

South Carolina Department of Social Services  
 ABC Quality Rating and Improvement System  
**HEALTH & SAFETY INSPECTION VISIT FOR LICENSE-EXEMPT SCHOOL AGE PROGRAMS**

Facility Name \_\_\_\_\_ Facility CC#: \_\_\_\_\_

Facility Address (Street, City, Zip Code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facility Supervisor/Contact: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_ Type of Inspection:  Enrollment  Annual  Complaint  Follow-up

If follow-up, list date of previous inspection: \_\_\_\_\_ Maximum # of Children enrolled: \_\_\_\_\_ Number of children observed: \_\_\_\_\_

Hours of Operation: School Year \_\_\_\_\_ Summer (if applicable) \_\_\_\_\_ Quality Assessor: \_\_\_\_\_

N/O = Not Observed during visit, C = Compliant with requirement, N – Noncompliance with requirement, N/A = Non- Applicable, COS – Corrected on-site												
ELIGIBILITY REQUIREMENTS 4.0												
Program Operations		C	N	N/A	COS	Staff Eligibility Any person responsible for the care and supervision of children must have the following:		C	N	N/A	COS	
4.1.3 a-d	Program operates within legal parameters					4.3.3.a	A negative TB Test					
Program Eligibility		C	N	N/A	COS	4.33.a	A current Health Assessment					
4.2.4	Current Fire Inspection Report & any deficiencies corrected					4.3.4	Current comprehensive background checks					
4.2.6.a	Medication Administration Policy & meets all components					4.3.5	Current Pediatric First Aid					
4.2.6.b	Emergency Medical Policy & meets all components					4.3.6	Current Infant/Child CPR					
4.2.6.c	Emergency Preparedness Policy & meets all components					4.3.7	A current, signed & dated Discipline & Maltreatment Policy Statement					
4.2.6.c.2	Verification of Practice Drills conducted and the frequency					4.3.8	The SC Pre-Service Health & Safety Certificate within the appropriate time frame or have ECD 101					
4.2.6.d	Child Abuse and Neglect Policy & meets all components					4.3.9	A current, signed & dated ABC Code of Ethics					
4.2.6.e	Swimming Policy & meets all components (if applicable)					Handwashing		N/O	C	N	N/A	COS
4.2.6.f	Transportation Policy & meets all components											
4.2.6.g	Outdoor Time Policy & meets all components					4.2.6.i.1.d	Children wash hands before eating					
4.2.6.h	Discipline and Maltreatment Policy & meets all components					4.2.6.i.1.d	Children wash hands after using the restroom					
4.2.6.i	Prevention and Control of Infectious Diseases Policy & meets all components					4.2.6.i.1.d	Children wash hands after handling animals					
4.2.6.j	Handling, Storage and Disposal of Hazardous Materials and Biological Contaminants Policy & meets all components					4.2.6.i.1.e	Staff wash hands before preparing/serving food					
4.2.6.k	Safe Release of Children Policy					4.2.6.i.1.e	Staff wash hands after handling bodily fluids, animals, garbage and after applying medication/ ointments where there is a break in the skin					

N/O = Not Observed during visit, C = Compliant with requirement, N – Noncompliance with requirement,  
N/A = Non- Applicable, COS – Corrected on-site

**ELIGIBILITY CONTINUED**

<b>Additional Eligibility</b>		N/O	C	N	N/A					
4.1.6	The program has a phone with a number that is registered with 411									

**ADDITIONAL REQUIREMENTS 5.0**

<b>Annual Training - (N/A only for new enrollments)</b>		N/O	C	N	N/A	COS	<b>Meals</b>		<input type="checkbox"/> prepared on-site	C	N	N/A	COS
5.1.1.	School-Age Supervisor has 20 hours of training annually, 1BBP & 2 H&S								<input type="checkbox"/> Meals by Vendor/school				
5.1.2	Teachers have 15 hours of training annually, 1BBP & 2 H&S								<input type="checkbox"/> Meals/snacks brought by parent				
<b>Reporting Requirements</b>		N/O	C	N	N/A	COS	5.2.a	Meals/snacks meet USDA Guidelines					
5.3	Program reported a serious injury/death of a child during the previous federal program year (October 1 – September 30)						5.2.b	Center has small supply of nutritional food/beverages for Children whose parents fail to bring					

**HISTORY OF COMPLIANCE 7.0**

<b>Ratio and Group Size</b>		N/O	C	N	N/A	COS	<b>Supervision</b>		C	N	N/A	COS	
7.2.1.a	Ratios met in all classes/groups of children						7.2.2.e-f	Two staff members on-site at all times, including the Site Supervisor/Director or Designee					
7.2.1.b	If swimming provided, water safety ratios are met						7.2.4	Children are supervised by qualified staff at all times					
7.2.1.d	Group size met in all classes/groups of children												
<b>Tracking</b>		N/O	C	N	N/A	COS	<b>Swimming</b>		<input type="checkbox"/> Program does not provide	C	N	N/A	COS
7.2.2.h	Program follows tracking procedures						7.2.1.c	Lifeguard is certified					
<b>Transportation</b>		N/O	C	N	N/A	COS	<b>Transportation Continued....</b>		C	N	N/A	COS	
7.2.5.a	Child:staff ratios met during transport						7.2.5.g	Children are tracked entering/exiting the vehicle					
7.2.5.b	Program has written consent on file from parent prior to transport						7.2.6.h	Children are not left unattended in the vehicle					
7.2.5.c	Each vehicle has age appropriate safety restraints in good repair (if applicable)						7.2.5.i	First Aid Kit is available in each vehicle					
7.2.5.d	Children are properly restrained in individual, age appropriate safety restraints when the vehicle is in motion (if applicable)						7.2.5.j	Each driver has access to a cell phone during transport					
7.2.5.e	Each vehicle has current registration & proof of insurance						7.2.5.k	Each driver has emergency medical/contact information for each child					
7.2.5.f	Each driver has a valid Driver's License						7.2.5.l	Program complies with Jacob's Law					

**Environmental Hazards**

<b>Indoor</b>		C	N	N/A	COS	<b>Outdoor</b>		C	N	N/A	COS	
7.2.6.a	Facility (inside) is free from hazards and litter					7.2.7.a	Playground/areas children use are free of trash & litter					
7.2.6.b	Facility temperature between 68-80 degrees					7.2.7.b	The physical premises are safe for children (no hazards that could cause bodily injury, such as electrical hazards, vehicular traffic, or bodies of water					

*N/O = Not Observed during visit, C = Compliant with requirement, N – Noncompliance with requirement,  
N/A = Non- Applicable, COS – Corrected on-site*

<b>Indoor Environment continued.....</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COS</b>	<b>Outdoor Environment Continued.....</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COS</b>
7.2.6.c	Facility is free from insects, rodents and other vermin					7.2.7.c	Playgrounds are safe (grass cut, no fire ants, no poisonous plants, no poisonous chemicals, no standing water, no sharp objects, fence in good repair and no overhanging limbs)				
7.2.6.d	Facility is clean and sanitary					7.2.7.d	Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for commercial use				
7.2.6.e	Facility has running water					7.2.7.e	Adequate cushioning material – at least 6 feet fall zone				
7.2.6.f	Bathrooms are inside the facility					7.2.7.f	Children restricted from unsafe areas and conditions (e.g. traffic, parking areas) by a fence or natural barrier that is at least 4 feet high				
7.2.6.g	Facility has one flushing toilet for every 20 children enrolled					7.2.7.g	No use of hot tubs, spas or saunas				
7.2.6.h	Liquid soap and disposable paper towels are accessible at every handwashing sink					7.2.7.h	No use of inflatable bouncy houses or inflatable water slides, etc.				
7.2.6.i	Furniture, toys and equipment are clean, in good repair and meet the US Consumer Products Safety Commission (CPSC), if applicable					7.2.7.i	No use of trampolines				
7.2.6.j	Hazardous materials such as chemicals (cleaning supplies, poisons such as bug spray), medication is locked and out of the reach of children					7.2.7.j	Children are restricted from on-site sources of water by secure fencing, exits/entrances have self-closing, positive latching gates with locking devices				
7.2.6.k	Animals have appropriate & current vaccinations; are healthy; no threat to children; clean; and properly care for					7.2.7.k	A First Aid Kit contains an EPI Pen prescribed by a Doctor for any child that requires one				
7.2.6.l	No weapons on the premises										
7.2.6.m	Staff bags/personal belongings are kept out of the reach of children										
7.2.6.n	Smoking, consumption of alcoholic beverages, or use of other non-prescription narcotic or illegal substances not observed on the premises (indoors/outdoors) or while transporting children during the hours of operation										
<b>Food Preparation Service</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COS</b>	<b>Food Preparation continued.....</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COS</b>
7.2.8.a	All food is properly stored, labeled, and dated					7.2.8.e	Cleaning supplies/poisonous chemicals are stored away from food and inaccessible to children				
7.2.8.b	Hair restraints worn when preparing food					7.2.8.f	Food preparation areas are cleaned and sanitized				
7.2.8.c	Appliances (refrigerators/microwaves, etc.) are clean					7.2.8.g	Service areas (where food is served and eaten) are cleaned and sanitized				
7.2.8.d	Refrigerators have a working thermometer and the temperature does not exceed 45 degrees Fahrenheit										

N/O = Not Observed during visit, C = Compliant with requirement, N – Noncompliance with requirement,  
N/A = Non- Applicable, COS – Corrected on-site

**STAFF INTERVIEWS**

<b>Leadership</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>Staff (interview one staff except where noted)</b>	<b>C</b>	<b>N</b>	<b>N/A</b>
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				4.2.6.a Staff can explain the program's policy on the Medication Administration and what they are to do if medication is administered			
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				4.2.6.b 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			
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				4.2.6.c Staff can explain what action is to be taken in one emergency situation (e.g. tornado, fire)			
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				4.2.6.d Staff can explain what they are to do if they suspect a child is being abused either in the home environment or the program			
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)				4.2.6.e Staff can explain the requirements to be followed if swimming provided (e.g. ratios, certified lifeguard)			
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)				4.2.6.f Staff can explain the requirements when children are transported			
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				4.2.6.g Staff can explain the program's policy on Outdoor Time and when children should be taken outdoors			
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				4.2.6.h Staff can explain the program's policy on Discipline and Maltreatment and can give an example of what to do if a child misbehaves			
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				4.2.6.i 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			
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				4.2.6.j 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			
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				4.2.6.k 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			
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				4.2.6.l Staff can explain the program's Parental Access Policy			

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

<b>Leadership</b>		<b>C</b>	<b>N</b>	<b>N/A</b>	<b>Staff (Interview one staff)</b>	<b>C</b>	<b>N</b>	<b>N/A</b>
7.2.2.b	Leadership can state the ratios to be utilized during swimming activities				4.2.6.i.1.d Staff can state when children are to wash hands			
7.2.2.b	Leadership can explain how Lifeguard Certification is verified for swimming activities				4.2.6.i.1.e Staff can state when they are to wash hands			
					4.2.8.f Staff can state when the food prep areas are cleaned & sanitized			
					7.2.8.g Staff can state when the service areas (where food served/eaten) are cleaned & sanitized			

N/O = Not Observed during visit, C = Compliant with requirement, N – Noncompliance with requirement,  
 N/A = Non- Applicable, COS – Corrected on-site

**Records 13.0**

<b>General Records</b>		<b>C</b>	<b>N</b>	<b>N/A</b>
13	Records (staff, client, tracking, etc) kept on-site and accessible			
13.2	Tracking sheets are filed and kept for a period of one year			
<b>Staff Records</b>				
13.5	All staff files contain all required documents: a) Name; Job Title; b) CPR; c) First Aid; d). Code of Ethics; e) background checks-SLED/FBI & Central Registry; f) Non-Criminal Justice Applicant Privacy Rights Notification & Privacy Act Statement; g) Health Assessment; h). Discipline & Maltreatment Statement, and i) TB Test			
<b>Client Records</b>				
13.6.a	All SC Voucher client records contain a "Child Information Form" with all required information: parent name; child's complete name; child's sex, age and date of birth; Social Security number (unless foster child), then Social Security number of foster child; address; contact information to include emergency contact; medical conditions or allergies staff need to be aware of, and; names of any individual authorized to pick up the child			
13.6.b & 4.2.6.i.1.g	Copy of immunization record for any child who is homeschooled unless parent provided a statement of religious exemption			
7.2.5.b & 13.6.c	Parental authorization when provider transports client			
<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, ratios to be maintained; b) written parental permission for the specific field trip; c) tracking sheets for the field trip			

Signature of School-Age Site Supervisor/Director/Designee: \_\_\_\_\_

Date: \_\_\_\_\_