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State of Wisconsin
Department of Children and Families
Division of Early Care and Education

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Date: December 5, 2008

BECR MEMO 2008-09

TO: Family Child Care Licensees

FROM: Jill Chase, Director
Bureau of Early Care Regulation

A handwritten signature in cursive that reads "Jill Chase".

RE: Revised Licensing Rules for Family Child Care Centers
Effective Date: January 1, 2009

I am pleased to announce that the Legislature has approved the revisions to the Licensing Rules for Family Child Care. The revised rule will go into effect January 1, 2009. Our thanks go out to the many members of the child care community for their input as we developed and finalized the revisions. In addition to the revisions, the rule has been renumbered due to the recent creation of the Department of Children and Families—HFS 45 will now be DCF 250.

The complete, revised rule will be published later in December, and the Department will send a copy of a user-friendly rule book with helpful appendices to all licensed providers in early in 2009.

Please visit our Internet site <http://dcf.wisconsin.gov/childcare/licensed/Index.HTM> to see the final rulemaking order that shows all of the changes to the existing rule. This web site will also include additional information on the revised rules and forms. In January the Department will be adding a link that will allow you to view a training presentation on the changes to the rule.

Enclosed is a copy of a new form: Daily Attendance Record-Child Care Centers. This form is used to track attendance, and will be a required form effective January 1, 2009. Copies are available from our web site.

Remember to sign up at <http://dcf.wisconsin.gov/memos/signup.htm> to receive notification, via e-mail, of policy related or informational memos from the Department.

Please contact your regional office if you have any questions about this information.

Enclosures: [Daily Attendance Record-Child Care Centers](#) (PDF)
[Daily Attendance Record-Child Care Centers](#) (WORD)