

Benefits of Regulated Child Care

- Earn additional income from the Child and Adult Care Food Program
- Market your program to families seeking care
- Eligible to care for children through the Wisconsin Shares program
- Participate in YoungStar and receive coaching & resources
- Access resources and technical assistance to help your business succeed
- Gain respect as an early childhood professional



418 Wisconsin St., Eau Claire, WI 54703

1-800-782-1880 or 715-831-1700

www.ChildCarePartnership.org
www.WesternDairyland.org

Who We Are

Child Care Partnership is a program of the Western Dairyland Community Action Agency and is funded by the Wisconsin Department of Children and Families through the Support Families Together Association (SFTA). For more information:

Western Dairyland
www.WesternDairyland.org

Supporting Families Together Association
www.SupportingFamiliesTogether.org

Our Goal

Our goal is to increase access to consistent, affordable, and quality child care services.

Who is Eligible?

Child Care Partnership services are available to the entire community. There are no income guidelines. All participating providers are regulated either by the state of Wisconsin, the county, or the Ho-Chunk Nation. Child Care Partnership Resource & Referral is available in 10 counties and CACFP is available in 19 counties – check our website for more information.



Child Care in Your Home

NAVIGATING CHILD CARE REGULATION



Certified Family Child Care Provider

Request a Packet

Contact your local certification agency to request a packet which includes the documents needed to apply. To find a certification worker by county, visit www.dcf.wisconsin.gov/cccertification and click "Certification Contacts".

The packet contains a copy of the Child Care Certification Rules Chapter DCF 202 and the Standards and Checklist. These documents will help you prepare for your site visit.

Complete Course Requirements

While preparing to become regulated, you will want to ensure you have completed the required courses.

Provisional Certified - Before caring for children:

- Abusive Head Trauma Prevention (AHT)
- Sudden Infant Death Syndrome (SIDS)

Complete these during the first 3 months of regulation:

- Introduction to the Child Care Profession
- Fundamentals of Family Child Care
- Infant & Toddler CPR

**A provider is no longer "provisionally" certified upon completion of these required courses.*

Submit Application

Complete and submit the required documents with fee's (based on your county) to the local certification office.

Prepare for your Initial Visit

After your application is processed and approved, the certification worker will contact you to schedule an initial home visit to inspect for health and safety standards.

Each year, certified family child care providers are required to complete up to 5 hours of continuing education.



Which direction do you want to take?



STATE LAW REQUIRES

Wisconsin State Law requires that child care providers must be regulated if you are caring for more than 3 nonrelated children under the age of 7 and if you plan on caring for children receiving Wisconsin Shares.

WHAT IS THE DIFFERENCE?

← CERTIFIED

Certified child care providers may care for up to 3 unrelated children and additional related children under the age of 7 with a maximum group size of 6.

LICENSED →

Licensed child care providers may care for up to 8 children including providers own children under the age of 7.

Need help navigating the road to regulation? Let us help!

Licensed Family Child Care Provider

Access Inquiry Packet Materials

Access the Inquiry Packet materials electronically on the WI DCF website at www.dcf.wisconsin.gov/cclicensing/startcc

Start "Pre-Licensing" Process

Read the DCF 250 "Licensing Rules for Family Child Care Centers". Fill out & submit the Family Child Care Business Start-up Worksheet to Supporting Families Together Association in Madison, WI. A technical consultant will be assigned to guide you through the start-up process.

During the "Pre-Licensing" process, you will write your policies for your program. After working with your technical consultant on your policies, they will schedule a site visit where the *Initial Licensing Checklist (DCF-F 2241)* will be used to demonstrate that you have met all items on this list and are ready to submit your application to Licensing.

Complete Course Requirements

During the time you are preparing to become regulated and are working through the Pre-Licensing process, you will want to ensure you have completed the required courses.

These include:

- Introduction to the Child Care Profession** -Includes Abusive Head Trauma Prevention (AHT) & Sudden Infant Death Syndrome (SIDS)
- Fundamentals of Family Child Care**
- Fundamentals for Infant/Toddler Care** - Must be completed within 6 months if caring for children under age 2
- CPR with AED** - Must be completed within 6 months

Submit Licensing Application

A list of documents to be submitted will be given to you at your Pre-Licensing site visit.

Fill out and send in the Child Care Center License Application with the fee and other documents required.

Obtain a Family Child Care License

If the Licensing Specialist finds all items on the *Initial Licensing Checklist* in compliance, a Family Child Care License will be issued.

Each year, licensed family child care providers are required to complete 15 hours of continuing education.