

APPENDIX I**INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS
FOR FAMILY CHILD CARE CENTERS**

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 shall be used by licensees; and 2) those that the family child care center may use, at their option, if they do not have their own forms on which to record information required by the licensing rules.

Applicants and licensees may obtain copies of these forms from the department’s website <http://www.dcf.wisconsin.gov/childcare/licensed/Forms.htm>. Forms on the website will require use of Microsoft Word or Adobe Acrobat to view. The forms may be reproduced as needed. Several forms listed below have been translated in to Spanish, Hmong and Russian and are also available from our website.

If you do not have internet access, or if you want to request a form from the department, contact your regional licensing office listed in Appendix A.

FORM TITLE	REQUIRED
Alternate Arrival / Release Agreement – Child Care Centers	
Authorization to Administer Medication – Child Care Centers	YES
Background Information Disclosure	YES
Building Inspection Report – Child Care Centers	
Child Care Enrollment	YES
Child Health Report – Child Care Centers	YES
Child Record Checklist – Child Care Centers	
Continuing Education Record – Independent Reading / Video Viewing	
Daily Attendance Record – Child Care Centers	YES
Day Care Immunization Record	
Field Trip or Other Activity Notification / Permission – Child Care Centers	
Fire Safety and Emergency Response Documentation – Family Child Care Centers	
Health History and Emergency Care Plan	YES
Incident Report – Child Care Centers	
Informed Consent for Observation or Testing By Outside Agency	
Intake for Child Under 2 Years – Child Care Centers	YES
Licensing Checklist – Family Child Care Centers	
Policy Checklist – Family Child Care Centers	YES
Request for Exception	
Staff and Child Identification Key	
Staff Continuing Education Record – Child Care Centers	
Staff Health Report – Child Care Provider	YES
Staff Orientation Checklist – Family Child Care Centers	YES
Staff Record – Child Care Centers	YES
Staff Record Checklist – Family Child Care Centers	
Transportation Permission – Child Care Centers	
Vehicle Safety Inspection	YES