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Department of Health and Family Services

DIVISION OF CHILDREN AND FAMILY SERVICES

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BRL Memo 98-02

TO: Family Day Care Licensees

FROM: Patty Hammes *Patty Hammes*
Director
Bureau of Regulation and Licensing

RE: **Requirements for Posting in Licensed Family Day Care Centers**

The purpose of this memo is to inform you of new statutory requirements affecting licensed family day care centers. A new law, 1997 Wisconsin Act 256, took effect on June 23, 1998 and revised s.48.657, Wis. Stats., to include licensed family day care centers with requirements which previously applied only to licensed group day care centers. The purpose of the law is to give parents, guardians or legal custodians the right to know certain information about a licensed day care center, whether a group or family center, in order to help them assess the care and supervision provided at the center. Under this new law, licensees of family day care centers are required:

- To post the results of the most recent licensing inspection. This means the CFS-294 Statement of Non-Compliance and Correction Plan which lists violations of statute and rule or the CFS-785 which indicates that all rules monitored at the last visit were met.
- To continue to post the family day care center license in an area where the license and other reports can be seen by the parent, guardian or legal custodian during the day care center hours of operation.
- To post any enforcement actions such as issuance of orders, assessment of forfeitures, notice of summary suspension of license resulting in emergency closing, notice of intent to deny or revoke the license, and provisions of license such as exceptions to rule, stipulations and conditions of license.
- The CFS-294 Non-Compliance Statement and Correction Plan and enforcement actions and provisions of license are to remain posted until replaced by other similar, more current documents.
- To make available to a parent, guardian or legal custodian of a child currently in care or who is a prospective recipient of care, the results of licensing inspections and any notices of enforcement actions received from this department for the previous 2 years.

If you have any questions concerning this new law, please contact your licensing specialist.

c: Interested Parties