

ELIGIBILITY-CONTINUED									
ADDITIONAL REQUIREMENTS 5.0									
	N/O	C	N	N/A	COS		C	N	COS
Additional Eligibility									
4.1.b The program has a phone with a number that is registered with 411		X							
Annual Training - (N/A only for new enrollments)									
5.1.a School-Age Supervisor has 20 hours of training annually, 18BP & 2 H&S	N/O	X							
5.1.b Teachers have 15 hours of training annually, 18BP & 2 H&S			X						
Reporting Requirements									
6.3 Program reported a serious injury/death of a child during the previous federal program year (October 1 - September 30)		X							
Ratio and Group Size									
7.2.1.a Ratios met in all classes/groups of children	N/O	X							
7.2.1.b If swimming provided, water safety ratios are met			X						
7.2.1.d Group size met in all classes/groups of children		X							
Tracking									
7.2.2.h Program follows tracking procedures	N/O	X							
Transportation									
7.2.5.a Child:staff ratios met during transport	N/O	X							
7.2.5.b Program has written consent on file from parent prior to transport		X							
7.2.5.c Each vehicle has age appropriate safety restraints in good repair (if applicable)		X							
7.2.5.d Children are properly restrained in individual, age appropriate safety restraints when the vehicle is in motion (if applicable)		X							
7.2.5.e Each vehicle has current registration & proof of insurance		X							
7.2.5.f Each driver has a valid Driver's License		X							
HISTORY OF COMPLIANCE									
Supervision									
7.2.2.e-f Two staff members on-site at all times, including the Site Supervisor/Director or Designee		X							
7.2.4 Children are supervised by qualified staff at all times		X							
Swimming									
7.2.1.c Lifeguard is certified		X							
7.2.1.d Program does not provide									
Transportation Continued...									
7.2.5.g Children are tracked entering/exiting the vehicle		X							
7.2.5.h Children are not left unattended in the vehicle		X							
7.2.5.i First Aid Kit is available in each vehicle		X							
7.2.5.j Each driver has access to a cell phone during transport		X							
7.2.5.k Each driver has emergency medical/contact information for each child		X							
7.2.5.l Program complies with Jacob's Law		X							

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

Environmental Hazards		C	N	N/A	COS	Outdoor	C	N	N/A	COS
Indoor										
72.6.a	Facility (inside) is free from hazards and litter	X				72.7.a	X			
72.6.b	Facility temperature is between 68-80 degrees	X				72.7.b	X			
72.6.c	Facility is free from insects, rodents and other vermin	X				72.7.c	X			
72.6.d	Facility is clean and sanitary	X				72.7.d	X			
72.6.e	Facility has running water	X				72.7.e	X			
72.6.f	Bathrooms are inside the facility	X				72.7.f	X			
72.6.g	Facility has one flushing toilet for every 20 children enrolled	X				72.7.g	X			
72.6.h	Liquid soap and disposable paper towels are accessible at every handwashing sink	X				72.7.h	X			
72.6.i	Furniture, toys and equipment are clean, in good repair and meet the US Consumer Products Safety Commission (CPSC), if applicable	X				72.7.i	X			
72.6.j	Hazardous materials such as chemicals (cleaning supplies, poisons such as bug spray), medication is locked and out of the reach of children	X				72.7.j	X			
72.6.k	Animals have appropriate & current vaccinations; are healthy; no threat to children; clean; and properly cared for			X		72.7.k	X			
72.6.l	No weapons on the premises	X								
72.6.m	Staff bags/personal belongings are kept out of the reach of children	X								
72.6.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	X								
Food Preparation Service										
72.8.a	All food is properly stored, labeled and dated	X				72.8.a	X			
72.8.b	Hair restraints are worn when preparing food	X				72.8.b	X			

Food Preparation Service continued.....		C	N	N/A	COS	Food Preparation continued.....		C	N	N/A	COS
7.2.3.c	Appliances (refrigerators/microwaves, etc) are clean	X				7.2.3.g	Service areas (where food is served and eaten) is cleaned and sanitized	X			
7.2.3.d	Refrigerators have a working thermometer and the temperature does not exceed 45 degrees Fahrenheit	X									
STAFF											
Leadership		C	N			Staff / Interview one staff except where noted		C	N		
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				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	X			
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				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	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				4.2.6.c	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				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	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				4.2.6.e	Staff can explain the requirements to be followed if swimming provided (e.g. raibos, certified lifeguard)	X			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			X	4.2.6.f	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				4.2.6.g	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				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	X			
4.2.6.i	Leadership can explain the program's policy on Prevention and Control of Infectious Diseases to include how staff are trained and made aware of the requirements	X				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	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				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 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				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	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				4.2.6.l	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							
	C	N	N/A	Staff (interview one staff)	C	N	N/A
Leadership							
7.2.1.b Leadership can state the ratios to be utilized during swimming activities			X	4.2.6.1.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	4.2.6.1.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) are cleaned and sanitized	X		
RECORDS 13.0							
General Records							
13 Records (staff, client, tracking, etc.) are kept on-site and are accessible	C	N	N/A		C	N	N/A
13.2 Tracking sheets are filed and kept for a period of one year	X				X		
Staff Records							
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		C	N	N/A
Client Records							
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; parent(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		C	N	N/A
13.6.b & 4.2.6.1.g Recommended immunization record for any child who is homeschooled unless parent provided a statement of religious exemption	X				X		
7.2.5.b & 13.6.c Parental authorization when provider transports child	X				X		
Field Trip Records							
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		C	N	N/A

Signature of School-Age Site Supervisor/Director/Designer:  Date: 08/06/2024