



How to become a Family Licensed Child Care Provider In the state of Wisconsin

Request for the Child Care Licensing Inquiry Packet. The cost is \$25.00.

You can request for the inquiry packet by:

- Downloading the order form: <https://dcf.wisconsin.gov/cclicensing/ccformspubs>
- Call to order the packet at: (262)-446-7800 option # 2
- Pick up the order form from 4C For Children, 1736 N. 2nd St. Milwaukee, WI 53212

The Inquire Packet includes: The Licensing rule book, suggested procedures for starting a child care program, a start-up worksheet and other information necessary to begin the start-up process.

There are Five State required courses needed to become licensed:

- Introduction to the Child Care Profession
- Fundamentals of Family Child Care
- Fundamentals of Infant and Toddler Care
- Suspected Child Abuse and Neglect
- CPR/First Aid with AED

Please note: If you have taken CPR/First Aid there is no need to retake the class until it has expired.

For a complete list of class offerings you may contact either:

- 4C For Children at (414) 562-5650 or visit the website at www.4c-forchildren.org

After the Licensing Inquiry Packet is completed you may submit your application and other required forms to:

- Department of Children and Families
2187 N. Stevens St. STE C
Rhineland, WI 54501

Once your application is accepted, you will be contacted by Department of Children and Families (DCF) to set up an appointment to inspect your home for health and safety compliances.

DCF makes all final decisions to approve or deny a new application. DCF will contact applicants in writing regarding their decision.

Department of Children and Families has many resources for getting started as a licensed daycare visit the website for more information:

<https://dcf.wisconsin.gov/cclicensing>