

Jim Doyle
Governor

Reggie Bicha
Secretary

Dan Harris
Administrator



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


201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916

Telephone: 608-267-3905
Fax: 608-266-6836
dcf.wisconsin.gov

Date February 6, 2009

BECR MEMO 2009-01

TO: Family Child Care Licensees
Applicants for a Family Child Care License

FROM: Jill D. Chase, Director 
Bureau of Early Care Regulation

RE: Licensing Rules for Family Child Care Centers, DCF-250

I am pleased to send you a copy of the revised [Licensing Rules for Family Child Care Centers, DCF-250](#), effective January 1, 2009.

The rule book that is enclosed is a user-friendly version of the rule with useful appendices. For example, Appendix H is a copy of the new [Daily Attendance Record Form](#) that is used to track attendance and is a required form. This form is also available on our web site.

As I wrote in my memo of December 5, 2008, in addition to the revisions, the rule has now been renumbered, due to the creation of the Department of Children and Families, from HFS 45 to DCF 250.

Please visit our Internet site: <http://dcf.wisconsin.gov/childcare/licensed/CCRuleRev.HTM> for more information on the rule revisions. There you will find a presentation on the most significant changes to the rules. The presentation may be accessed as a webcast that may be viewed on a computer or you may print out the presentation slides and notes. There are also links to forms and publications.

Also enclosed is a revised [Policy Checklist for Family Child Care Centers](#). Policies will need review and may require updating now to comply with the revised rules. Please submit policy additions/revisions to the regional office with the Policy Checklist no later than your next license continuation.

I also encourage you 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 questions about the revised rules.