check" means the retrieval of information about an individual's past criminal conduct pursuant to s. 48.685, Stats., and ch. HFS 12 that may bear on the suitability of that individual to assume a child caregiving role or have regular contact with children at the center.

(4m) "Center-provided vehicle" means a vehicle owned or leased by the center or a vehicle owned by the licensee or an employee that is used to transport children, but does not include a vehicle owned and driven by a parent or volunteer.

SECTION 7. HFS 46.03 (6) is amended to read:

HFS 46.03 (6) "Child care worker" means a child care teacher or assistant child care teacher in a group day child care center.

SECTION 8. HFS 46.03 (7) is repealed.

SECTION 9. HFS 46.03 (8m), (10m), (11g) and (11r) are created to read:

Appendix E

INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS FOR FAMILY CHILD CARE CENTERS Revised [Revisor to insert effective date]

The Department forms listed below are arranged in two categories: 1) those that the Department requires family child care centers to use are designated as "REQUIRED"; and 2) those that the family child care center may use, at their option, if they do not use their own forms to record the same information required by the licensing rules. Forms designated as "REQUIRED" shall be used by licensees.

Applicants and licensees may obtain copies of these forms from the Department's website:

http://www.dhfs.state.wi.us/rl_dcfs/INDEX.HTM (click on Forms & Publications.) Forms on the website will require use of Adobe Acrobat to view.

Applicants and licensees may complete the form online at the Department's website, save the file to their hard drive and print a copy for their records. Licensees without Internet access, or if you want to request a form from the Department, please send Forms/Publications Requisition, DMT-25 to the address below. **The Department will send only one copy of each form to each applicant or licensee.** Applicants and licensees may reproduce as many paper and electronic forms as they need. To avoid problems with filling the request, be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition. This information shall be provided in order for the request to be filled. The completed Forms/Publications Requisitions should be sent to the following address:

Department of Health and Family Services
Division of Children and Family Services
Forms Manager
P.O. Box 8916
Madison, WI 53708-8916

<u>FORM #</u>	<u>FORM TITLE</u>	<u>REQUIRED?</u>
CFS-0052	Vehicle Safety Inspection	YES
CFS-0053	Child Care Staff Record	YES
CFS-0053A	Child Care Staff Continuing Education Record	
CFS-0054	Child Care Provider Staff Health Report	YES
CFS-0055	Child Care Accident/Death Report	
CFS-0056	Child Care Center Transportation Permission	
CFS-0058	Child Care Field Trip or Other Activity Notification / Permission	
CFS-0058A	Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños	
CFS-0059	Authorization to Administer Medication	
CFS-0059A	Autorización Para Administrar Medicamentos	
CFS-0060	Child Health Report - In-Home, Family Child Care, Child Care Centers	YES
CFS-0060A	Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal	YES
CFS-0061	Child Care Intake for Child Under 2 Years	YES
CFS-0062	Child Care Child Enrollment and Health History	YES
CFS-0104	Child Care School-Age Agreement (Reverse side of CFS-56)	
CFS-0460	Family Child Care Center Fire and Safety Report	
CFS-0462	Family Child Care Center Compliance Study	
CFS-0865	Child Care Center Safety Checklist	
CFS-1675	Child Care Child Record Checklist	
CFS-2255	Family Child Care Orientation Checklist	YES
DMT-0025	Forms / Publications Requisition	
DPH-4192	Child Care Immunization Record	
DPH-4192S	Registro De Immunizacion Para Guardería de Niños	
HFS-0064	Background Information Disclosure	YES

Appendix D

CONSUMER PRODUCTS SAFETY COMMISSION (www.cpsc.gov)

Your Used Crib Could Be DEADLY CPSC Document # 5020

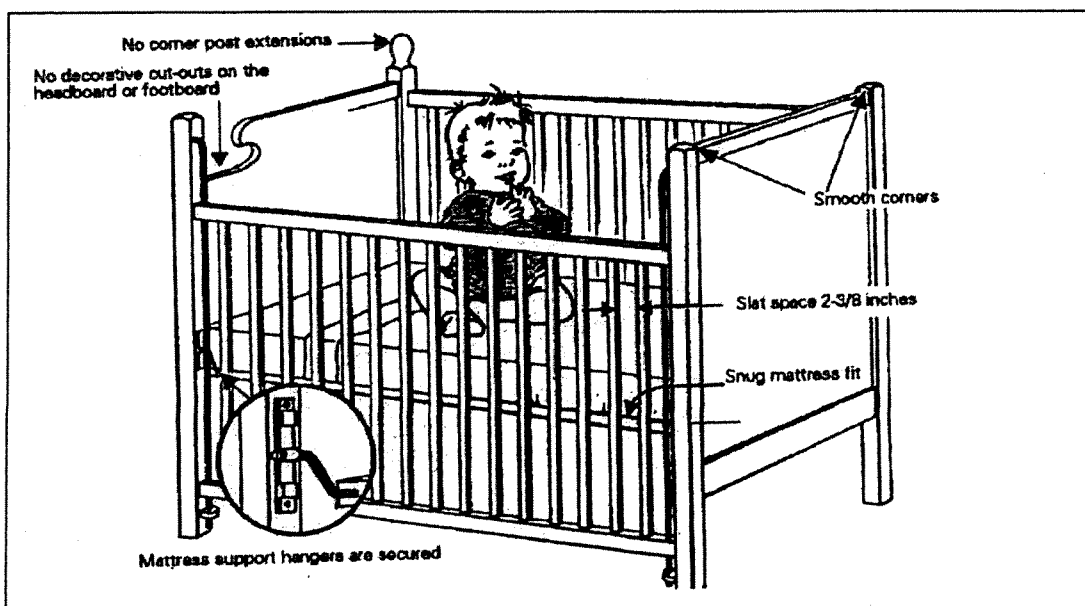
An unsafe used crib could be very dangerous for a baby. Each year, about 50 babies suffocate or strangle when they become trapped between broken crib parts or in cribs with older, unsafe designs.

A safe crib is the best place to put a baby to sleep. Look for a crib with a certification seal showing that it meets national safety standards.

If a crib does not meet these guidelines, it may not be used by children enrolled in your child care center. To protect all children, destroy it and replace it with a safe crib.

A safe crib has:

- No missing, loose, broken, or improperly-installed screws, brackets, or other hardware on the crib or the mattress support.
- No more than 2 3/8 inches between crib slats so a baby's body cannot fit through the slats.
- A firm, snug-fitting mattress so a baby cannot get trapped between the mattress and the side of the crib.
- No corner posts over 1/16 of an inch above the end panels (unless they are over 16 inches high for a canopy) so a baby cannot catch clothing and strangle.
- No cutout areas on the headboard or foot board so a baby's head cannot get trapped.
- A mattress support that does not easily pull apart from the corner posts so a baby cannot get trapped between mattress and crib.
- No cracked or peeling paint to prevent lead poisoning.
- No splinters or rough edges.



Appendix C

CACFP MEAL PATTERN REQUIREMENTS - BIRTH THROUGH 11 MONTHS

The infant meal pattern shall contain, as a minimum, each of the following components in the amounts indicated for the specific age group.

The minimum quantity of food shall be provided to the infant, but may be served during a span of time consistent with the infant's eating habits.

Infant Meal Pattern

Birth Through 3 Months	4 Through 7 Months	8 Through 11 Months
BREAKFAST		
4 - 6 fl. oz. formula ¹ or breast milk ^{5,6}	4 - 8 fl. oz. formula ¹ or breast milk ^{5,6}	6 - 8 fl. oz. formula ¹ or breast milk ^{5,6}
	0 - 3 T. infant cereal ² (optional)	2 - 4 T. infant cereal ²
		1 - 4 T. fruit and/or vegetable
LUNCH OR SUPPER		
4 - 6 fl. oz. formula ¹ or breast milk ^{5,6}	4 - 8 fl. oz. formula ¹ or breast milk ^{5,6}	6 - 8 fl. oz. formula ¹ or breast milk ^{5,6}
	0 - 3 T. infant cereal ² (optional)	2 - 4 T. infant cereal ² and/or
	0 - 3 T. fruit and/or vegetable (optional)	1 - 4 T. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or
		1/2-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread
		1 - 4 T. fruit and/or vegetable
SUPPLEMENT		
4 - 6 fl. oz. formula ¹ or breast milk ^{5,6}	4 - 6 fl. oz. formula ¹ or breast milk ^{5,6}	2 - 4 fl. oz. formula ¹ , breast milk ^{5,6} , or fruit juice ³
		0 - 1/2 bread or
		0 - 2 crackers (optional) ⁴

1 Shall be iron-fortified infant formula.

2 Shall be iron-fortified dry infant cereal.

3 Shall be full strength fruit juice.

4 Shall be from whole-grain or enriched meal or flour.

5 It is recommended that breast milk be served in place of formula from birth through 11 months.

6 For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.

Required Guidelines for Infant Meal Pattern

Definition of Infant. Any child less than 12 months of age.

Definition of Infant Formula. Infant formula defined by USDA is "any iron-fortified infant formula intended for dietary use as a sole source for food for normal healthy infants served in liquid state at manufacturer's recommended dilution".

Infant Formula/Breast milk. The decision regarding feeding infants breast milk or the type of infant formula is one for the infant's doctor and parents/guardian to make together.

Definition of Optional. Optional foods must be served as each infant becomes developmentally ready for the specified foods.

Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

- a Must be full strength fruit or vegetable juice.
- b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.
- c Either volume (cup) or weight (oz), whichever is less.
- d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. Of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.
- e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- f Juice may not be served when milk is the only other component.
- g Alternate protein products may be used as acceptable meat alternates.
- h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

Appendix B

CACFP MEAL PATTERN REQUIREMENTS - AGES 1 to 12

The meal pattern shall contain, as a minimum, each of the following components in the amounts indicated for the specific age group.

	Ages 1 & 2	Ages 3, 4, & 5	Age 6 up to 12
BREAKFAST			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Juice, ^a fruit or vegetable or Fruit(s) or vegetable(s)	1/4 cup	1/2 cup	1/2 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	1/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SUPPLEMENT			
Select two of the following four components:			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice, a,f fruit or vegetable or Fruit(s) or vegetable(s)	1/2 cup	1/2 cup	3/4 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, Large ^h	1/2 egg	1/2 egg	1/2 egg

Appendix A

REGIONAL OFFICES OF THE DIVISION OF CHILDREN AND FAMILY SERVICES

The Department of Health and Family Services licenses day care centers through five Division of Children and Family Services regional offices. Below are addresses and phone numbers of the regional offices and related counties.

Northeastern Office

(Green Bay)
200 North Jefferson
Suite 411
Green Bay, WI 54301-5191
(920) 448-5312

Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Ozaukee, Shawano, Sheboygan, Washington, Waupaca, Waushara, Winnebago,

Northern Office

(Rhineland)
1853 North Stevens Street
P.O. Box 697
Rhineland, WI 54501-0697
(715) 365-2500

Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood

Southeastern Office

(Waukesha)
141 N.W. Barstow Street, Room 209
Waukesha, WI 53188-3789
(262) 521-5100

Kenosha, Milwaukee, Racine, Waukesha

Southern Office

(Madison)
2917 International Lane, Suite 110
Madison, WI 53704
(608) 243-2400

Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, Richland, Rock, Sauk, Walworth

Western Office

(Eau Claire)
610 Gibson Street Suite 2,
Eau Claire, WI 547013695
(715) 836-2157

Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Vernon, Washburn

2. Issue a decision no later than 30 calendar days after holding the hearing, unless both parties agree to a later date.

3. May dismiss the petition if it determines that the petitioner has abandoned the request pursuant to par. (b) 4.

(d) If, under s. HA 3.09, the division of hearing and appeals issues a proposed decision, both parties may file comments on the decision with the division of hearings and appeals within 15 calendar days from the date of the proposed decision's issuance. At the close of the comment period, the division shall forward a decision and comments to the secretary for issuance of a final decision, and the secretary shall issue the final decision within 30 calendar days thereafter. The decision of the division of hearings and appeals administrative law judge, if adopted by the secretary, constitutes the final decision of the department.

HFS 45.12 Complaints, inspections and enforcement actions. (1) COMPLAINTS. (a) Anyone having a complaint about a licensed or illegally operating family child care center may submit that complaint to the department by telephone, letter or personal interview. A representative of the department shall investigate every complaint. If requested by the complainant, the department shall provide the complainant a written report of the investigation findings.

Note: A complaint should be sent, phoned or delivered to the appropriate Division of Children and Family Services regional office listed in Appendix A.

(b) The licensee may not discharge an employee because the employee has reported violations of this chapter to the licensing representative.

(2) INSPECTION. Pursuant to s. 48.73, Stats, the department may visit and inspect any family child care center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff and child records and any other materials or other individuals having information on the family child care center's compliance with this chapter.

(3) ENFORCEMENT ACTION. The department may order any sanction or impose any penalty on a licensee in accordance with s. 48.685, 48.715 or 48.76, Stats.

5. The licensee or a person under the supervision of the licensee has committed an action or has created a condition relating to the operation or maintenance of the child care center that directly threatens the health, safety or welfare of any child under the care of the licensee.

(b) An order summarily suspending a license and closing a family child care center may be a verbal order by a licensing representative of the department. Within 72 hours after the order takes effect, the department shall either permit the reopening of the center or proceed under subs. (8) or (9) to revoke the license. A preliminary hearing shall be conducted by the department of administration's division of hearings and appeals, within 10 working days after the date of the initial order to close, on the issue of whether the license shall remain suspended during revocation proceedings.

(11) APPEAL OF DECISION TO DENY OR REVOKE A LICENSE. (a) Any person aggrieved by the department's decision to deny an initial license or the renewal of a license or to revoke a license may request a hearing on that decision under s. 227.42, Stats. The request for a hearing shall be in writing and submitted to the department of administration's division of hearings and appeals. The request for a hearing shall be received by the division of hearings and appeals within 10 days after the date of the notice under sub. (9). A request for a hearing is considered filed upon its receipt by the division of hearings and appeals. A request for a hearing transmitted by facsimile to the division of hearings and appeals shall be considered filed on the date and time imprinted by the division's facsimile machine on the transmission report that accompanies the document. Documents received by facsimile after midnight local time shall be deemed filed on the first following business day.

Note: A request for hearing should be submitted by mail to the Division of Hearings and Appeals, P.O. Box 7875, Madison, Wisconsin 53707-7875, or should be delivered to the Division at 5005 University Ave., Room 201, Madison, WI. Hearing requests may be faxed to 608-264-9885. A copy of the request should be sent to the appropriate Division of Children and Family Services regional office listed in Appendix A.

(b) The division of hearings and appeals shall conduct an administrative hearing under s. 227.42, Stats., within 30 calendar days after receipt of the request for the administrative hearing, unless any of the following occurs:

1. The aggrieved person consents to an extension of that time period.
2. The petitioner withdraws the request in writing.
3. The petitioner agrees in writing to accept an informal resolution of the appeal.
4. The petitioner abandons the hearing request. The division of hearings and appeals shall determine that abandonment has occurred when the petitioner, without good cause, fails to appear personally or by representative at the time and place set for the hearing or scheduled pre-hearing matters. Abandonment may also be deemed to have occurred when the petitioner or the authorized representative fails to respond within a reasonable time to correspondence from the division regarding the hearing or when the petitioner is not at an agreed-upon telephone number at the agreed time.

(c) The division of hearings and appeals:

1. Shall consider and apply all standards and requirements of this chapter.

(c) The department shall deny or refuse to continue or revoke a license if the applicant or licensee has failed to pay court-ordered payments of child or family support, maintenance, birth expenses, medical expenses or other expenses related to the support of a child or former spouse or for the failure of the applicant or licensee to comply, after appropriate notices, with a subpoena or warrant issued by the department of workforce development or a county child support agency under s. 59.53(5), Stats, and related to paternity or child support proceedings, as provided in a memorandum of understanding entered into under s. 49.857, Stats. Notwithstanding s. 48.72, Stats., an action taken under this subsection is subject to review only as provided in the memorandum of understanding entered into under s. 49.587, Stats., and not as provided in s. 48.72, Stats.

(d) The department shall deny an application for the issuance or continuation of a license or revoke a license if the department of revenue certifies under s. 73.0301, Stats., that the applicant or licensee is liable for delinquent taxes. An action taken under this subsection is subject to review only as provided under s. 73.0301 (5), Stats., and not as provided in s. 48.72, Stats.

(9) EFFECT OF NOTICE TO DENY OR REVOKE A LICENSE. (a) 1. If the department decides under sub. (8) to deny the grant of a license or to revoke a license, the department shall notify the applicant or licensee in writing of its decision and the reasons for that decision.

2. If the department revokes a license, the effective date of the revocation shall be either immediately or 30 days after the date of the department notice in subd. 1., based on the criteria under s. 48.715 (4m) (a) and (b), Stats., unless the decision is appealed under sub. (11).

(b) Upon receipt of the notice in par. (a) and during any revocation or denial procedures that may result, a family child care center may not accept for care any child not enrolled as of the date of receipt of the notice without the written approval of the department.

(10) SUMMARY SUSPENSION OF A LICENSE. (a) Under the authority of s. 227.51 (3), Stats., the department shall summarily suspend a license and close a family child care center when the department finds that the public health, safety or welfare requires emergency action and incorporates a finding to that effect into its order. A finding of a requirement for summary suspension of the license may be based on any of the following:

1. Failure of the licensee to provide environmental protections for the children, such as heat, water, electricity or telephone service.

2. The licensee, an employee, a volunteer or any other person in regular contact with the children in care has been convicted of or has a pending charge for a crime against life or bodily security.

3. The licensee, an employee, a volunteer or any other person in regular contact with the children in care has been convicted of a felony, misdemeanor or other offense which substantially relates to the care of children or activities of the center or has a pending charge which substantially relates to the care of children or activities of the center.

4. The licensee, employee, volunteer or any other person in regular contact with the children in care is the subject of a current investigation for alleged child abuse or neglect pursuant to s. 48.981, Stats., or has been determined by a child protective services agency or law enforcement agency to have abused or neglected a child.

(7) **ADDITIONAL LICENSE.** A licensee applying for a license for an additional center location shall demonstrate compliance with this chapter in the operation of any existing center he or she operates and compliance with rules for any other facility licensed by the department and operated by the licensee. The licensee shall pay any fines, forfeitures or other fees due and owing under s. 48.715, Stats., or s. 48.65, Stats., on other facilities licensed by the department before the department issues an additional license.

(8) **LICENSE DENIAL OR REVOCATION.** (a) The department may deny, revoke, or suspend a license, initiate other enforcement actions specified in this chapter or in ch. 48, Stats., or place conditions on the license if the applicant or licensee, a proposed or current employee, a volunteer or any other person having regular contact with the children is, has or has been any of the following:

1. The subject of a pending criminal charge for an action that substantially relates to the care of children or activities of the center.

2. Convicted of a felony, misdemeanor or other offense that substantially relates to the care of children or activities of the center.

3. Determined to have abused or neglected a child pursuant to s. 48.981, Stats., or has been determined to have committed an offense which substantially relates to the care of children or the activities of the center.

4. The subject of a substantiated finding of misconduct in the department's nurse aide registry under s. HFS 129.10.

5. The subject of a court finding that the person has abandoned his or her child, has inflicted sexual or physical abuse on a child or has neglected or refused, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter for his or her child or ward or a child in his or her care so as to seriously endanger the physical health of the child.

6. Had a child care license or certification revoked or denied within the last 5 years.

7. Violated any provision of this chapter or ch. 48, Stats., or fails to meet the minimum requirements of this chapter.

8. Made false statements or withheld information.

(b) The department may deny, revoke, refuse to renew or suspend a license, initiate other enforcement actions specified in this chapter or in ch. 48, Stats., or place conditions on the license if the applicant or licensee is not fit and qualified as determined under sub. (2).

Note: Examples of charges and offenses the Department will consider when making a determination under this paragraph that an act substantially relates to the care of children are the following: abuse or neglect of a child; sexual assault; abuse or a resident of a facility; a crime against life and bodily security; kidnapping; abduction; arson of a building or of property other than a building; robbery; receiving stolen property from a child; a crime against sexual morality, such as enticing a minor for immoral purposes or exposing a minor to harmful materials; and interfering with the custody of a child. This list is illustrative. Other types of offenses may be considered.

under s. 48.76, Stats., the department shall issue the applicant a regular license. Regular licenses shall be reviewed and continued for a 2-year period.

(5) CONTINUING A REGULAR LICENSE. (a) A regular license shall be valid indefinitely, unless suspended or revoked by the department or surrendered by the licensee.

(b) At least 30 days before the continuation review date of the license, an applicant for license renewal shall submit to the department the following materials:

1. A completed license continuation application.
2. Any completed background information disclosure forms required under s. 48.685, Stats, including any applicable fees.
3. The license renewal fee under s. 48.65 (3) (a), Stats., and any forfeiture due and owing under s. 48.715 (3), Stats., or penalty under s. 48.76, Stats.
4. Any changes to center policies, if not previously submitted.

(c) If the department determines that the licensee has met the minimum requirements for a license under s. 48.67, Stats., has paid the applicable fees referred to in ss. 48.65 and 48.685 (8), Stats., any forfeiture under s. 48.715 (3) (a), Stats., and any penalty under s. 48.76, Stats., the department shall continue the license for an additional 2 years.

(6) AMENDING A LICENSE. (a) A licensee shall submit to the department a written request for an amendment to the license if the licensee wishes to change any of the following aspects of the license:

1. A change in the number of children served.
2. The age range of the children.
3. The hours of the center's operation.
4. The days of the week the center is in operation.
5. The months of the year the center is in operation.
6. The name of the center.

(b) A licensee may not make a change that affects a condition of the license identified under par. (a) without the prior written approval of the department.

(c) A licensee may not move the center to a new location or change ownership of the center without notifying the department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership.

Note: The Department's form CFS-0067, Family Day Care License Application, is used to apply for a new license. The Department will provide an application prior to the continuation date for a new license.

(b) An applicant for a license shall submit an application at least 60 days before the date proposed for the center to begin operating.

(c) An applicant for an initial license shall include all the following with the application form:

1. The license fee required under s. 48.65 (3) (a), Stats.
2. A completed background information disclosure form provided by the department for the applicant and, if the center will be located in a residence, any household member aged 10 and above.
3. A statement from a representative of the department that details the results of any pre-licensing technical assistance.
4. A statement from the applicant that indicates the center is in compliance with all applicable items in this chapter.
5. Any other materials determined by the department as necessary to complete the department's licensing investigation.

(d) Upon submission of a complete application, the department shall conduct an investigation to determine whether the applicant is eligible for a license.

(e) If the department determines that the applicant is eligible for a license, the department shall issue a probationary license having a 6 month duration. A probationary license may be renewed for one 6-month period.

(f) If the department determines that an application does not comply with the applicable requirements of this chapter or the department's investigation determines that the applicant is not eligible for a license, the department may deny the application.

(g) The department shall consider a licensee who fails to submit any of the materials described in sub. (4) or (5) by the expiration date of a license to have surrendered the license and to no longer hold title to the license. The former licensee may not continue to operate the child care center.

(4) OBTAINING A REGULAR LICENSE (a) At least 30 days before the expiration date of a probationary license, an applicant for license renewal shall submit to the department the following materials:

1. A completed license application.
2. Any completed background information disclosure forms required under s. 48.685, Stats, including any applicable fees.
3. The license renewal fee under s. 48.65 (3) (a), Stats., and any forfeitures due and owing under s. 48.715 (3), Stats., or penalties under s. 48.76, Stats.
4. Any changes to center policies, if not previously submitted.

(b) If the department determines that the applicant has met the minimum requirements for a license under s. 48.67, Stats., and if the applicant has paid any applicable fees under ss. 48.65 and 48.685 (8), Stats., any forfeiture under s. 48.715 (3) (a), Stats., and any applicable penalty