

Site Visit Partial Checklist

- ◇ There must be working smoke detectors *and* carbon monoxide detectors on every level of your home.
- ◇ You must have a working landline telephone, or cell phone with approval.
- ◇ All exits must be unblocked.
- ◇ The home must be clean/sanitary and free of insects and rodents.
- ◇ The home must be uncluttered.
- ◇ Toilets, sinks, potty chairs and diaper changing areas must be sanitary and in good working condition.
- ◇ There must be proper heat and ventilation.
- ◇ Guns must be stored in a locked cabinet or have trigger locks.
- ◇ All electrical outlets must be covered.
- ◇ The garbage containers (inside and outside) must be covered or be inaccessible to the children.
- ◇ Baby gates must be placed at the top/bottom of all steps.
- ◇ Emergency numbers including Poison Control must be posted on or next to the telephone.
- ◇ First aid supplies including several sizes of band-aids and disposable rubber gloves are needed.
- ◇ Window blind cords need to be safe.
- ◇ There must be a variety of toys and equipment for the children to choose from.
- ◇ The outside area must be free of all hazards.
- ◇ Any hazardous items need to be stored in an area that is inaccessible to the children. These include (but are not limited to) the following:

Medications
Plastic bags
Bathroom items
Cigarettes
Flammables

Cleaning supplies
Shampoos
Knives/scissors
Matches/lighters
Pesticides

If you have any questions about the process of becoming a Certified Child Care Professional in Florence, Iron, Oneida, Price, Rusk, Sawyer, Vilas, or Washburn County please call 715-634-2299 or e-mail brenda.anderson@ncfrwi.net

If you live in Ashland, Bayfield, Barron, Burnett, Douglas, or Forest Counties. Contact us for a Prospective Provider Packet and information about who to contact in your area to begin the certification process.

WANT TO
BECOME A
CERTIFIED
CHILD CARE
PROVIDER?



NORTHWEST CONNECTION
FAMILY RESOURCES
IS HERE TO HELP
(800) 733-KIDS
(715) 634-2299



Northwest Connection Family Resources works with individuals that want to become certified child care providers in Florence, Iron, Oneida, Price, Rusk, Sawyer, Vilas and Washburn Counties in Wisconsin.

Steps To Certification

Step 1: *Attend an Outreach Meeting/Free Training*

To begin the application process for certification, it is recommended you attend one of our monthly outreach meetings. Contact Northwest Connection Family Resources for dates, times, and locations. An application packet will be available at that time or call our office at 715-634-2299 and one will be mailed to you. During the outreach meeting you will complete two trainings **required** for certification: Shaken Baby Syndrome (SBS) and Sudden Infant Death Syndrome (SIDS). Both trainings are provided free of charge for perspective providers.

Step 2: *Complete and Return all items on the Certification*

While waiting for a scheduled outreach meeting or your background check results, it is recommended you work on the checklist items listed below. If you have questions about any listed item, please call for clarification and assistance.

Certification Checklist

- 1. Complete and return Certification Application.
- 2. Complete and return Background Check Request forms (for each member of the household age 10yrs and up). If you have lived in another state, please list the county and dates you lived there.
- 3. Complete and return the W-9 form.
- 4. Send in Certificate of Completion for SIDS & SBS trainings.
- 5. Call your health care provider and schedule a TB screening. Send in a copy of negative TB screening results.
- 6. If water supply is supplied by a well the water, it must be tested showing the levels of coliform and nitrates are safe. Send in a copy of results of water test results.
- 7. Send in copies of current rabies vaccination for all cat/dogs.
- 8. Enroll in (Introduction to the Child Care Profession and Fundamentals of Family Child Care) at your local Technical College. Send in a copy of your transcript.

- 9. Complete Infant/Toddler CPR (within 3 months of certification).
- 10. In order to receive payment from WI Shares for children in your care you will need to complete and return a YoungStar application and a WI Shares application.
- 11. Complete and return Child Care Program Business Information Form. (BIF).
- 12. If you plan to transport child care children, you will also need to send in copies of your drivers license, current insurance, vehicle registration and if it is a 6 or more passenger vehicle you will need a safety alarm installed.

Return completed items to:

Child Care Certification Specialist
Northwest Connection Family Resources
15896 W 3rd Street Hayward WI 54843
715-634-2299 Fax# 715-634-8743
brenda.anderson@ncfrwi.net

Certification group size: may not exceed 6 children with no more than 3 children under the age of 7, not related to you, in care at any given time. Children under the age of 2, including your own children, reduces the number of children allowed, Your own children over the age of 7 years do not count in the group size. The Certification Group Size Estimator is a simulator that can be used for questions about group size, it can be found by visiting: <https://www.dwd.state.wi.us/dwscpc/groupSizeEstimator/>

Step 3: *Prepare for the Home Visit*

After NCFR has received all of the required paperwork and processing is completed, you will be contacted to schedule a home visit. The application process is normally completed in an estimated 3 to 6 weeks from the time you submit a complete application.

The home visit ensures families have access to quality child care with all required standards met. The home visit checks all aspects of rooms used for child care, including looking in cabinets, closets, under beds and any other areas the children will have access to. If during our visit, the home has not achieved the minimum requirements, technical assistance and suggestions can be provided, to ensure a safe and healthy child care environment.