

FOOD. (a) Children shall be provided a mid-session snack or beverage when present for from 2½ to 4 hours. One meal shall be served plus a mid-morning and mid-afternoon snack if the session is more than 4 hours, and a second meal if the session is more than 10 hours.

1. Food shall be served at flexible intervals, but no child shall go without nourishment for longer than 3 hours. Fruit juice substitutes if used shall not be considered as nourishment.

2. Each meal shall supply at least ⅓ of the daily needs of a child.

3. Staff shall eat with the children.

4. A child under 2 shall be fed on his own individual feeding schedule and held for bottle feeding.

5. All milk used for drinking shall be pasteurized grade A.

6. Food and bottles brought from home for children under 2 shall be labeled with the child's name and refrigerated. Bottles shall be rinsed when empty.

7. Current menus shall be available for review.

8. No artificial sweeteners shall be used.

(3) HEALTH. (a) Each child shall have a physical examination by a licensed physician not more than 90 days prior to nor later than 30 days after admission to the day care center and annually thereafter. The report, dated and signed by a licensed physician, shall be on file in the center. The examination shall include:

1. A health record which states that the child has been or is being immunized against diphtheria, whooping cough, tetanus, poliomyelitis, mumps, measles (rubeola), German measles (rubella) and the approximate dates.

2. Necessary booster shots shall be administered to children in care at time intervals recommended by the American Academy or the Academy of Pediatrics or the division of health.

3. A record of tuberculin testing, the name of the test used, date and the result of the test.

4. Immunization and tuberculin testing not permitted by the child's physician shall be so stated, dated and signed by a licensed physician.

5. In addition each child under 24 months of age shall be given a medical examination by a licensed physician every 6 months after admission.

(b) Health practices and the controlling of communicable diseases:

1. A daily observation of each child on arrival at the center shall be made by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. Staff shall be alert to symptoms of illness throughout the day.

2. Temporary isolation shall be provided for children with a cold, sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illnesses or conditions. Such temporary isolation shall be used until they can be removed from the center. Isolation shall be within sight and hearing of a staff member.

3. Parents or the designated responsible person when parents cannot be reached, shall be contacted as soon as possible after illness

is discovered. Arrangements shall be made for the exclusion of the child from the center.

4. Written permission from the parents to call the family physician or refer a child for medical care in case of an accident or emergency shall be on file in the center. This permission shall be used only when the parent or the designated responsible person cannot be reached.

5. When a child is suspected of having a communicable disease (such as but not limited to chickenpox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, ringworm of the scalp, scarlet fever and whooping cough, diphtheria and meningitis), the local health officer shall also be notified.

6. When a positive diagnosis of a communicable disease is made, the parents of exposed children shall be notified immediately by the center and such children shall be watched for symptoms of the disease.

7. In cases of bacterio-diarrheal infections, infectious hepatitis, infectious mononucleosis, tuberculosis and streptococcal and staphylococcal infections, there shall be a statement that he is free of the infections stage from a physician for re-admission. A child may be readmitted without a statement from a physician after a communicable disease if he has been absent a period of time designated by the division of health.

8. No medication shall be given to a child, except upon written order by the physician and written permission of the parent. Such medication to be given to the child shall be kept under lock and key and shall be in the original container and bear the child's name. A written report including time, date and the name of the person administering the medication shall be kept in the child's record.

9. Every center shall have a supply of bandages, tape, and band-aids. Superficial wounds shall be thoroughly cleansed with soap and water and protected.

10. A child's personal hygiene shall be provided for with an individual towel. An individual washcloth, comb, and toothbrush must be provided where these are used. Wet or soiled clothing shall be changed promptly from a supply of clean clothing which shall be available. A child shall be washed before diapering with a separate washcloth.

11. The person working with children shall wash before and after changing diapers and before handling food.

12. When a child naps or sleeps he shall be provided a washable, safe bed, crib or cot which is placed at least 2 feet from the next bed and identified with his name. Individual sheets and blankets, sufficient to maintain warmth, shall be provided either by the parent or the center.

13. When a family home is a day care center the beds of family members used by day care children shall be completely covered with a separate sheet. Each sheet shall be identified with the child's name.

14. No 2 children shall share the same bed.

15. There shall be a complete change of bed linen once a week,

more often as needed, always after wetting or soiling, or after a change in occupancy.

16. Beds and bedding shall be stored in a clean sanitary manner.

(4) PUNISHMENT. (a) There shall be no physical punishment or other punishment which is humiliating or harmful to the child.

1. A child shall not be punished for lapses in toilet training.
2. Meal and snack time shall not be used as a form of punishment.
3. No punishment shall be delegated to an older child.
4. No verbal abuse, or derogatory remarks about the child or his family shall be used.

(5) EQUIPMENT. (a) Equipment shall be provided for both indoor and outdoor activities.

1. It shall be scaled to the size, age, and developmental level of the children.
2. It shall be of sound construction and in good operative condition.
3. It shall be placed so as to avoid danger of collision and to permit freedom of action.

(b) A variety of equipment from each of the following shall be selected:

1. To provide for large muscle development.
2. To provide for small muscle and manipulative skills.
3. To provide for intellectual stimulation.
4. To encourage social interaction.
5. To encourage creative expression.

(c) There shall be a sufficient quantity of equipment so that each child may have a variety of things to do each day.

(6) TRANSPORTATION. (a) When a center provides transportation, it shall assume responsibility for a child between the place where he is called for and the center, and from the time he leaves the center until he is delivered to his parents or to a responsible person designated by his parents.

1. No child shall be permitted to remain unattended in any vehicle.
2. In delivering a child to his home the driver shall wait until the child enters the home or is delivered into hands of the designated responsible adult.
3. No child shall be permitted to stand in the vehicle when being transported.
4. No more than 3 persons including the driver shall be permitted to occupy the front seat of the vehicle.
5. There shall be at least one adult supervisor in addition to the driver when there are more than 10 children in the vehicle.

(b) Any vehicle operated by a center shall be licensed in accordance with the laws of the state of Wisconsin and the driver of the vehicle shall hold whatever type of operator's license that is required.

1. Vehicles operated for the transportation of children shall be in safe operating condition and clean and free of obstructions on the floors and seats of the vehicle.
2. Safety door locks shall be provided for all vehicles used for transportation.

History: Cr. Register, August, 1970, No. 176, eff. 3-1-71; am. (3) (a) 1., Register, December, 1972, No. 204, eff. 1-1-73.

PW-CY 40.20 Revocation of licenses, permits or certifications. (1) DEFINITIONS. As used in these rules, "license" means any license, permit, certification or other grant of authority issued and subject to suspension or revocation by the state department of public welfare; "department" means the state department of public welfare; "hearing" includes a joint hearing by the department and any other administrative agency; "revocation or suspension" of licenses includes refusal to renew the same.

(2) **HOW PROCEEDINGS INITIATED.** Proceedings to revoke or suspend licenses may be initiated in one of 2 ways:

(a) On a verified complaint by an individual or an officer required by law to enforce the law in question, filed in triplicate (original and 2 copies) with the department;

(b) By the department on its own motion, whenever its investigation discloses probable grounds for action. The director of the division for children and youth may act for the department in initiating proceedings under this subsection.

(3) **STYLE OF PLEADINGS.** All pleadings, notices, orders and other papers filed in such proceedings shall be captioned "Before the Wisconsin State Department of Public Welfare" and shall be entitled "In the Matter of the Revocation or Suspension of the _____ (license, permit, or certification) of _____, Respondent." The party whose license is involved shall be known and designated as the "Respondent."

(4) **COMPLAINT ON DEPARTMENT'S INVESTIGATION.** If the complaint is founded upon an investigation made by the department, it shall be incorporated in the notice of hearing and statement of issues as prescribed by (7).

(5) **FORM OF CAUSES.** If the alleged cause is a continuing one, its general nature and the approximate time covered shall be stated in the complaint or notice of hearing; if a specific incident is relied on, it shall be alleged with such particularity as to time, place and circumstances as may be necessary to enable the respondent to prepare his defense; and in either case the cause may be alleged in the language of the statute or rule claimed to be involved, and shall conclude: "contrary to sec. _____ of the statutes" or "contrary to rule _____" of the rules and regulations of the department governing _____, or both. Separate causes shall be stated in separate paragraphs and numbered consecutively.

(6) **PROCEDURE UPON FILING OF COMPLAINT.** Upon the filing of a complaint as prescribed by (2) (a), the director of the division for children and youth shall cause an investigation to be made of the matters alleged to determine whether there is probable cause for action and if he determines that there is such probable cause he shall order a hearing as prescribed by (7) and also notify the complainant thereof. If he determines that no further action is warranted he shall notify the complainant, who may appeal in writing to the director of the state department of public welfare, who shall review the files of the director of the division for children and youth and may affirm his decision, order further investigation or order a hearing on the charges. Provided, that in any case where a hearing has been ordered, the respondent has no standing to attack the determination of the

2. Secure and record information which substantiates the planning for the child.

3. Accept a child for placement only when legally authorized to do so.

4. Obtain from the parent or guardian of every child accepted for care a written authorization for emergency surgical care, for necessary vaccinations and immunizations, for routine medical examinations and treatment.

(c) The agency shall substantiate that continuing social services to the child, to his parents and to the foster parents on a planned basis are provided while the child is in placement.

(d) Adopt written policies for placement and discharge from service.

(e) When the agency is terminating its responsibility to the child release the child only to a person or agency authorized to accept the child.

(f) Requirements to be met by licensee in order to place children in boarding care. A child welfare agency with authority to place children in licensed foster homes and to license foster homes (section 48.61 (3) and (7), Wis. Stats.) shall:

1. Have a social service supervisory staff of one or more persons who meet the requirements of section PW-CY 40.42 (2) (c) 2 and have at least one year's experience in the study of foster homes, licensing, placement and supervision of foster care.

2. License only homes which meet the foster home rules.

3. Place children only in homes which meet the foster home rules.

4. Place and/or supervise a minimum of 5 children a year in foster care, exclusive of adoptive placement.

5. Assign the responsibility for supervision to one staff person when there are fewer than 20 children in foster care.

6. Place no child under the care of the agency in the home of a staff person employed by the agency or a member of the board of directors. This does not pertain to persons whose only employment by the agency is in the foster parent role.

7. Maintain individual foster home records for each home used by the agency which includes signed applications and agreements.

8. Establish an administrative plan for periodic review of children in boarding home placement.

(g) Requirements to be met by licensee in order to accept guardianship. A child welfare agency with authority to accept guardianship and place children for adoption (sections 48.61 (5), 48.43 (1) (am), and 48.70 (4), Wis. Stats.) shall:

1. Furnish evidence of providing a service to cover a geographic area with no less than a 50 mile radius or 200,000 population base.

2. Have a social service supervisory staff of one or more persons available, who, in addition to meeting the requirements of section PW-CY 40.42 (2) (c) 2, have one year's experience in the study, placement, and postplacement services in an agency authorized to place children for adoption.

3. Place at least 15 children in adoption a year.

4. If fewer than 20 children are under supervision or placed within one year, assign this responsibility to one staff person.

5. Assign to one worker no less than 5 placements a year.

6. Accept applicants only from the geographical area covered by the license.

7. Set intake policies for the acceptance of children and prospective adoptive families.

8. Establish an administrative plan for a periodic review of children in the agency's guardianship.

9. When a child is determined ready for placement he shall be placed within 3 months by the guardianship agency or referred to another agency or resource for placement.

10. Provide postplacement services to the adoptive family for the purpose of effecting a successful integration of the child into the family.

11. Maintain a record of the study of the adoptive home and of the placement and postplacement services.

(2) PROGRAM OF CHILD CARE. (a) *Education*. 1. The agency shall be responsible for providing opportunities for academic and vocational training.

(b) *Health care*. The agency shall:

1. See that each child has a thorough health appraisal and a rehabilitative health program as indicated.

2. Have on file the written authorization from parent or guardian as required in section PW-CY 40.43 (1) (b) 4.

3. Provide for consultation to staff in the areas of medical, dental, psychological and psychiatric need.

4. Obtain, when needed, psychiatric and psychological services including tests and examinations.

(c) *Admission examination—health qualifications*. 1. Each child shall have a physical examination from a qualified physician within 90 days prior to the initial acceptance for placement. If the foregoing has not occurred, the examination shall be given within 48 hours after acceptance.

a. Prior to placement the child shall have been observed by a person competent to recognize common signs of communicable diseases.

b. It shall be determined that each child is adequately immunized against the following diseases:

- 1) Diphtheria
- 2) Polio
- 3) Tetanus
- 4) Whooping cough (if under 5 years)
- 5) Measles (rubeola)
- 6) German measles (rubella)
- 7) Mumps

c. Each child shall have been given a tuberculin test, and chest X-ray if indicated, within 6 months prior to acceptance.

d. All medical reports, i.e., physical examinations, tests and recommendations shall be in writing and filed with the agency.

(d) *Medical examinations*. 1. Each agency shall provide for each child annually a health examination covering the areas included on a department prescribed form.

(e) *Medical care.* 1. Each agency shall have a plan and make provisions for prompt treatment in illnesses and for carrying out corrective measures and treatment of remedial defects or deformities.

2. Procedures for hospitalization shall be established.

(f) *Dental care.* 1. Each agency shall provide for regular dental examinations and treatment including necessary prophylaxis, repairs and extractions.

2. Each child over 3 shall have a thorough dental examination as soon as practical after acceptance for care and at intervals thereafter not exceeding 6 months after the last examination or completion of treatment.

(g) *Eye care.* 1. Children who are in need of glasses shall have refractions at a minimum of once every 2 years and shall be supplied with glasses as required.

(h) *Special care.* 1. Foster parents shall be informed of the expected precautions to be taken in the care of sick children and in the handling of medicines and prescriptions.

(i) *Medical records.* 1. A health record shall be maintained for each child covering the following health history:

a. Pre-natal and birth history.

b. Developmental history.

c. Previous illness, injuries and surgery.

d. Immunizations and tests.

e. Social, emotional and environmental history of the child.

f. Height and weight record.

g. Health history of the child's family including mental, or emotional problems.

(j) *Clothing.* 1. The agency shall furnish each child with clothing which is individually selected and fitted, appropriate to the season and comparable to that of other children in the community.

History: Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and recr. Register, September, 1970, No. 177, eff. 4-1-71; am. (2) (c) 1. b, Register, December, 1972, No. 204, eff. 1-1-73.

PW-CY 40.44 Records and reports. (1) **GENERAL REQUIREMENTS.** Each agency shall maintain records and submit reports prescribed by the department. Authorized representatives of the department shall have access to all records pertinent to licensing.

(2) **RECORDS.** (a) Each agency shall maintain:

1. A permanent register with identifying information of all children accepted for service or placement.

2. Individual case records for each child served and his family.

a. These records shall contain vital statistics information for the child, his parents and siblings, source of referral, date of acceptance and terms.

b. The original social study and investigation.

c. Legal documents pertinent to legal custody and guardianship such as birth records and court reports.

d. Written agreements with parents, guardians or legal custodians. (The consent and authorization for necessary medical or surgical care may be kept separate in the health record.)

e. School reports.

f. Recording of progress of casework and/or treatment plan with child and family.

3. Individual foster home records for each foster home used by the agency which include signed applications and agreements.

4. Individual records of studied adoptive applicants.

5. Personnel records.

6. Financial reports and audits.

(b) All records shall be kept in a safe place protected from fire damage, theft and unauthorized scrutiny.

(3) REPORTS. (a) Each agency shall submit statistical reports as required by the department under section 48.67 (3), Wis. Stats.

(b) Each agency shall make a report to the department within 48 hours after the occurrence of an unusual incident such as a major fire which is defined as one which requires the services of a fire department, or the death or serious injury of a child, a serious injury being defined as one which requires the hospitalization of the child.

History: Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and recr. Register, September, 1970, No. 177, eff. 4-1-71.

(5) EXPLOITATION. (a) No child shall be used for soliciting funds for the agency in any way which would be harmful or cause embarrassment to the child or his family.

(b) The written consent of the parent or legal guardian shall be obtained prior to the agency using a child's picture or name in any form of written, visual or verbal communication system.

(6) DISCIPLINE AND CONTROL. (a) Each institution shall:

1. Maintain current discipline policies in writing. They shall be aimed at changing attitudes and conduct and at helping the child understand and conform to established standards of behavior through inner control rather than by external pressure.

2. Prohibit physical and verbal abuse, corporal punishment, ill treatment and harsh and humiliating punishment. (See sections 49.981 and 940.27, Wis. Stats.)

3. Determine discipline on an individual basis and prohibit punishment of a group for an individual's offense.

4. Not create a negative attitude for work by using it as an inappropriate disciplinary measure.

5. Prohibit the withholding of meals, mail, or family visits as methods of discipline.

6. Not permit a child to punish another child or group of children.

7. Not use confinement except as a therapeutic measure when the child is in danger of harming himself or the group, or is undergoing an emotional crisis.

If confinement is used:

a. Rooms used for confinement shall be constructed and equipped so that therapeutic use is maximized and risk of injury to children is minimized:

1) Windows shall be covered with psychiatric screening.

2) Steam or hot water radiators shall be covered.

3) Because confinement rooms are considered to be places of detention, the buildings in which they are located must be of fire resistant construction.

4) Doors shall be equipped with a window through which the occupant of the room can be observed.

b. Written policies for the use of confinement shall be prepared, and included in in-service training.

c. The agency shall maintain a log or record book on the use of confinement. This record shall include information on the circumstances leading to confinement, the period of time any child was confined and specific reasons for periods of confinement extending beyond one hour.

d. Periods of time during which children are confined shall be kept at a minimum. While a child is confined, periodic checks at intervals not to exceed 15 minutes shall be made on the emotional state of the child and a decision made on whether or not he can be released from confinement.

e. The agency administrator shall designate appropriate members of the staff who may authorize confinement of a child. The administrator or his designate must approve if confinement extends beyond one hour.

(7) HEALTH CARE. (a) *General health program.* 1. Each institution shall:

a. Provide for the necessary remedial and corrective measures for every child as soon as possible after initial and periodic physical examinations.

b. Have a written planned program of health supervision and medical and dental care.

c. Prior to admission obtain from the parent or guardian of every child accepted for care a written authorization for emergency surgical and medical care, for necessary vaccinations and immunizations, for routine medical examinations and care.

1) The authorization for emergency surgery is for use only in the event the parent or guardian cannot be reached in an emergency. Whenever non-emergency surgery is necessary, written permission for the specific surgery shall be obtained from the parent or guardian.

d. Report any serious illness or hospitalization of a child to his parent or guardian and legal custodian.

(b) *Health procedures on admission.* 1. A complete physical examination shall be given to each child within 90 days prior to or within 48 hours after admission. If a child has not been examined prior to admission he shall be isolated from other children until the examination is completed. The examination shall cover items included on a department prescribed form.

2. An observation shall be made of each child on arrival for admission by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. The child's temperature shall be taken and evaluated. If the child shows overt signs of communicable disease or other evidence of ill health, the institution shall make arrangements for immediate examination by a licensed physician.

(c) *Immunization.* 1. Any child who has not received primary immunization prior to admission against any of the following diseases shall be so immunized within 30 days after admission.

- a. Poliomyelitis
- b. Diphtheria
- c. Tetanus
- d. Whooping cough (to age 6)
- e. Measles (rubeola)
- f. German measles (rubella)
- g. Mumps

2. Necessary booster shots shall be administered to children on admission and while in care at time intervals recommended by the American Academy of Pediatrics or the division of health.

(d) *Health examinations.* 1. The institution shall provide for each child an annual health examination covering the areas included on a department prescribed form.

2. An institution with children under 6 years of age in care shall provide for them health examinations according to a schedule established by a responsible physician but not less than annually.

3. Each child shall be given a complete health examination within a week prior to discharge unless a health examination has been given within the preceding 6 months.

(e) *Medical care.* Each institution shall:

1. Arrange with a physician licensed in the state of Wisconsin or with a clinic employing such physicians to serve as the agency

(10) EDUCATION^ω. (a) The institution shall evaluate and consider each child's education status in determining whether or not the agency is appropriate for caring for him.

(b) Each institution shall:

1. Be responsible for providing opportunity for academic and vocational training as required in section 118.15, Wis. Stats. and in accordance with abilities and needs of the children. Wisconsin statutes make compulsory school attendance applicable to both public and private schools.

2. Provide opportunity for specialized training of children who are unable to benefit from a community school program because of physical, mental, or emotional reasons.

3. When the agency's educational program is conducted on campus, design such program and facilities to meet the specific needs of the children and provide competent instruction.

4. Evaluate the educational progress of the individual child at least once a semester, to be part of his overall progress evaluation.

5. Arrange for children to attend school in the community whenever possible or appropriate to enable them to have normal contacts with other children and with the general life of the community. Children shall be given the opportunity to develop friendships with schoolmates living in the community and to visit with them on and off the premises.

6. When approved use available community facilities for vocational counseling and training.

7. Provide suitable reading material and facilities for undisturbed reading and study for all children wishing to read or having homework assignments.

8. Provide sex education by understanding persons who are knowledgeable and skilled in presenting the subject.

^ω See also section PW-CY 40.52 (2) (e).

(11) RECREATION AND ACTIVITY PROGRAMS AND LEISURE TIME^ω. Each institution shall:

(a) Plan its recreation and activity programs as an integral part of its total program in order to help children learn to use leisure time constructively and to develop new personal skills.

(b) Define recreation and activity objectives correlating them with overall program goals, indicate how these objectives are to be achieved and assign specific responsibility for implementing the recreation and activity programs.

(c) Provide for a varied recreation program under competent leadership. To bring children closer to the community, community recreational facilities shall be used when available and suitable.

(d) Consider participation for children in community youth serving groups, coeducational and camping activities.

(e) Provide indoor and outdoor recreation facilities.

(f) Provide a planned physical education program for those children who do not attend a community school.

(g) Provide that every child shall have some time to be alone if he wishes, places to go where he will not be disturbed, and an opportunity to exercise free choice of activities.

^ω See also section PW-CY 40.52 (2) (f).

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71; am. (7) (c), l., Register, December, 1972, No. 204, eff. 1-1-73.

PW-CY 40.55 Social services. (1) INTAKE AND ADMISSION. (a)
Each institution shall:

1. Develop intake policies in writing which clearly state types of services and specific programs offered by the agency, and procedures and information essential for application for admission.

2. Limit admission to children for whom the agency is qualified through staff, equipment, capacity and program to give adequate care.

3. Have on record, copies of the original consents, orders, agreements and authorizations retained by the referring agency, when another agency has legal custody, or guardianship, or is primarily responsible for planning for a child.

4. In other than emergency situations arrange for one or more pre-placement visits by the child, and when indicated and possible, by the parents if they retain guardianship. This requirement may be waived if the child lives more than 200 miles from the institution.

5. Obtain or develop a complete social study of the child before admission. In emergency placements, children shall be retained no longer than 60 days unless the study has been completed.

(b) The agency shall process each referral as quickly as possible. The referral agency or agent shall be informed of the decision on admission no more than one month after all required referral information has been obtained.

(c) When an institution accepts a child from another agency on a purchase of care basis, a written agreement shall be prepared outlining the respective responsibilities of each party as they concern the child and his parents.

(d) An institution providing temporary shelter care shall plan to keep the children in residence no longer than 60 days. No child shall remain in residence for more than 90 days. When a child's stay is expected to exceed 60 days, the agency shall report this in writing to the department, detailing plans for insuring replacement prior to the 90 day maximum.

1. This requirement shall also pertain to all children age 5 and under unless it has been determined by competent authority that the child's mental or emotional status requires residential care. Recommendation regarding acceptance of children under this condition shall be submitted to the department for approval.

(2) **SERVICES TO THE CHILD IN CARE. (a)** Each child in care shall receive regular social services provided by qualified social workers on the staff of the institution or by arrangement with another social service agency or agencies. When social service is provided by another agency, the institution shall be responsible for the adequacy of such service. (See also section PW-CY 40.52 (2) (d)).

(b) The social service program shall be a continuing service to children. It shall begin prior to the admission of the child, continue through his residence, and after discharge when appropriate.

(c) The social service program shall be directed toward helping the child adjust to life in the institution, making the experience a period of continuing physical, mental and emotional growth, and assisting the child to understand and accept his family relationships.

(d) The institution shall:

1. Evaluate the progress of the child at least every 6 months. The evaluations shall be made by social service staff together with

proper authorities, current written verification of the safety of water, sanitation, and buildings.

2. The site shall provide natural resources that will make possible an outdoor living experience.

3. Adequate provision shall be made for shelter of campers during inclement weather.

(b) *Recommended standards.* 1. The camp site should provide a maximum degree of privacy and wherever possible be isolated from densely populated and undesirable areas. It should be free from unnecessary hazards and be properly drained. It should be located within a reasonable distance from the campers' homes depending upon the transportation available.

2. There should be sufficient equipment and facilities, kept in safe operating condition, to carry out stated objectives and program.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.75 Administration standards. (1) RECORDS AND REPORTS.

(a) *Required standards.* 1. All published statements such as brochures, publicity, etc. shall be accurate and complete.

2. The camp shall have the following records readily available: a. Budget, financial statement, and menus (if food is served).

b. All permits required by local and state authorities.

c. Written consent of parents for campers' attendance and participation in activities.

d. Statement of insurance coverage. Provision shall be made for all legally required insurance.

(b) *Recommended standard.* The camp license should be displayed or readily available at all times.

(2) **CHILDREN'S RECORDS.** (a) *Required standards.* Current information shall be maintained on each child attending the camp and shall include: 1. Name, birth date, full names of both parents or guardian.

2. Home address of parents, work addresses, and telephone number of parents.

3. Name, address and telephone number of person to be notified in case of emergency, when parents cannot be reached.

4. Name, address, and telephone number of physician caring for the child.

5. Written consent of parent to contact family or camp physician in case of emergency.

6. Record of all physical examinations, first aid, and any other matters relating to the child's health.

7. Date child enters and leaves the camp.

8. Record of daily attendance of each child.

(b) *Recommended standard.* Other records of the individual camper, as deemed desirable by the camp administration, may be maintained during the camp period or season.

(3) **PERSONNEL RECORDS.** (a) *Required standards.* 1. There shall be maintained a record for each employee, which shall include name and address, age, training, education, experience, and other qualifications.

2. Report of physical examination at time of employment and subsequent annual examinations.

3. Persons to be notified in the event of an emergency.

4. Personnel forms and character references on all staff members shall be made available upon request.

(4) **PERSONNEL PRACTICES.** (a) *Recommended standards.* 1. A periodic written evaluation of each employee by his supervisor is desirable.

2. There should be a written statement on file at the camp of personnel practices and policies, which should include hours of work, vacation, sick leave, leave of absence, and salary schedules. In addition, there should be channels for complaints and suggestions.

(5) **STATISTICS.** (a) *Required standard.* Camps shall submit the statistical report required by the department.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.76 Health standards. (1) **STATE AND LOCAL REGULATIONS.** (a) *Required standard.* Written health policy. Every day camp shall have a written plan indicating specific policies and procedures that will insure health protection for all. This written plan shall be consistent with state and local health regulations.

(2) **CHILDREN.** (a) *Required standard.* A recent medical statement shall be required from a family physician (or clinic) to show that the child is in good health and physically able to participate in the camp activities.

(b) *Recommended standards.* 1. Preventive inoculations recommended by public health authorities should be similarly recommended by the camp before opening.

2. There should be a written statement from the parent as to the camper's health since his camp physical examination and assurance that the camper has not since been exposed to contagious diseases.

3. There should be a quiet resting place.

(3) **STAFF.** (a) *Required standards.* 1. All paid and volunteer members upon beginning work, and annually thereafter, shall submit evidence of:

a. A physician's statement based on examination stating they are free from illness which might be detrimental to the child's welfare.

b. A chest X-ray or a negative PPD showing freedom from active tuberculosis.

2. Food service staff shall have certificates required to comply with local and state public health requirements.

(b) *Recommended standard.* All staff members should have fundamental knowledge of health and emergency procedures.

(4) **INSPECTIONS AND FIRST AID.** (a) *Required standards.* 1. There shall be a definite system of daily health supervision of the campers, including such times when campers are away from camp on out-of-camp activities. Health inspections shall be made by a person capable of recognizing common signs of communicable disease or other evidences of ill health.

2. A registered nurse, licensed physician, or a person holding a current American Red Cross Certificate in advanced first aid shall be available to this group. Arrangements shall be made with a nearby licensed physician to serve the camp if one is not in residence.

3. There shall be first aid equipment, as recommended by the American Red Cross, readily available and a designated first aid area, including a quiet resting place, in all units.

4. Transportation shall be immediately available at all times for use in case of emergency.

5. There shall be ready access to a telephone and a list of emergency telephone numbers posted.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61; am. (3) (a) 1, Register, December, 1972, No. 204, eff. 1-1-73.

PW-CY 40.77 Food standards. (1) **NUTRITION.** (a) *Required standards.* 1. In menu planning, proper nutrition standards shall be observed. Children shall have the type and amount of food suited to their growth needs and activity. If the camp day includes both a morning and afternoon program, a mid-morning and mid-afternoon snack shall be available to supplement the noon meal.

2. Milk used for drinking shall be pasteurized Grade A according to state regulations and provided by an accredited source. Perishable foods including milk and milk products, meat, fish, poultry, shell fish, eggs, gravies, poultry stuffing, salad and other mixtures containing any of the above foods shall be kept at a temperature of not over 50 degrees Fahrenheit.

3. All food storage, preparation and service space and equipment shall be maintained clean and free from dirt and insects.

(b) *Recommended standard.* The noon meal, whether provided by camp or parents, should include a serving of protein food, vegetables, whole grain or enriched bread, and a simple dessert. The camp should furnish parents with suggestions and check for adequacy and safety measures if children bring lunches from home.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.78 Sanitation standards. (1) **STATE AND LOCAL REGULATIONS.** (a) *Required standards.* 1. All camps shall comply with state, county, and local sanitation laws.

2. If the camp does not operate under a permit which includes approval of the water supply, a special written approval of the water supply shall be obtained each year. The water supply shall be of adequate volume and safe, sanitary quality, and should be tested regularly during the camp season.

3. Swimming pools and waterfront areas shall be located, constructed, equipped and operated in compliance with applicable laws.

4. Dishwashing procedures and care of equipment shall comply with state, local, and county sanitation laws. In the absence of such laws, dishes and utensils shall be sterilized by scalding or chemicals, or disposable dishes used.

5. Liquid wastes shall be disposed of by facilities constructed and operated as required by and at locations approved by supervising health authorities.

6. Garbage and rubbish cans shall be watertight, fly-proof, emptied and cleaned at least every 2 days. Garbage and rubbish shall be hauled away from the camp for disposal. If disposal is within the camp (site), it shall be by burial under six inches of well tamped dirt. The surroundings of stored garbage and rubbish containers will be maintained clean and dry.

(b) *Recommended standard.* There should be a plan for control of insects, rodents, and poisonous weeds.

(2) **HYGIENE.** (a) *Required standard.* Adequate handwashing facilities shall be provided in proximity to toilets, privies, and urinals.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.79 Safety standards.

Note: Safety factors are fundamental considerations in the conduct of any camp and should be considered in all preceding topics. Natural hazards to safety, such as cliffs, swamps, mine shafts, dead trees, etc. should be structurally eliminated or reduced to a minimum before the camp is occupied. Every day camp should carry on a continuous program of safety education for its campers and staff.

(1) **WATERFRONT SAFETY.** (a) *Required standards.* 1. The person actively in charge of the waterfront shall be at least 21 years of age and shall have a current water safety instructor's certificate from the American Red Cross or an organization having equivalent standards. (If public facilities are used, the camp shall have written verification from proper authorities of the adequacy of personnel practices and equipment used.)

2. Practices and equipment for waterfront areas shall comply with applicable state laws and shall comply with Wis. Adm. Code, chapter H 75.05 (6). (a) A system of checking persons in and out of the water must be used.

(b) The buddy plan, which provides for the division of the group of persons into pairs so that every person has a partner while in the water, must be enforced.

(c) Life saving equipment that is adequate for the type of swimming, boating, and canoeing areas used must be provided, must be kept in perfect order at all times, and must be so placed as to be immediately available. One good life saving boat with proper equipment must be on hand at all times.

(d) A first aid kit must be on hand at the waterfront, and must be equipped and ready for immediate use.

(e) Swimming regulations must be posted on the waterfront, and must be obeyed by all, including guests.

Note: It is recommended that the following regulations be included: 1. Swim during swimming periods only.

2. Do not enter the water until the signal is given by the waterfront director.

3. Always swim with another person.

4. Stay in assigned swimming area.

5. Dive only in water of known and approved depth.

6. Remain out of the water when chilled or tired.

7. No guest shall be allowed in swimming until he has presented a health certificate.

Swimming pools shall be protected by a fence, and its entrance gate kept locked except during periods when the swimming director is on duty.

3. Practices and equipment for boating, canoeing, sailing and other watercraft shall comply with applicable laws. In the absence of such laws, the Standards of American Red Cross are acceptable.

(2) **SAFETY PRECAUTIONS.** (a) *Required standards.* 1. Riflery and archery are not to be included in the camp program. If included for older children added precaution for protection of children under 7 shall be provided.

2. Two or more counselors shall accompany groups leaving the immediate camp site.

3. Safety rules governing the use of tools and power tools shall be studied and observed, and such tools shall be used only under qualified supervision.