

46.04(2)(f)

- (f) Complete all application forms and pay all fees and forfeitures due and owing prior to receiving a license.

*The following guidelines should be utilized when at least one licensed day care program collaborates with another program. This list is illustrative of some of the types of programs that may develop. As other types of collaboration evolve, the department will consider each program individually. (In these scenarios, one of the licensed programs might be a Head Start program.)*

1. **An identified self-contained room or area is occupied by two different licensed day care programs during different times of the day.** (For example, a licensed Head Start program utilizes space between the hours of 9 am and 12 pm. Another licensed day care program uses the same space when the Head Start program is not operating. The same children may or may not be enrolled in both programs. The same staff may or may not work in both licensed programs.)

*In this situation, the 2 licensed programs have 2 options:*

**Option 1**

- Two separate licenses may be issued.
- The building inspection under COMM 60 may be shared.
- Each licensed day care program maintains staff records including caregiver background check information on its employees. Children's records are kept by each agency serving the child.
- Each program maintains insurance.
- Each program maintains policies that govern its program.
- The hours and days of operation indicated on each license may not overlap.

**Option 2**

- One license may be issued with both programs as co-licensees.
- The co-licensees will be jointly responsible for both programs and will share responsibility for compliance with all licensing requirements.
- Staff and child records are kept jointly.
- Written documentation must be supplied to the department that specifies the co-licensees assume responsibility for compliance with all applicable laws, rules and standards for both programs.
- Joint operating policies, insurance and other items must be submitted to the licensing office.

2. **Two or more licensed day care facilities are located in the same building. The programs are operated independently of each other and each utilizes space that is separate from the other program.** (For example, Head Start utilizes a self-contained room for a Head Start program in a building. Another licensed day care program utilizes separate identified space in the same building for its program.)

- Two separate licenses should be issued.
- The building inspection should be shared and the inspection must specify that the total licensed capacity of the building was considered when the inspection was conducted.
- Insurance must be specific to each program.
- Child and staff records (including caregiver background checks) are maintained by each agency.
- If collaborative programming occurs, each program must submit written documentation to the department that addresses the responsibilities of each program in relation to the collaboration.

46.04(2)(f) continued

3. ***A licensed day care program is located in a school and utilizes school personnel. (For example, a licensed Head Start is located in a public school and the children in attendance are enrolled in either the Head Start program or the Early Childhood Exceptional Educational Needs program and the children receive services in the same room. Head Start staff and EC-EEN staff work together to plan activities for both the Head Start children and the EC-EEN children.)***
  - *One license should be issued to the day care program. The capacity on the license should indicate the number of children served by the licensed day care program.*
  - *A building inspection using COMM 60 that indicates the total number of children for the combined programs is required.*
  - *The licensed day care program maintains staff records including caregiver background checks information on its employees.*
  - *School personnel are not considered employees of the licensed day care program for the purposes of staff records including background checks.*
  - *Written documentation must be submitted to the department that lists the responsibilities of each program in relation to the collaboration.*
4. ***A licensed day care program is located in a school and does not utilize any school personnel. (For example, a Head Start program utilizes a room in a public school. The public school does not use the room for children enrolled in the school.)***
  - *One license should be issued to the day care program.*
  - *A building inspection using COMM 60 is required.*
  - *The licensee will be responsible for all licensing requirements.*
  - *Written documentation must be submitted to the department that lists the responsibilities of each program in relation to the collaboration.*
5. ***A school district places a teacher, hired by the school district, in a classroom at a licensed child care program to implement the school district's four year old kindergarten. Children are enrolled in the child care center.***
  - *The child care program is responsible for meeting all the licensing requirements.*
  - *Teachers hired by the school district are not considered employees of the licensed day care program for the purposes of staff records including background checks.*
  - *Written documentation must be submitted to the department that lists the responsibilities (including teacher supervision and curriculum planning) of each program in relation to the collaboration.*
6. ***A licensed child care center employees a DPI licensed teacher and contracts with a school district to provide pre-kindergarten or kindergarten services to children enrolled in the child care center.***
  - *The child care program is responsible for meeting all the licensing requirements.*
  - *The licensed teachers are considered employees of the licensed day care program for the purposes of staff records including background checks.*
  - *A written contract describing the roles and responsibilities of each program is recommended.*

***Written documentation may include a formal collaboration agreement. The documentation should include information related to which program is responsible for physical plant maintenance, record keeping, transportation, programming, shared use of***

***space (including but not limited to outdoor play space, bathrooms, exits), and the supervision of children and staff.***

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**46.04(2)(g)**

*g) Submit to the department a certificate of insurance reflecting current dates of coverage for all of the following:*

*An insurance binder has the same intent as a certificate of insurance but may be issued by the insurance company prior to initial licensing and be accepted until the certificate is issued.*

*The department should be listed as a certificate holder so automatic notice will be sent to the department if coverage is canceled by the insurance firm or subsequent coverage is not obtained through failure to pay the premiums.*

*Group day care centers operated by the University of Wisconsin system are not required to submit certificates of insurance to the department since coverage is provided by statute for programs, employees and agents.*

1. General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.
2. Vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s. 121.53, Stats.