

Chapter HFS 46

APPENDIX E

INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS FOR GROUP CHILD CARE CENTERS Revised March 1, 2005

The Department forms listed below are arranged in two categories: 1) those that the Department requires family child care centers to use are designated as "REQUIRED"; and 2) those that the family child care center may use, at their option, if they do not use their own forms to record the same information required by the licensing rules. Forms designated as "REQUIRED" shall be used by licensees.

Applicants and licensees may obtain copies of these forms from the Department's website: http://www.dhfs.wisconsin.gov/rl_dcms/INDEX.HTM (click on Forms & Publications.) Forms on the website will require use of Adobe Acrobat to view.

Applicants and licensees may complete the form online at the Department's website, save the file to their hard drive and print a copy for their records. Licensees without Internet access, or if you want to request a form from the Department, please send Forms/Publications Requisition, DMT-25 to the address below. **The Department will send only one copy of each form to each applicant or licensee.** Applicants and licensees may reproduce as many paper and electronic forms as they need. To avoid problems with filling the request, be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition. This information shall be provided in order for the request to be filled. The completed Forms/Publications Requisitions should be sent to the following address:

Department of Health and Family Services
 Division of Children and Family Services
 Forms Manager
 P.O. Box 8916
 Madison, WI 53708-8916

| FORM # | FORM TITLE | REQUIRED? |
|-----------|--|-----------|
| CFS-0052 | Vehicle Safety Inspection | YES |
| CFS-0053 | Child Care Staff Record | |
| CFS-0053A | Child Care Staff Continuing Education Record | YES |
| CFS-0054 | Child Care Provider Staff Health Report | YES |
| CFS-0055 | Child Care Accident Report | |
| CFS-0056 | Child Care Center Transportation Permission | |
| CFS-0057 | Child Care Informed Consent for Observation or Testing by an Outside Agency | |
| CFS-0058 | Child Care Field Trip or Other Activity Notification / Permission | |
| CFS-0058A | Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños | |
| CFS-0059 | Authorization to Administer Medication | |
| CFS-0059A | Autorización Para Administrar Medicamentos | |
| CFS-0060 | Child Health Report – In-Home, Family Child Care, Child Care Centers | YES |
| CFS-0060A | Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal | |
| CFS-0061 | Child Care Intake for Child Under 2 Years | |
| CFS-0062 | Child Enrollment | |
| CFS-0062A | Matriculación de Niños en Guarderías e Historia de Salud | |
| CFS-0078 | Child Care Staff-Child Ratio Worksheet – Group Child Care Centers | |
| CFS-0104 | Child Care School-Age Agreement (Reverse side of CFS-56) | |
| CFS-0543 | Group Child Care Center Fire and Safety Checklist | |
| CFS-0865 | Child Care Center Safety Checklist | |
| CFS-1675 | Child Care Child Record Checklist | |
| CFS-1675A | Group Child Care Staff Record Checklist | |
| CFS-2026 | Group Child Care Staff Orientation Checklist | |
| CFS-2027 | Group Child Care Volunteer Training Confirmation | |

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| CFS-2048 | Group Child Care Policy Checklist | YES |
| CFS-2345 | Health History and Emergency Care Plan | YES |
| DPH-4192 | Child Care Immunization Record | |
| DPH-4192S | Registro De Immunizacion Para Guardería de Niños | |
| HFS-0064 | Background Information Disclosure | YES |
| DMT-25 | Forms Requisition Request | YES |