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CERTIFICATE

STATE OF WISCONSIN)
) SS
DEPARTMENT OF PUBLIC WELFARE)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said department, do hereby certify that the annexed rules and standards relating to Day Care Centers were duly approved and adopted by this department on September 21, 1961.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at the State Office Building, in the City of Madison, this 21 day of September, A.D., 1961.



Wilbur J. Schmidt, Director

STATE DEPARTMENT OF PUBLIC WELFARE

ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE
ADOPTING, AMENDING OR REPEALING RULES

Pursuant to authority vested in the State Department of Public Welfare by sections 46.014 (3) and 48.67 Wis. Stats., the State Department of Public Welfare hereby repeals, amends and adopts rules as follows:

Sections FW-CY 40.01, 40.02, 40.03, 40.04, 40.05, 40.06, 40.07, 40.08, 40.09, 40.10 and 40.11 of the Wisconsin Administrative Code are repealed.

Sections FW-CY 40.01, 40.02, 40.03, 40.04, 40.05, 40.06, 40.07, 40.08, 40.09, 40.10 and 48.11 are adopted to read: (The rules as adopted are attached hereto).

The rules, amendments and repeals contained herein shall take effect on November 1, 1961 as provided in section 227.026 (1), Wis. Stats.

Dated September 21, 1961

STATE DEPARTMENT OF PUBLIC WELFARE



Wilbur J. Schmidt, Director

RULES AND STANDARDS FOR DAY CARE CENTERS

PW-CY 40.01 Definitions.

- (1) DAY CARE CENTER means a facility where a person or persons provide, for compensation and/or consideration for service, group care for four or more children under seven years of age, for less than twenty-four hours a day.
- (2) DEPARTMENT means the Wisconsin State Department of Public Welfare.
- (3) DIVISION means the Wisconsin State Division for Children and Youth.

PW-CY 40.02 Licensing.

- (1) LICENSE REQUIREMENTS. Day care centers providing group care for four or more children under seven years of age and operating for compensation and/or consideration for services must be licensed.
- (2) LICENSE PROCEDURES.
 - (a) A non-transferable license shall be secured annually from the Department, upon appropriate application and compliance with these Rules and Standards. This license shall be prominently displayed at the center.
 - (b) Each license shall bear the name of the center, the name of the person licensed and a description of the premises.
 - (c) The number of children specified on the license is the maximum number to be received or to be cared for at one time.
 - (d) There is no fee charged for the license.
- (3) TYPES OF DAY CARE CENTER LICENSES. The type of license issued indicates the professional training of the staff and the adult-child ratio.
 - (a) Nursery school is a center which has at least one teacher certified by the Department of Public Instruction, and has one nursery school teacher for every twenty-five children.
 - (b) Nursery Center is a center which meets the Rules and Standards for a day care center but does not have the minimum of certified teachers per group of children.
- (4) LICENSING EXEMPTIONS. No license is required for a person or persons who provide:
 - (a) Care for children in the child's own home and/or in the homes of relatives or guardians.
 - (b) Care in centers conducted by public and parochial schools.

(c) Care given to children on church premises while their parents are attending religious services.

(5) APPLICATION FOR LICENSE. An application for a license, which shall be made in writing to the Department, shall include:

(a) A statement from the State Industrial Commission or local building inspector showing approval of the premises for the use intended.

(b) A statement of the purpose of the day care center.

(c) A description of the program and activities designed to carry out the purposes.

(d) A floor plan of all of the rooms and outdoor play area.

(e) A completed application form.

(6) RENEWAL OF LICENSE. Application for a renewal of a license shall be made:

(a) Each year in writing to the Department on specified forms.

(b) Whenever there is a change in the conditions described on the last license issued.

(7) EVALUATION.

(a) A representative of the Department shall visit and study each day care center before the initial licensing and each subsequent renewal. The representative shall submit to the Department a written evaluation indicating whether the required Rules and Standards have been met. He may visit any time to assure continued compliance.

(b) Each center shall have the continued supervision and consultation of the Department and shall submit required reports.

(c) The Department at its discretion shall have the authority to make exceptions to any rule or standard when it is assured that the granting of such an exception will not be detrimental to the children attending the center.

(8) PROVISIONAL LICENSES. A provisional license may be issued and renewed in six month periods up to two years to any center whose services are needed, but is temporarily unable to conform to all established minimum requirements.

(9) REVOCATION OF LICENSE.

- (a) The right to operate is dependent upon continued compliance with required Rules and Standards.
- (b) The license may be revoked in accordance with section 48.71 (1) and (2) of the Wis. Stats. and with the Departmental Rule PW-CY 40.02 dealing with license procedures.

(10) APPEAL PROCEDURE.

- (a) Any person aggrieved by the Department's refusal or failure to issue or renew a license, or by its revocation of a license has the right to an administrative hearing provided for contested cases in the Chapter 227, Wis. Stats.
- (b) Judicial review of the Department's decision may be had as provided in Chapter 227, Wis. Stats.

(11) ALLEGED VIOLATIONS.

- (a) Whenever the Department has reason to believe that any person is violating any of the provisions of sections 48.60, 48.62, or 48.65 of the Wis. Stats., it shall have authority to inspect the premises where the violation is alleged to occur and shall make an investigation to determine the facts and prosecute under section 48.76, Wis. Stats., if indicated.
- (b) The Department may either revoke the license and/or institute prosecution.

NOTE: PERSONNEL AND PROGRAM STANDARDS

A day care center is of importance in the community and, therefore, program standards are established to assure parents, the child, and the community that a wholesome and proper service is provided.

Warm, understanding personnel, with knowledge and training in child development, can create an environment which will enhance the educational, physical, and social development of the individual child. Close cooperation with parents can promote unity in caring for the child and an understanding of the stresses and strains he may be undergoing because of his separation from home. Close cooperation between the day care center and other community forces (such as family and child welfare agencies, child guidance clinics, health departments, and public health nurses) will contribute to the best interests of the child.

The quality of program and equipment in every type of day care center affects the well-being of each child enrolled. The program should have a positive influence in helping to develop healthy, happy, well-adjusted children. Children learn through their play experiences - sometimes by

imitating adults, sometimes through experimenting with materials. Sufficient toys and play materials are needed so that the child may have many enriching experiences at the center. Adequately furnished premises help produce pleasant surroundings.

Specific aspects of day care are described under the headings: Personnel, Educational Program, Health, Records and Reports, Equipment, Physical Plant, Sanitation, Finances and Insurance. Under these headings are the required and recommended standards which will promote wholesome growth and protect the children enrolled in day care centers.

FW-CY 40.03 Personnel Standards.

(1) PERSON IN CHARGE.

- (a) Required Standard. An administrator or director shall be in charge of the Day Care Center, shall be at least 21 years of age and demonstrate a supervisory and administrative ability. In the absence of this person, there shall be a qualified substitute.
- (b) Recommended Standards. The administrator or director should have:
 - 1. Professional background and be familiar with current thinking and development in early childhood education.
 - 2. Experience in working with young children and parents.

(2) ALL PERSONNEL.

- (a) Required Standard. All personnel shall be emotionally and physically able to perform assigned duties.
- (b) Recommended Standards.
 - 1. All those employed in day care centers should have a genuine interest in and a warm feeling for children. They should have a sympathetic, intelligent understanding of the needs of children and their development. They should have an even temperament and a sense of humor in order to help create an atmosphere of security and happiness in the center.
 - 2. It is desirable there be both men and women on the staff.

(3) NUMBER OF STAFF.

- (a) Required Standards.
 - 1. There shall be at least two adults available at any center so that children are never left unattended.

2. The ratio of group of children to child care staff shall not exceed:

- a. Two to three year olds..... 8 children to 1 adult
- b. Three to four year olds....10 children to 1 adult
- c. Four to five year olds.....12 children to 1 adult
- d. Five years and over.....16 children to 1 adult

(4) DUTIES AND QUALIFICATIONS OF STAFF. Note: Whether the center has a small or large staff, the following duties and qualifications are essential for efficient operation to safeguard the best interest of children.

(a) Child Care Staff.

1. Required Standards.

- a. Those working directly with the children shall have at least a high school education or its equivalent as determined by the Extension Division of the University of Wisconsin.
- b. In order to be designated as nursery school teachers and kindergarten teachers, staff members shall be certified as such by the Department of Public Instruction.

2. Recommended Standards.

- a. Staff should be composed of mature persons trained in early childhood education and have special understanding of the needs of children.
- b. Staff members should acquaint themselves with current trends and techniques in early childhood education through acceptable training courses and programs taken at least once every five years.
- c. Each staff member should be able to establish wholesome adult-child relationships and possess the capacity for pleasant cooperative relationships with other adults.

(b) Volunteers.

1. Required Standard. When volunteers are used, they shall work only under supervision of the child care staff.

2. Recommended Standards.

- a. Volunteers should be selected on the basis of natural aptitudes as well as training.

- b. Volunteers should be able to give a definite amount of time at regular periods including in-service training.

(c) Other Staff Members.

1. Recommended Standards.

- a. Cooks. Cooks should be dependable and adaptable and capable of preparing palatable, nutritionally adequate menus for young children, using approved methods of food preparation.
- b. Maintenance and Housekeeping. Care should be taken to select persons who like young children.

(d) Special Personnel.

1. Recommended Standards.

- a. The use of specialized consultants, in addition to the regular staff members, has been found to be helpful in the operation of the day care center.
- b. Nurse. A registered nurse with public health training would be helpful in assisting with the health program, but she should have experience, training, and the personality to work with young children.
- c. Physician. A physician should be available for emergencies and for consultation.

- (e) Other Services. It is desirable if services can be arranged with a casework agency for work with individual parents or consultation with staff; a psychologist for counselling with the staff; a social group worker to work with school age children and a nutritionist or dietician for counselling on meal planning and food preparation.

PW-CY 40.04 Educational Program Standards. Note: Because education includes all experiences, every day care center has an obligation to provide the best possible kind of education. The curriculum and all the experiences, both of the nursery school and nursery center, should meet the needs and interests of the children, the parents, and the community.

(1) PROGRAM.

- (a) Required Standard. There shall be a planned program appropriate for the age of the children.
- (b) Recommended Standards. A day care center should contribute to the education of young children by:

1. Encouraging desirable health habits and attitudes;
2. Providing appropriate space, supplying varied and challenging equipment and plan materials, and helping children to learn to care for such equipment and materials and to use them creatively and constructively;
3. Fostering intellectual interest and abilities through opportunities to explore, investigate and experiment, to make and carry out plans, to work out solutions to problems, to develop competence and to find satisfaction in work and achievement;
4. Developing enjoyment of music, art, and literature;
5. Furthering emotional stability in an atmosphere where children feel accepted and understood; where they are helped to achieve a healthy balance between emotional expression and emotional control;
6. Creating a friendly social atmosphere in which attitudes that are essential to living in a democracy are encouraged; strengthening self-respect and self-confidence and at the same time building respect for and consideration of others;
7. Sharing with parents the aims and activities of the day care center, and planning individual conferences and group meetings with the parents; and
8. Helping the child further relationships with adults who are warm, friendly, and able to provide the security of understanding and firm discipline.

PW-CY 40.05 HEALTH STANDARDS.

(1) STATE AND LOCAL REGULATIONS.

- (a) Required Standard. Written health policy. Every day care center shall have a written plan indicating specific policies and procedures that will insure health protection for all. This written plan shall be consistent with state and local health regulations.

(2) STAFF (Paid and Volunteer Workers).

(a) Required Standards.

1. Physical Examinations.

- a. Workers, prior to employment and annually thereafter, shall submit to the center administrator a certificate from a licensed physician indicating freedom from illness detrimental to children. The certificate shall be based on a physical examination which includes a negative PPD skin test or a chest X-Ray and if required by a local health regulation, a negative serological test. The worker shall also submit evidence of vaccination for smallpox within the last five years.
 - b. Medical certificates shall be kept on file in the center.
2. Exclusion. Staff members when ill, including such conditions as diarrhea, upper respiratory infections and skin lesions, shall be excluded from the center.
- (b) Recommended Standard. Employment of pregnant staff members and volunteers should be terminated when they are unable to perform their duties.

(3) CHILDREN.

(a) Required Standards.

1. Physical examination.

- a. Before admission and annually thereafter, a report by a licensed physician shall be submitted to the administrator of the center certifying that each child is able to participate in day care activities and is free from communicable diseases, including tuberculosis and other conditions hazardous to the welfare of other children; providing dates of immunization and vaccinations and indicating any known allergies.
- b. It shall be the duty of the person in charge to require another physical examination before allowing the child to continue in attendance should there be reason to suspect the later development of any condition hazardous to the child or others.
- c. Reports of physical examinations shall be kept on file in the center.

(b) Recommended Standards.

1. Each child should have a complete dental examination before admission and a repeat examination semi-annually by his family dentist. Each child should be immunized against smallpox, diphtheria, polio and tetanus and such immunizations should be started before admission to the center. Parents should be encouraged to have remedial problems, including dental care, corrected promptly.
2. The center should obtain a statement from the parents that, to their knowledge, the child has not been in contact with a contagious disease during the two weeks prior to admission.

(4) MORNING HEALTH INSPECTIONS.

- (a) Required Standard. Morning health inspection of each child on arrival at the center shall be made by a person capable of recognizing common signs of communicable disease or other evidence of ill health.
- (b) Recommended Standard. Health inspections should be made in the presence of the parent or his representative, whenever possible, and parents should be alerted to the importance of observing children daily for signs of illness before they leave home.

(5) TEMPORARY ISOLATION. EXCLUSION AND EMERGENCY CARE.

(a) Required Standards.

1. Temporary isolation shall be within sight and hearing of an adult and shall be provided for children with a cold, sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illnesses or conditions. Such temporary isolation shall be pending exclusion of the child from the center.
2. Parents or some responsible person, when parents cannot be reached, shall be contacted as soon as possible after illness is discovered. Arrangements shall be made for the exclusion of the child from the center.
3. Written permission from the parents to call the family physician or refer a child for medical care in case of an accident or emergency shall be on file in the center. This permission shall be used only when the parent or some responsible person cannot be reached within a reasonable time.
4. When a child is suspected of having a communicable disease (i.e. chicken-pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, ringworm of the scalp, scarlet fever and whooping cough, diphtheria and meningitis), the local health officer must also be notified.

5. When a positive diagnosis of a communicable disease is made, the families of exposed children shall be notified by the center and such children shall be watched for symptoms of the disease.

(b) Recommended Standard. Staff should be continually alert for any symptoms of illness.

(6) FIRST AID.

(a) Required Standards.

1. Every center shall have a supply of rolled bandages, tape, and bandaids.

2. Superficial wounds shall be cleansed with soap and water and protected.

(b) Recommended Standards.

1. First aid care should be provided by the staff nurse, when one is employed, or by a regular staff member having the equivalent of Red Cross First Aid training.

2. Suggested items for an adequate First Aid Kit can be found on page 5, School Health Emergencies pamphlet, State Board of Health.

(7) WEIGHING AND MEASURING.

(a) Recommended Standard. Height and weight measurements should be entered on the physical examination form. Thereafter, children should be weighed and measured every three months and entries should be made on the child's health card. Failure to gain in weight and height for two successive periods should be an indication of a need for a medical examination.

(8) REST PERIODS.

(a) Required Standards.

1. When a session is more than four hours in length, the nap period shall be one hour or longer for all children under five years of age.

2. There shall be a mid-session quiet period for children who attend for less than four hours.

(9) MEDICATION.

(a) Required Standard. While at the center no prescribed medication shall be given to a child, except by a physician or registered nurse, nor shall a child be permitted to take such medication.

(10) PROVISION OF FOOD.

(a) Required Standards.

1. When a session is more than four hours, children shall be served a regular meal, which shall supply at least one-third of the daily food needs.
2. When there is a three to four hour session, a simple mid-session snack, such as fruit juice, shall be provided.

(b) Recommended Standard. Menus should be made available to parents in order that they may adjust the child's diet at home to adequately meet the daily food needs.

PW-CY 40.06 Administration Standards.

(1) RECORDS AND REPORTS.

(a) Required Standards.

1. All published statements such as brochures, publicity, etc. shall be accurate and complete.
2. Required records shall be readily available.

(2) CHILDREN'S RECORDS.

(a) Required Standard. Current information shall be maintained on each child attending the center and shall include:

1. Name, birthdate, full names of both parents or guardians.
2. Home address of parents, work addresses, and telephone number of parents.
3. Name, address, and telephone number of physician caring for the child.
4. Name, address, and telephone number of person to be notified in case of emergency, when parents cannot be reached.
5. Written consent of parent to contact family or center physician in case of emergency.
6. Record of all physical examinations, first aid, and any other matters relating to the child's health.
7. Date child enters and leaves the center.
8. Record of daily attendance of each child.

(3) PERSONNEL RECORDS.

(a) Required Standards.

1. There shall be maintained a record for each employee, which shall include: name, address, age, training, education, experience, and other qualifications.

2. Report of physical examination at time of employment and subsequent annual examinations.
3. Persons to be notified in the event of an emergency.
4. Personnel forms and character references on all staff members shall be made available upon request.

(4) PERSONNEL PRACTICES.

(a) Recommended Standards.

1. A periodic written evaluation of each employee by his supervisor is desirable.
2. There should be a written statement on file at the center of personnel practices and policies, which should include hours of work, vacation, sick leave, leave of absence, and salary schedules. In addition, there should be channels for complaints and suggestions.

(5) STATISTICS.

- (a) Required Standard. Centers shall submit the statistical report required by the Department.

PW-CY 40.07 Equipment Standards.

(1) PLAY EQUIPMENT.

(a) Required Standards.

1. There shall be equipment to meet the varied developmental needs and interests of children of different age groups.
2. There shall be equipment outdoors and indoors to assure variety in active physical play and creative learning experience for the children attending the center.
3. There shall be equipment for climbing, swinging, sliding, riding, pushing, and pulling, and material such as sand, in which to explore and dig, large building blocks and building toys, creative materials for art, music, literature, science, woodworking and manipulative toys.

(2) FURNISHINGS.

(a) Required Standards.

1. Tables and chairs shall be of suitable size for children.

2. There shall be low, open shelves for the storage of play materials.
3. There shall be sufficient work space for children.
4. There shall be individual space for children's clothing. This space may be provided by such things as lockers and/or low hooks.
5. All furnishings and equipment shall be durable and safely constructed so that there are no sharp, rough, loose, or pointed edges which could injure children.

FW-CY 40.08 Physical Plant Standards

(1) BUILDING.

(a) Required Standards

1. Day care centers shall be in conformity with Chapter 57 of the Wisconsin Administrative Code (Industrial Commission Building Code).
2. There shall be an inspection of each building by the Industrial Commission or local building inspector to determine compliance with local and state regulations. The inspector will file with Department a written statement of conformity with all local regulations as regards safety and fire protection.
3. All electrical work shall conform to the Wisconsin State Electrical Code, ~~Chapter E 150~~ of the State Industrial ^{BNS} Commission. All electrical work shall be inspected periodically.
4. No day care center may be located in a convalescent or maternity home or in a rooming house or boarding house for adults.
5. Only floors having at least two exits to the ground level shall be used for children.
6. If a third floor of a non-fire resistive building is used, all stairways shall be enclosed with one-hour fire resistive partitions and doors.
7. All stairways shall be equipped with railings suitable for the use of children; stairways and corridors shall be kept clear and unobstructed at all times.

8. Basement rooms, which comply with inspection, may be used for children only for active play.
 9. The heating plant shall conform with Chapter 58, Wisconsin Heating, Ventilation and Air Conditioning Code.
 10. Space designated for use by the children shall be available for the children only and not used for other purposes while the center is open.
- (b) Recommended Standard. First floor rooms are most desirable for all activities in day care centers.

(2) LIGHTING.

- (a) Required Standard. There shall be a minimum of 20 foot candles of illumination throughout every room as measured on a light meter maintained on a horizontal plane 24" above the floor.

(3) VENTILATION.

- (a) Required Standard. There shall be either a ventilating system or outside windows, which conform to Chapter 58 of the Wisconsin Heating, Ventilation and Air Conditioning Code.

(4) ROOM TEMPERATURES.

- (a) Required Standard. A temperature of not less than 68 degrees shall be maintained as measured 18 inches from the floor.

(5) PROTECTIVE MEASURES.

- (a) Required Standards.

1. Fireplaces and steam radiators, shall be protected by screens or guards.
2. Dangerous items, such as drugs and firearms which are located anywhere on the premises, shall be under lock.
3. Materials harmful to children, such as cleaning materials and matches, shall be kept out of the reach of children.
4. Each floor of the day care center shall be equipped with the required number of fire extinguishers approved by the Underwriters' Laboratories. Automatic carbon tetrachloride extinguishers are prohibited.
5. Each extinguisher shall be inspected by a competent person once a year and shall bear a label indicating its present condition and the date of inspection.

6. The center shall have a telephone and an available list of emergency telephone numbers.

(6) PLAY SPACE.

(a) Required Standards.

1. Indoors, the space used by the children shall include 35 square feet of floor space per child, exclusive of hallways, bathrooms, lockers, laundry and furnace rooms, and that part of the kitchen occupied by stationary equipment.
2. Outdoors, there shall be at least 75 square feet per child of safe play space.
3. The outdoor play space shall be enclosed in such a manner as to prevent the children from leaving the premises without proper supervision.
4. Outdoor play areas shall be well drained.

- (b) Recommended Standard. Part of the outdoor play space should have a hard surface. Provision should be made for shade in part of the play area.

(7) SLEEPING FACILITIES.

(a) Required Standards.

1. There shall be at least 35 square feet of floor space per child and not less than 280 cubic feet of air space in sleeping rooms.
2. If the center is in operation more than four hours a day, sleeping facilities shall be provided.
3. Individual cots or beds are required for children attending more than four hours.
4. Individual bedding, sufficient to maintain warmth, shall be provided either by the parents or by the center. Covers shall be laundered as needed and always upon change of occupancy.
5. Children shall not use beds of members of the household.
6. Rows of cots shall be separated by at least two feet. If there are not partitions between cots, head to toe sleeping arrangements shall be made.

7. Children may rest on rugs in half-day programs only. Each child shall have his own rug. Rugs shall be washed frequently.

PW-CY 40.09 Sanitation Standards

(1) INSPECTION.

- (a) Recommended Standard. There should be an initial inspection of each building by the State Board of Health or the local health department. Provision should be made to insure continuing conformance to all state and local regulations with regard to sanitation, water supply, garbage, and sewage disposal.

(2) DRINKING WATER.

(a) Required Standards.

1. A supply of safe drinking water shall be readily available at all times from a drinking fountain of the angle jet type or by use of individual cups.
2. The water supply shall be of safe, sanitary quality and shall be obtained from a water supply system the location, construction, and operation of which shall comply with the standards approved by the State Board of Health.

(3) MILK.

- (a) Required Standard. All milk used for drinking shall be certified as pasteurized Grade A.

(4) WASHROOM AND TOILET FACILITIES.

(a) Required Standards.

1. Toilets of the water flush type shall be used and connected with a sewage system which has been approved by the State Board of Health.
2. Separate places for each child's individual washcloth, towel, comb, and clothing (which are to be kept clean) are to be provided.

(b) Recommended Standards.

1. One toilet and one wash basin should be provided for every ten children under care.
2. The toilets and wash basins should be of a height and suitable size for children.

3. The floor of the toilet rooms should conform with the Wisconsin State Building Code.
4. The use of paper towels is recommended.

(5) SCREENS.

- (a) Required Standard. Window and doorway openings shall be properly screened in season.

(6) HOUSEKEEPING.

- (a) Required Standard. The premises shall be neat and clean.

(7) REFRIGERATION.

- (a) Required Standards.

1. All perishable food and drink shall be stored in a refrigerator, which shall have a temperature maintained at or below 50 degrees Fahrenheit.
2. Perishable foods include milk and milk products, meat, fish, poultry, shell fish, eggs, gravies, poultry stuffing, salad and other mixtures containing any of the above foods.

(8) FOOD PREPARATION FACILITIES.

- (a) Required Standards.

1. If food is served, facilities shall be provided for preparation, storage, and serving in a sanitary condition.
2. Dishes and utensils shall have smooth, hard surfaces, which are free from cracks, chips, and roughened areas.
3. The food preparation table surface shall be smooth, non-absorbent and easily cleaned.
4. Eating and drinking utensils and all utensils used in food preparation, storage, and service shall be promptly and properly cleaned. Dish-washing procedure and care of equipment shall comply with state, local and county sanitation laws. In the absence of such laws, dishes and utensils shall be sterilized by scalding or chemicals, or disposable dishes are used. All utensils shall be stored in clean, dust-proof and vermin-proof cabinets that are tightly enclosed on all sides.

PW-CY 40.10 Finances Standards.

(1) FINANCES.

- (a) Required Standard. Each center shall have, and be able to show, a source of funds sufficient to insure continuous operation in accordance with the standards.

PW-CY 40.11 Insurance Standards.

(1) INSURANCE.

- (a) Required Standard. Each center shall carry Workmen's Compensation Insurance in accordance with Chapter 102, Wis. Stats., and comply with provisions of the Federal Social Security Act.
- (b) Recommended Standard. Each center should carry public liability insurance.

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