



**Family
Connections**
INC.

*Your local child care resource and
referral center*

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Sheboygan, WI. 53081
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Toll Free: 1.800.322.2046

Website: www.familyconnectionscc.org

Email: colleens@familyconnectionscc.org

serving : Sheboygan, Manitowoc, Fond du Lac Counties

Potential Provider



Packet

The Benefits of Regulation

- **Professionalism:** You are more than a “babysitter.” You own a business and are a professional in the child care field. Caregivers develop a sense of self-confidence knowing that they are providing a quality child care program in their local community.
- **Commitment and Stability:** You show a commitment to providing quality child care by agreeing to follow certain standards. Parents see that you have undergone specific background and safety checks.
- **Business Benefits:** Regulated child care providers are qualified to apply for grants or loans, seek small business assistance and claim income tax deductions.
- **YoungStar:** You may choose to participate in Wisconsin’s Child Care Quality Rating and Improvement System.
- **Child Care Subsidy:** Only regulated child care providers are eligible to receive the My Wisconsin Child Care (MyWICC) subsidy which helps working families pay for child care.
- **USDA Food Program:** You are eligible to receive reimbursement for the nutritious meals and snacks you serve to the children in your care. Your own children benefit as well.
- **T.E.A.C.H. Early Childhood Scholarship:** You are eligible to apply for a scholarship to earn an Associates or Bachelor’s degree in Early Childhood or a Wisconsin approved Credential.
- **REWARD Stipend:** Stipends increase as your registry level increases. The stipend amount is designed to grow with you throughout your career.
- **Networking/Provider Support:** You may choose to become a member of a local child care advocate’s group. This provides important networking with and support from other providers in the child care field. It also further shows your commitment to professionalism.
- **Referrals:** You can “advertise” your business through DCF and Youngstar. Once regulated, your information will be added to DCF and Youngstar databases which include all the regulated providers in Wisconsin. If a parent’s child care needs match your services, your name will be given so that the parent may contact you. Child Care Resource and Referral agencies are able to refer parents ONLY to regulated child care programs.
- **Workshops/Trainings:** You can take advantage of trainings offered by Childcaring. Continuing education opportunities are offered on a regular basis.
- **Monthly Newsletter:** You will receive a quarterly newsletter published by Childcaring. In it you will find helpful articles, upcoming training events, advocate group meeting times and information about many other issues related to the child care field.

Types of Child Care and Major Requirements

Chapter 48.65, Wisconsin Law states, "No person may for compensation provide care and supervision for 4 or more children under the age of 7 for less than 24 hours a day unless that person obtains a license to operate a child care center from the department."

Regulatory Requirements	Certified Family	Licensed Family	Licensed Group
Health & Safety	★	★	★
Additional Health & Safety		★	★
Full Written Policies & Procedures		★	★
Intro to the CC Profession <i>(or approved equivalent)</i>	★	★	★
Fundamentals of Family Child Care <i>(or approved equivalent)</i>	★	★	
Skills and Strategies for the Child Care Teacher <i>(or approved equivalent)</i>			★
Fundamentals of Infant & Toddler Care <i>(caring for children birth-2 years)</i>		★	★
Yearly Continuing Education	5 Hours	15 Hours	15-25 Hours
TB Screening	★	★	★
Criminal Background Checks/ Care Giver Background Check	★	★	★
Initial Site Visit	★	★	★
6 month probationary visit		★	★
Annual Site Visit	★	★	★
Infant/Child CPR Certification	★	★ <i>(must include AED)</i>	★ <i>(must include AED)</i>
** Abusive Head Trauma (AHT) Prevention Training <i>(caring for children birth-5 years)</i>	★	★	★
** Sudden Infant Death Syndrome (SIDS) Training <i>(caring for children birth-1 year)</i>	★	★	★

*Provisional Certification may be granted, not to exceed 6 months, while preservice training is being completed. Preservice training must be completed within 3 months of after provisional certification is granted.

**These topics are covered in some entry-level courses.

A list of DCF approved agencies offering non-credit courses can be found here:
<https://dcf.wisconsin.gov/files/publications/pdf/5202.pdf>

Most universities and technical colleges offer credit based courses that fulfill educational requirements.
 Childcaring offers various types of training that count toward the continuing education requirement.

CERTIFIED CHILD CARE

Regular Provisional-may not exceed 6 months

Certification standards are established under DCF 202- Child Care Certification.

*A certified child care operator may care for 1 to 3 children under the age of 7 unrelated to the provider.
Group size may not exceed 6 children under the age of 7.*

Example: *If a provider has two children ages 2 years and 5 years, she can care for three unrelated children under the age of 7 years and one unrelated child over the age of 7 years. This gives her a total of six children.*

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- 1. Application:** Generally, you will need to fill out an application, complete and submit other required paperwork, and may need to pay a certification fee. Some of the required materials may include; Background Check Request forms, educational documentation, verification such as well water results, tuberculosis screening results, and pet vaccinations. The Certification Agency will provide you with the required paperwork that must be COMPLETED before a home visit can be scheduled.
- 2. Home Visit:** The Certification Agency will make an appointment and complete a home visit to verify all standards are able to be met prior to certification being granted.
- 3. Certification:** Upon successful completion of all required paperwork, background checks, and home visit the Certification Agency will make a determination to approve or deny the application.

Allowable Number of Children in Certified Care

MAXIMUM NUMBER OF CHILDREN IN CERTIFIED CHILD CARE			
Related or Operator's Own Children Under 7 Years of Age	Non-related Children Under 7 years of age	Additional Children Ages 7 and older	Maximum Number of Children*
0	3	includes non-related children age 7+ and related, nonresidential children age 7+.	6
1	3		6
2	3		6
3	3		6
4	2		6
5	1		6
6	0		6

WHEN CHILDREN UNDER THE AGE OF 2 YEARS ARE PRESENT	
Number of Children Under 2 Years of Age	Maximum Number of Children*
0	6
1	6
2	6
3	5
4	4

*The maximum number does not include the certified child care operator's natural, adopted, step or foster children 7 years of age and older or any children age 7 and older who live in the residence.

DCF 202.02(12m) "Operator's own children" means a certified family child care operator's natural, adopted, step, and foster children, and any children who reside in the operator's home.

The state law, s. 48.65 (1), Stats., states: If a child care provider cares for 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from the Department of Children and Families, Bureau of Early Care and Regulation a license to operate a child care center. This means that if a certification applicant is caring for 4 or more unrelated children under age 7, the agency does not have the authority to approve the application for certification because s/he is violating the licensing law. The applicant must comply with certification standards DCF 202 before certification may be granted.

LICENSED CHILD CARE

Family Child Care and Group Center

Licensing standards are established under DCF 250-Licensing Rules for Family Child Care Centers and DCF 251 - Licensing Rules for Group Child Care Centers. It is extremely important that you obtain, review and understand these standards.

Licensed Family Child Care Centers provide care for between 4 and 8 children. This care is usually in the provider's home.

Licensed Group Child Care Centers provide care for 9 or more children. These centers are usually located somewhere other than a residence and may be small or large in size.

Licensed Day Camps are seasonal programs that provide experiences for 4 or more children 3 years of age and older. These programs usually operate in an outdoor setting.

The Process:

1. **Inquiry Packet Materials:** Download from the DCF website at <https://dcf.wisconsin.gov/cclicensing/startcc>. Information to obtain a printed version of the inquiry materials is also available on this site. It is important to review all materials before moving further in the process.
2. **Technical Assistance:** Download and save the Supporting Families Together Association (SFTA) Business Startup Worksheet found in the Inquiry materials. Email the completed form to info@supportingfamilies.together.org. When SFTA receives the worksheet, they will assign a Technical Consultant to provide limited help with licensing rules and procedures, writing personnel, program and parent policies at no cost to you.
3. **Document Submission:** Application and other documentation outlined in the materials provided by the Technical Advisor will need to be submitted.
4. **Probationary License:** Upon satisfactory completion of the initial application process, including a site visit and required training components, a six-month Probationary License is issued.
5. **Regular License:** Thirty days prior to the expiration date of the Probationary License, additional paperwork must be submitted, including an application with two-year licensing fee. To obtain your actual two-year License, you must be in substantial compliance with licensing regulations including completion of the educational component.

Things to Consider in Establishing a Child Care Business

- What are my reasons for wanting to provide child care ...
- Do I enjoy children and their natural enthusiasm, curiosity and messiness ...
- Does my home have plenty of safe space, both indoors and out ...
- Can my family and I accept the added use of our home and possessions ...
- What ages of children would I like to care for ...
- What days of the week and hours of the day would I like to work ...
- Do I need a business plan ...
- What kinds of policies and contracts do I need ...
- What other resources are available in my community, county and state ...
- Will I provide food, or will I ask the parents to provide food ...
- What kinds of toys do I have, and what kinds of equipment/materials will I need ...
- Do I have to get my landlord's permission to provide child care in my rented apartment/duplex/home ...
- What kind of training do I need ...
- Am I ready to make the commitment to operating a business out of my home ...
- Do I have the support of my family in this decision ...

INCLUSIVE CHILD CARE

Including Children with Special Needs

The Americans with Disabilities Act is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal rights in employment, state and local public services and public accommodations such as preschools, child care centers and family child care homes.

"The goal of inclusion is to prepare children to participate as full and contributing members of society."

There are benefits to the special needs child, the non-special needs child and the child care provider when inclusive child care is practiced:

- * **The Child with Special Needs**
 - *Socialization with peers Availability of peer models*
 - *Feelings of normalcy*
 - *Long-term benefits (possible avoidance of need for special services later in life)*
- * **The Child without Special Needs**
 - *Appreciation for likenesses*
 - *Acceptance of differences*
 - *Development of a special sense of responsibility*
 - *Development of a caring attitude*
 - *Recognition of another's need for help*
- * **The Child Care Provider**
 - *Sense of accomplishment*
 - *Appreciation of the complexities of development*
 - *Sense of helping children, parents and society at large*
 - *Sense of feeling special*





Entry-Level Non-Credit Courses for Licensed Child Care Centers

Effective September 1, 2003, the Department of Children and Families introduced redesigned non-credit courses that meet entry-level training requirements for licensed child care centers. These department-approved, non-credit courses meet the entry-level training requirements under DCF 250 Licensing Rules for Family Child Care Centers and DCF 251 Licensing Rules for Group Child Care Centers.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfocleg@wisconsin.gov or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

CLASS	CHILD CARE PROVIDERS IN A FAMILY CHILD CARE CENTER	ASSISTANT TEACHER IN A GROUP CHILD CARE CENTER	CHILD CARE TEACHER IN A GROUP CHILD CARE CENTER
Introduction to the Child Care Profession (replaced Early Childhood I)	Required (May be provided in 2 modules—Module A and Module B. Both modules are required)	Required within 6 months after assuming position	Required
Fundamentals of Infant and Toddler Care (replaced Infant & Toddler)	* Required within 6 months of beginning to care for children under 2 years of age.	* Required within 6 months of beginning to care for child under 2 years of age.	* Required within 6 months of beginning to care for children under 2 years of age.
Fundamentals of Family Child Care	Required	Not Required	Not Required
Skills and Strategies for the Child Care Teacher (replaced Early Childhood II)	Not Required	Not Required	Required

All agencies approved to offer DCF-approved, entry-level courses, including technical colleges and private agencies, began using the new courses on September 1, 2003. A list of private agencies approved to offer courses and other information that may be of interest to child care providers is available on the DCF website <https://dcf.wisconsin.gov/ceregulation/providers>.

Non-credit courses completed prior to September 1, 2003, will continue to be accepted to meet the entry level training requirements.

Introduction to the Child Care Profession and *Fundamentals of Infant and Toddler Care* taken on or after September 1, 2001, meet the training requirement for Sudden Infant Death Syndrome (SIDS) risk reduction procedures. If this training was taken prior to September 1, 2001, a provider shall document successful completion of SIDS training.

Introduction to the Child Care Profession and *Fundamentals of Infant and Toddler Care* taken after July 1, 2005, meet the training requirement for Shaken Baby Syndrome (SBS)/Abusive Head Trauma (AHT) prevention training. If these courses were taken prior to July 1, 2005, a provider shall document successful completion of SBS/AHT training.

Please contact your licensing specialist if you have any questions.

*This is required regardless of whether the person is a floater, full time or part time.

November 2022 Manitowoc County Rates



Child Care Resource & Referral, Inc.

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920-886-1211

www.ccrfoxvalley.org

Group Child Care Centers

Group Daily Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	\$ 53	\$ 53	\$ 53
1 year	\$ 53	\$ 53	\$ 53
2 year	\$ 41	\$ 49	\$ 45
3 year	\$ 41	\$ 49	\$ 45
4 year	\$ 41	\$ 49	\$ 45
5 year	\$ 45	\$ 49	\$ 47
6+ years	\$ 41	\$ 49	\$ 45
Before/After School 6+	\$ 35	\$ 35	\$ 35

Group Weekly Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	\$ 200	\$ 242	\$ 214
1 year	\$ 200	\$ 242	\$ 214
2 year	\$ 192	\$ 214	\$ 203
3 year	\$ 130	\$ 214	\$ 189
4 year	\$ 130	\$ 214	\$ 186
5 year	\$ 130	\$ 214	\$ 180
6+ years	\$ 130	\$ 214	\$ 174
Before/After School 6+	\$ 42	\$ 42	\$ 42

Group Hourly Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	no data		
1 year			
2 year	\$ 4.00	\$ 4.50	\$ 4.25
3 year	\$ 4.00	\$ 4.30	\$ 4.15
4 year	\$ 4.00	\$ 4.30	\$ 4.15
5 year	\$ 4.00	\$ 4.30	\$ 4.15
6+ years	\$ 4.30	\$ 4.30	\$ 4.30
Before/After School 6+	\$ 4.20	\$ 4.20	\$ 4.20

Yearly Enrollment/Registration	59%
Security Deposit	6%
Late Pickup Fee	76%
Family Discount	53%
Scholarship	12%

Family Child Care Homes

Family Daily Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	no data		
1 year			
2 year			
3 year			
4 year			
5 year			
6+ years			
Before/After School 6+			

Family Weekly Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	\$ 140	\$ 150	\$ 145
1 year	\$ 140	\$ 150	\$ 145
2 year	\$ 125	\$ 150	\$ 138
3 year	\$ 125	\$ 150	\$ 138
4 year	\$ 125	\$ 150	\$ 138
5 year	\$ 125	\$ 150	\$ 138
6+ years	\$ 125	\$ 150	\$ 138
Before/After School 6+	no data		

Family Hourly Rates			
Age Group	Lowest	Highest	Average
0 - 12 months	no data		
1 year			
2 year			
3 year			
4 year			
5 year			
6+ years			
Before/After School 6+	\$ 4.00	\$ 4.00	\$ 4.00

Yearly Enrollment/Registration	0%
Security Deposit	0%
Late Pickup Fee	100%
Family Discount	0%
Scholarship	0%

Please contact individual providers for their rate structure and scheduling options.

All dollars and percentages are derived from the 2022 Providers' Business Information Forms

Nov-22



What is YoungStar?

YoungStar is Wisconsin's child care quality rating and improvement system. We give parents the tools and information they need to raise happy, healthy kids. And, we help preschools, home-based programs, learning centers, and other child care providers give children safe, nurturing places to grow.

How do we do it?

- By objectively measuring child care quality. We rate thousands of child care providers, awarding up to five stars for quality care.
- By giving parents an easy way to compare their local child care options and find the programs that match their family's lifestyle, budget, and special needs.
- By supporting providers with tools and training to deliver high-quality care
- By setting a consistent standard for child care quality

Providers can choose to have a YoungStar Technical Consultant come to their program and help them achieve their goals for higher quality and higher star ratings. Ratings are renewed every other year, so their stars can rise as the quality of care provided rises.

When providers agree to participate in Technical Consultation, they must agree to the terms of the YoungStar Participation Policy, which can be found here:

<https://dcf.wisconsin.gov/files/youngstar/pdf/policies/participation-policy.pdf>

YoungStar is voluntary for all child care providers, but required for providers participating in the Wisconsin Shares program.

For more information visit: <https://dcf.wisconsin.gov/youngstar>