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


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Date February 6, 2009

**BECR MEMO 2009-02**

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

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

RE: Licensing Rules for Group Child Care Centers, DCF-251

I am pleased to send you a copy of the revised [Licensing Rules for Group Child Care Centers, DCF-251](#), effective January 1, 2009.

The rule book that is enclosed is a user-friendly version of the rule with useful appendices. 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 46 to DCF 251.

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 Group 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