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Food Preparation Service continued.....		C	N	N/A	COS	Food Preparation continued.....		C	N	N/A	COS
7.2.8.c	Appliances (refrigerators/microwaves, etc) are clean	X				Service areas (where food is served and eaten) is cleaned and sanitized		X			
7.2.8.d	Refrigerators have a working thermometer and the temperature does not exceed 45 degrees Fahrenheit	X									
STAFF INTERVIEWS											
Leadership		C	N	N/A	COS	Staff / Interview one staff except where noted)		C	N	N/A	COS
4.2.6.a	Leadership can explain the program's policy on Medication Administration to include how staff are trained and made aware of the requirements of the policy		X			Staff can explain the program's policy on the Medication Administration and what they are to do if medication is administered			X		N/A
4.2.6.b	Leadership can explain the program's policy on Emergency Medical to include how staff are made aware when children have allergies and how staff are trained on the procedure to follow when a medical emergency arises that requires outside medical intervention		X			Staff can explain the program's policy on Emergency Medical and explain how they are informed if a child has an allergy and what to do if an emergency situation arises that requires outside medical intervention			X		
4.2.6.c	Leadership can explain the program's policy on Emergency Preparedness to include how staff are trained and made aware of what to do in different emergency situations		X			Staff can explain what action is to be taken in one emergency situation (e.g. tornado, fire)			X		
4.2.6.d	Leadership can explain the program's policy on Child Abuse and Neglect to include when to report and where to report, and to include how staff are trained and made aware of the requirements		X			Staff can explain what they are to do if they suspect a child is being abused either in the home environment or the program			X		
4.2.6.e	Leadership can explain the program's policy on Swimming to include how staff are trained and made aware of the requirements (if applicable)			X		Staff can explain the requirements to be followed if swimming provided (e.g. ratios, certified lifeguard)					X
4.2.6.f	Leadership can explain the program's policy on Transportation to include how staff are trained and made aware of the requirements (if applicable)			X		Staff can explain the requirements when children are transported					X
4.2.6.g	Leadership can explain the program's policy on Outdoor Time to include how staff are trained and made aware of the requirements		X			Staff can explain the program's policy on Outdoor Time and when children should be taken outdoors			X		
4.2.6.h	Leadership can explain the program's policy on Discipline and Maltreatment to include how staff are trained and made aware of the policy		X			Staff can explain the program's policy on Discipline and Maltreatment and can give an example of what to do if a child misbehaves			X		
4.2.6.i	Leadership can explain the program's policy on Prevention and Control of Infection Diseases to include how staff are trained and made aware of the requirements		X			Staff can explain the program's policy on Infectious Disease and give an example of what to do if a child shows signs of illness			X		
4.2.6.j	Leadership can explain the program's policy on Handling, Storage and Disposal of Hazardous Materials and Biological Contaminants to include how staff are trained and made aware of the requirements		X			Staff can explain the program's policy on Handling, Storage and Disposal of Hazardous and Biological Contaminants and can give two examples of things that should/should not be done			X		
4.2.6.k	Leadership can explain the program's policy on the Safe Release of Children to include how staff are trained and made aware of the requirements		X			Staff can explain the program's policy on Safe Release of Children and explain what to do if an unauthorized person comes to pick up a child			X		
4.2.6.l	Leadership can explain the program's policy on Parental Access and how staff are trained and made aware of the requirements		X			Staff can explain the program's Parental Access Policy			X		
7.2.1.b	Leadership can state the ratios to be utilized during swimming activities			X							

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**QUESTIONS TO ASK IF ITEMS MARKED “AS NOT OBSERVED” DURING THE VISIT**

Leadership	C	N	N/A	Staff (interview one staff)	C	N	N/A
7.2.1.b Leadership can state the ratios to be utilized during swimming activities			X	4.2.6.i.1.d Staff can state when children are to wash hands		X	
7.2.1.c Leadership can explain how Lifeguard Certification is verified for swimming activities			X	4.2.6.i.1.e Staff can state when they are to wash hands		X	
				7.2.8.f Staff can state when the food prep areas are cleaned and sanitized		X	
				7.2.8.g Staff can state when the service areas (where food is served/ eaten Are cleaned and sanitized		X	
<b>RECORDS 13.0</b>							
<b>General Records</b>							
13 Records (staff, client, tracking, etc.) are kept on-site and are accessible					C	N	N/A
13.2 Tracking sheets are filed and kept for a period of one year					X		
<b>Staff Records</b>							
13.5 All staff files contain all required documents: a) Name and Job Title b) CPR c) First Aid d) Code of Ethics Statement e) SLED/FBI results & Central Registry f) Non-Criminal Justice Applicant Privacy Rights Notification & Privacy Act Statement g) Health Assessment h) Discipline & Maltreatment Statement and i) TB Test					C	N	N/A
<b>Client Records</b>							
13.6.a All SC Scholarship Client records contain a “Child Information Form” with all required information: child’s complete name; child’s sex, age, and date of birth; address; parent’s contact information; emergency contact information; person(s) authorized to pick up the child; and health information including medical information or allergies the staff needs to be aware of					C	N	N/A
13.6.b & 4.2.6.i.1.g 7.2.5.b & 13.6.c Parental authorization when provider transports child					X		X
<b>Field Trip Records</b>							
13.7 Provider has the required documentation for any field trips taken for the past year: a) plan of field trip to include date, location, purpose, estimated length of field trip and ratios to be maintained; b) signed parental permission for the specific field trip; and c) tracking sheets for the field trip					C	N	N/A

Signature of School-Age Site Supervisor/Director/Designer: Cara E. Phalen Date: 5/25/2023