

Level

ABC Child Care Program Required Standards Center-Based Part I

Standard I. Regulatory Requirements

REGULATORY STATUS

A. ABC Level A programs shall be regulated as required by the appropriate state/federal licensing and regulatory laws

Evidence: Verification of regulatory status to include: current regular license/approval from SC DSS Child Care Regulatory Services for DSS licensed/approved centers; dated regulatory report from other regulatory bodies as applicable.

SCDSS License SCDSS Approval Date of Expiration _____

Licensed Capacity _____ Infant/Toddler capacity under 24/30 months _____

Department of Defense Certificate to Operate

MEETS/VALIDATED ON-SITE YES NO DATE _____

HISTORY OF COMPLIANCE

B. ABC Level A programs must maintain a history of compliance. History of compliance is defined as having no frequent or multiple deficiencies or a significant event posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations.

Evidence: Documented agency review of program's regulatory history for evidence of frequent deficiencies (3 or more within 6 months); multiple (3 or more different) deficiencies within a 12 month time frame; a one- time substantial deficiency. This includes ABC and Child Care Licensing compliance.

History of compliance with SCDSS child Care Regulations: MEETS YES NO

COMMENTS: _____

Standard II. Supervision of Children

(See following charts pages 2-4)

o-2 Year Old Standards / Center-Based Supervision of Children / ABC Level



STANDARD II. SUPERVISION OF CHILDREN: The program is effectively administered with attention to the needs and desires of children, parents and staff.

A. Staffing patterns shall provide for adult supervision of children at all times and the availability of an additional adult to assume responsibility if one adult must respond to an emergency. Staff are with children, not distracted by other duties (such as cleaning or cooking). Every attempt shall be made to have continuity of adults who work with children. Staff-child ratios shall be maintained through provision of substitutes when regular staff members are absent.

ABC LEVEL A REQUIRED STAFF-CHILD RATIOS

Ages	Maximum Ratios	Group Size
Under 1	1:5	10
1-2	1:5	10
2-3	1:7	14

Calculate staff-child ratio by group. To determine staff needed for mixed age groups, determine number of children by age; divide children in same age category by maximum ratios for that age; add results for each age to obtain number of staff needed. Fractions shall be rounded up at .1 and above.

List all rooms Group ID	Staff assigned by name	# children enrolled	# children observed	Age(s) of children	Calculated staff-child ratio (# of children divided by # of assigned staff)	MEETS State Child Care Regulations		MEETS ABC Staff- Child Ratios		Meets ABC Group Size	
						Yes	No	Yes	No	Yes	No
						If NO, Report to Child Care Regulatory Services. Ineligible for ABC Level A.	If NO, ineligible for ABC Level A.	If NO, ineligible for ABC Level A.			

Comments _____

3-5 Year Old Standards / Center-Based Supervision of Children / ABC Level

STANDARD II. SUPERVISION OF CHILDREN: The program is effectively administered with attention to the needs and desires of children, parents and staff.

A. Staffing patterns shall provide for adult supervision of children at all times and the availability of an additional adult to assume responsibility if one adult must respond to an emergency. Staff are *with* children, not distracted by other duties (such as cleaning or cooking). Every attempt shall be made to have continuity of adults who work with children. Staff-child ratios shall be maintained through provision of substitutes when regular staff members are absent.

ABC LEVEL A REQUIRED STAFF-CHILD RATIOS

Ages	Maximum Ratios	Group Size
3-4	1:11	22
4-5	1:13	26
5-6	1:15	30

Calculate staff-child ratio by group. To determine staff needed for mixed age groups, determine number of children by age; divide children in same age category by maximum ratios for that age; add results for each age to obtain number of staff needed. Fractions shall be rounded up at .1 and above.

List all rooms Group ID	Staff assigned by name	# children enrolled	# children observed	Age(s) of children	Calculated staff-child ratio (# of children divided by # of assigned staff)	MEETS State Child Care Regulations		MEETS ABC Staff- Child Ratios		Meets ABC Group Size	
						Yes	No	Yes	No	Yes	No
						If NO, Report to Child Care Regulatory Services. Ineligible for ABC Level A.	If NO, ineligible for ABC Level A.	If NO, ineligible for ABC Level A.			

Comments _____

6-12 Year Old Standards / Center-Based Supervision of Children / ABC Level



STANDARD II. SUPERVISION OF CHILDREN: The program is effectively administered with attention to the needs and desires of children, parents and staff.

A. Staffing patterns shall provide for adult supervision of children at all times and the availability of an additional adult to assume responsibility if one adult must respond to an emergency. Staff are with children, not distracted by other duties (such as cleaning or cooking). Every attempt shall be made to have continuity of adults who work with children. Staff-child ratios shall be maintained through provision of substitutes when regular staff members are absent.

ABC LEVEL A REQUIRED STAFF-CHILD RATIOS

Ages	Maximum Ratios	Group Size
6-9	1:18	36
9-12	1:20	40

Calculate staff-child ratio by group. To determine staff needed for mixed age groups, determine number of children by age; divide children in same age category by maximum ratios for that age; add results for each age to obtain number of staff needed. Fractions shall be rounded up at .1 and above.

List all rooms Group ID	Staff assigned by name	# children enrolled	# children observed	Age(s) of children	Calculated staff-child ratio (# of children divided by # of assigned staff)	MEETS State Child Care Regulations		MEETS ABC Staff- Child Ratios		Meets ABC Group Size	
						Yes	No	Yes	No	Yes	No
						If NO, Report to Child Care Regulatory Services. Ineligible for ABC Level A.	If NO, ineligible for ABC Level A.	If NO, ineligible for ABC Level A.			

Comments _____

Standard III. Administration

All center policies and plans are in writing.

The program develops, maintains, and updates written administrative policies and procedures to ensure program efficiency and consistency.

WRITTEN STAFF ORIENTATION POLICY

- A. The center has written policies requiring staff orientation. Included in the written policies are DSS licensing requirements regarding:
 1. Specific job duties and responsibilities,
 2. DSS center regulations related to the job, and
 3. Policies and procedures of the center related to health and safety of children.

Staff orientation policy should also include:

1. Requirements for continued employment (e.g. lead caregiver must obtain ECD 101 within prescribed time limit),
2. Actions resulting in termination of employment,
3. Work schedule,
4. Benefits,
5. Child development information and center philosophy,
6. Center requirements for caregiver.

Further, the center’s orientation plan includes information regarding agencies/referral procedures for children with different abilities/needs.

(Examples of staff orientation policies are available from ABC.)

Evidence: Provider proof of compliance – completed orientation plan

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

- B. Each staff member signs a statement annually that they understand the written center policies.

Evidence: Provider proof of compliance. Record in staff folder annual list of employee statements.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

WRITTEN PERSONNEL POLICY

- C. The center’s written personnel policies describe non-discriminatory hiring practices.

Evidence: Provider proof of compliance. Written personnel policies.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

WRITTEN GRIEVANCE POLICY

D. The center’s written personnel policies include grievance procedures.

Evidence: Provider proof of compliance. Written personnel policies with grievance procedures.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

WRITTEN PLAN FOR STAFF PROFESSIONAL DEVELOPMENT

E. The center has a written annual plan for staff professional development.
(An example of an annual plan for staff professional development is available from ABC.)

Evidence: Provider proof of compliance. Written annual plan for professional development to include criteria such as:

1. Level of required education that staff person must acquire and due date for completion.
2. Training requirement to meet DSS licensing/approval regulations and Standard III.E. of ABC Level A Standards.
3. Other training the center may require.
4. Information on how staff may achieve training (i.e., TEACH scholarships, center-funded, employee responsibility, etc.) Time frames for achievement of requirements.
5. Action to be taken if staff professional development plan is not met.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

WRITTEN PLAN FOR ANNUAL STAFF EVALUATIONS

F. The center has a written annual plan for staff evaluations.
(An example of an annual plan for staff evaluation is available from ABC.)

Evidence: Provider proof of compliance. Written annual plan for staff evaluations to include the criteria such as:

1. Staff reliability/attendance at work including early/on time/tardy arrivals.
2. Staff preparation for children such as: lesson plans written and carried out, room set up before children arrive, materials in good repair and rotated regularly.
3. Staff interaction with children, parents and other staff.
4. Willingness of staff to accept constructive suggestions for improvement and to try new approaches if old ones are not working.
5. Implementation of best practices.
6. Clean and organized room.
7. Responsiveness of children to staff.
8. Adherence to center policies.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

DISCIPLINE POLICY

G. ABC Level A programs acknowledge and understand that discipline is used as a teaching strategy, which supports each child's social-emotional development and well-being. The program shall have a written discipline policy that outlines the program's positive and age appropriate guidance strategies. The policy specifically disallows:

1. Corporal punishment
2. Any strategy that hurts, shames, or belittles a child
3. Any strategy that threatens, intimidates, or forces a child
4. The use of food as a reward or punishment
5. The use or withholding of physical activity as a punishment

All staff members and parent(s)/guardian(s) of children enrolled in the center shall sign a statement that they have received, reviewed, and understand the discipline policy. These statements shall be maintained on-site and reviewed and re-signed/dated annually.

Evidence: Center's discipline policy and current statements signed by parents and staff

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

NUTRITION POLICY

H. A healthy and balanced diet includes fruits, vegetables, and whole grains, and limits foods that are high in sugar and/or fat. ABC Level A programs have a written policy that incorporates information about the components of a healthy and balanced diet as recommended by the U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). The policy shall reflect the following criteria:

1. All meals and/or snacks that are provided by the center shall be planned and served to meet the child's nutritional requirements as recommended by the USDA CACFP in proportion to the amount of time the child is in the center each day with no more than four hours between food services.
2. Sugar intake is limited by the following practices:
 - (a) Juice is allowed only once per day in a serving size specified by USDA CACFP for the age group served.
 - (b) Sugar sweetened beverages shall not be served.
 - (c) Sweet food items are served no more than once per week.
3. Foods and beverages high in fat are limited by the following practices:
 - (a) High-fat meats are served no more than once a week.
 - (b) Only skim or 1% milk is served to children 2 years and above.
 - (c) Fried or pre-fried vegetables, including potatoes, are served no more than once in a two-week period.
4. Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows:
Programs serving breakfast, lunch, and snack or serving lunch and 2 snacks:
 - (a) Fruit (not juice) is served at least 2 times per day.
 - (b) A vegetable other than white potatoes is served at least 2 times a day.
 - (c) Whole grain foods are served at least 2 times a day.Programs serving lunch and snack:
 - (a) Fruit (not juice) is served at least once a day.
 - (b) A vegetable other than white potatoes is served at least once a day.
 - (c) Whole grain foods are served at least once a day.Programs serving snack only:
 - (a) Fruit (not juice) is served at least 2 times per week.
 - (b) A vegetable other than white potatoes is served at least 2 times per week.
 - (c) Whole grain foods are served at least 2 times per week.

Evidence: Review of the center's nutrition policy for alignment with criteria 1 through 4 based on full day of food services

(breakfast, lunch, and snack). Criteria for less than full day of food service will be pro-rated based on food service provided as indicated above.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

PHYSICAL ACTIVITY POLICY

- I. ABC Level A programs have written policies to promote the healthy development of children through physical activity. The policies must include the following:
 - 1. The program encourages and informs parents about their role in dressing their child in clothes and shoes that allow for participation in physical activity.
 - 2. Media (TV, video and DVD) viewing and computer use are not permitted for children age 2 years and under.
 - 3. Encouragement of a least restrictive, safe environment for infants and toddlers at all times.
 - 4. Caregivers are informed about their role in encouraging children to be physically active indoors and outdoors at appropriate times.
 - 5. The program’s schedule includes daily, active outdoor play for all children. Written policy should also note that if outdoor time is decreased due to inclement weather, the time of indoor activity is increased to assure the total amount of physical activity remains the same.
 - Full Day Programs (6 hours or more) shall have two to three separate time periods of outdoor play for children ages one year through 12 years old totaling 90 – 120 minutes.
 - Part day programs (4 to 6 hours) shall have two separate time periods of outdoor play for children 12 to 36 months totaling 40-60 minutes; and two time periods of outdoor play for preschool and school age children totaling 60-90 minutes.
 - Half Day Program (4 hours or less) shall have outdoor play for children 12 to 36 months totaling at least 30 minutes; and outdoor play for preschool and school age children totaling at least 30-45 minutes.

All staff members and parent(s)/guardian(s) of children enrolled in the center must be informed of the physical activity policy.

Evidence: Center’s physical activity policy that meets ABC criteria and evidence that staff and parents have been informed.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

Standard IV. Staff Qualifications and Development

Caregiving shall be provided by adults who meet the defined training and qualifications outlined below.

Notes:

- Only staff 18 years and older can be counted for computation of staff-child ratio. Volunteers are not counted in ratios.
- All **formal** education credentials must be relevant to early childhood education/child development.
- Requirements for work experience may vary depending on educational level.

A. DIRECTOR Formal Education & Experience Requirements

Professionals who direct educational programs and supervise staff in early childhood centers shall be at least 21 years of age, and shall meet or exceed one of the following:

(1) bachelor's degree in child development/early childhood education from a regionally accredited college or institution and at least six months experience working with children in a licensed/approved child care facility;

OR

(2) bachelor's degree in any subject area from a regionally accredited college or institution with at least 12 academic credit hours related to child development/early childhood education approved by DSS or bachelor's degree with a signed plan to complete the Director's Credential (minimum of 12 academic credit hours) within 3 years from date of hire or enrollment, whichever is later, and 6 months experience working with children in a licensed/approved child care facility;

OR

(3) associate's degree with at least 27 academic credit hours in child development/early care and education/child care management from a regionally accredited college or institution with 2 years experience including 1 year of child care center management or administrative experience and 1 year working with children in a licensed/approved child care facility;

Evidence: List name of staff, documentation of degree/certification and work experience.

MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

B. SCHOOL-AGE PERSON IN CHARGE OF PROGRAM Formal Education & Experience Requirements (If dual role, also Center Director – See Director Requirements):

Staff who are responsible for school-age child care programs and supervise other staff shall be at least 21 years of age and shall meet or exceed one of the following:

(1) bachelor's degree from a regionally accredited college or institution in a related field such as early childhood education, elementary education, youth studies, child development, recreation, or family social sciences and 6 months work experience with children;

OR

(2) bachelor's degree from a regionally accredited college or institution in an unrelated field and 6 months work experience with children, with a signed plan to complete the SC School-Age Credential (SAC 101) within 1 year of enrollment date or date of hire, whichever is later;

OR

(3) associate's degree from a regionally accredited college or institution in a related field such as early care and education or child development and 6 months work experience with children;

OR

(4) high school diploma or GED and SC School-Age Credential (SAC 101) and 3 years work experience with children including 1 year of supervision of staff with a plan to complete the School-Age Certificate (minimum of 27 academic credit hours) within 3 years of enrollment date or date of hire, whichever is later.

Evidence: List name of staff to include: documentation of degree/certification and work experience. Additional education and training may be considered in lieu of work experience.

MEETS YES NO N/A (If enrolling for 0-2 and/or 3-5 only)

COMMENTS: _____

C. LEAD TEACHERS/CAREGIVERS Formal Education & Experience Requirements

AGES BIRTH THROUGH 5:

Teachers/Caregivers who are in charge of groups of children birth through age 5 shall be at least 18 years of age and shall meet or exceed one of the following:

(1) degree/diploma from a regionally accredited 2 or 4 year college or institution with 27 academic credit hours in Child Development/Early Childhood Education and 6 months experience as a teacher/caregiver in a licensed/approved child care facility;

OR

(2) bachelor's degree from a regionally accredited college or institution, SC Early Childhood Credential (ECD 101) and 6 months experience as a teacher/caregiver in a licensed/approved child care facility;

OR

(3) certificate in Child Development/Early Care and Education from a regionally accredited college or institution (minimum 27 academic credit hours) or current CDA and 6 months experience as a teacher/caregiver in a licensed/approved child care facility;

Note: 50% of teachers/caregivers of children birth through five years must meet or exceed this requirement to enroll and maintain enrollment.

OR

(4) high school diploma/GED and a SC Early Childhood Credential (ECD 101) and 6 months experience as a teacher/caregiver in a licensed/approved child care facility;

Note: 100% of teachers/caregivers of children birth through 5 years employed 1 year must meet this requirement to enroll and maintain enrollment.

0-2 year olds MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

3-5 year olds MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

AGES SIX AND UP:

Teachers/caregivers in charge of children ages 6 and up shall be at least 18 years of age and shall meet or exceed one of the following:

(1) bachelor's degree from a regionally accredited college or institution in a related field such as early childhood education, youth studies, child development, recreation, family social sciences or elementary education and 6 months experience as a caregiver in a licensed/approved child care facility;

OR

(2) bachelor's degree from a regionally accredited college or institution in an unrelated field and the SC School-Age Credential (SAC 101) and 6 months experience as a caregiver in a licensed/approved child care facility;

OR

(3) associate's degree from a regionally accredited college or institution in a related field such as early care and education or child development and 6 months experience in a licensed/approved child care facility;

OR

(4) high school diploma or GED and School-Age Credential (SAC 101) and 6 months experience in a licensed/approved child care facility;

Note: At least one teacher must meet or exceed this requirement.

OR

(5) high school diploma or GED, 6 months experience in a licensed/approved facility and a signed plan to complete SAC 101 within 1 year of enrollment date or date of hire, whichever is later;

OR

(6) high school diploma or GED and 6 months experience in a licensed/approved child care facility.

Evidence: List name of staff to include age if under 21, documentation of degree/certification and work experience for each caregiving staff in charge of a group of children.

6-12 year olds MEETS YES NO N/A (If enrolling for 0-2 and/or 3-5 years only)

COMMENTS: _____

D. TEACHER/CAREGIVER ASSISTANTS Formal Education and Experience Requirements

1. Teachers/caregivers who work as assistants to the person in charge of a group of children shall be at least 18 years of age and shall have a high school diploma/GED and meet child care licensing requirements.
2. Twenty-five percent (25%) of teachers/caregivers who work as assistants with children birth through 5 must have a SC Early Childhood Credential (ECD 101).

Evidence: A listing by name of all staff to include age if under age 21.

0-2 year olds MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

3-5 year olds MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

6-12 year olds MEETS YES NO N/A (If enrolling for 0-2 and/or 3-5 years only)

COMMENTS: _____

E. ANNUAL TRAINING

All facilities shall conform to the following:

1. Operator and/or director:
 - a. Shall have 20 clock hours of training (excluding first aid/CPR) during the calendar year to include at least 10 clock hours related to program administration, i.e., supervision, management, business planning,

and/or financial management; at least 5 clock hours in child growth and development, early childhood education and/or health and safety including annual training on blood-borne pathogens; training related to children with different abilities and needs, 1 hour related to nutrition, and 1 hour related to children's movement/physical activity.

- b. Shall complete one 3 hour academic credit course every 6 years in management/administration or early childhood education.
 - c. Shall complete training on all domains of the SC Early Learning Standards within two years of hire or enrollment.
2. **Teacher/Caregiver (birth – 5):**
- a. Shall have 20 clock hours of training (excluding first aid/CPR) during the calendar year to include at least 5 clock hours in child growth and development, at least 5 clock hours in curriculum activities, at least 2 clock hours on SC Early Learning Standards, training on blood-borne pathogens, training related to children with different abilities and needs, 1 hour related to nutrition, and 1 hour related to children's movement/physical activity.
 - b. At least 10 clock hours of total 20 clock hours shall be provided by a certified trainer.
3. **School-age person-in-charge and teachers 6-12:**
- a. Shall have 20 clock hours of training per calendar year to comply with regulatory topics and to include training on children with different abilities and needs, 1 hour related to nutrition, and 1 hour related to children's movement/physical activity.
4. **Teacher/Caregiver assistant except emergency person(s) and volunteer(s):**
- a. Shall have 15 clock hours of training (excluding first aid/CPR) during the calendar year to include at least 5 clock hours in child growth and development, at least 5 clock hours in curriculum activities for children, training related to children with different abilities and needs, 1 hour related to nutrition, and 1 hour related to children's movement/physical activity.

Evidence: Documentation of official transcript from the Center for Child Care Career Development (CCCCD). If training is not documented during the current calendar year, and/or the previous calendar year, the provider shall present a plan for required clock hours of training per staff person to the reviewer for approval. * To obtain a transcript see: <https://secure.sc-cccd.net/> Review of records for a sample of a minimum of 5 staff including director.

0-2 year olds MEETS YES NO

COMMENTS: _____

3-5 year olds MEETS YES NO

COMMENTS: _____

6-12 year olds MEETS YES NO

COMMENTS: _____

Standard V. Health and Safety

The health and safety of children and adults are protected and enhanced.

A. HANDWASHING

Staff shall ensure that children's faces and hands are clean. Child Care Regulations (June 2005) (114-505B(1)). Staff persons shall wash their hands with soap and warm running water upon arrival at the center, before preparing or serving food, before assisting a child with eating, after assisting a child with toileting or diapering, before and after toileting, after administering medication, after cleaning, after assisting with wiping noses, after contact with body fluids, after contact with animals and after using cleaning materials. Hands shall be washed even if gloves are worn to perform these tasks. Child Care Regulations (June 2005) (114-505G (4))

Evidence: Reviewer's observation of full compliance.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

If no, reported to DSS Child Care Regulatory Services on _____.

Check one or more of the following if answer is NO and document area(s) of non-compliance

1	Staff before preparing or serving food
2	Children before eating a meal or snack
3	Staff after assisting with toileting or changing diapers
4	Children after toileting and diapering
5	Staff and children after contact with body fluids

COMMENTS: _____

CPR/FIRST AID

B. A staff member who has current certification in pediatric first aid and child/infant cardiopulmonary resuscitation (CPR) is available on the premises at all times.

Evidence: Documentation of current certification in pediatric first aid treatment and child/infant cardiopulmonary resuscitation (CPR) for identified staff and observation of center coverage by certified staff. Review staffing plan that reflects CPR/First Aid coverage at all times.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IMMUNIZATIONS

C. Documentation of current children's immunizations (under 5 years) is required or proof that child meets either medical or religious exemption requirements.

Evidence: Documentation is the photocopy of the official current certificate of immunization or written evidence of medical or religious exemption. Review sample of 5 immunization records for compliance with SC DHEC regulations.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

ENVIRONMENT

D. The environment in which a child receives care is free of conditions which might adversely affect the health and safety of the child.

The Program:	YES	NO
1. Maintains clean and sanitary conditions indoors and outdoors.		
2. Is hazard free including space, materials and furnishings (no excessive peeling or chipping paint, exposed wires, sharp objects; cleaning products/medicines properly stored).		
3. Maintains compliance with the applicable Fire Codes. This is to include, but is not limited to having accessible exits (for example – fire doors are not blocked nor improperly locked); having functional smoke detector(s); having functional fire extinguisher(s); and infants and toddlers being cared for in approved classrooms.		
4. Has a working landline telephone. (Cell phones are not included)		
5. Center is free of other conditions which might adversely affect the health and safety of the child(ren).		

Evidence: Reviewer's observation and/or interview with director.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

Standard VI. MENU PLANNING and MEAL SERVICE

A. All meals and/or snacks that are provided by ABC Level A programs shall be planned and served to meet the child's nutritional requirements (see attached charts). ABC Level A programs consistently implement written policies for a healthy and balanced diet that includes fruits, vegetables, and whole grains, and limits sugar and foods high in fat as follows:

1 All meals and/or snacks that are provided by the center shall be planned and served to meet the child's nutritional requirements as recommended by the USDA CACFP in proportion to the amount of time the child is in the center each

- day with no more than four hours between food services.
2. Sugar intake is limited by the following practices:
- a) Juice is allowed only once per day in a serving size specified by USDA CACFP for the age group served.
 - b) Sugar sweetened beverages shall not be served.
 - c) Sweet food items are served no more than one time per week.
3. Foods and beverages high in fat are limited by the following practices:
- a) High-fat meats are served no more than 1 time per week.
 - b) Only skim or 1% milk is served to children age 2 years and above.
 - c) Fried or pre-fried vegetables, including potatoes, are served no more than once in a two-week period.
4. Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows:
- Programs serving breakfast, lunch, and snack or serving lunch and 2 snacks:
- a) Fruit (not juice) is served at least 2 times per day.
 - b) A vegetable other than white potatoes is served at least two times a day.
 - c) Whole grain foods are served at least two times a day.
- Programs serving lunch and snack:
- a) Fruit (not juice) is served at least once a day.
 - b) A vegetable other than white potatoes is served at least once a day.
 - c) Whole grain foods are served at least once a day.
- Programs serving snack only:
- a) Fruit (not juice) is served at least 2 times per week.
 - b) A vegetable other than white potatoes is served at least 2 times per week.
 - c) Whole grain foods are served at least 2 times per week.

Evidence: Review of center menus, including snacks, for current week and week preceding or following the current week. Reviewer documents observations of food items served during monitoring visit and notes compliance to listed criteria based on observation of food items served and review of center menus for at least two weeks.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO N/A No food service provided

COMMENTS: _____

Standard VII. Parent/Guardian Involvement

Parents are informed about and welcomed as observers and contributors to the program.

A. Parents shall be informed regularly about the center's program.

Evidence: Provider proof of compliance. A bulletin board for parents is a required proof and must be prominently placed in the area in which parents drop off and pick up their child, containing up-to-date information about center plans and activities. At least one other proof must be observed, for example, a monthly newsletter or observation of parent-staff communication about the center program. This standard will be validated on-site on the day of monitoring for compliance to staff-parent interaction based on reviewer observation.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

B. For programs serving infants and toddlers, caregivers share daily information with parents regarding feeding times, food

eaten, bowel movements and sleeping patterns.
(An example of a checklist is available from ABC.)

Evidence: At least one provider proof of compliance; example: checklist, note to parent, information board.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO
N/A (IF ENROLLING FOR 3-5 AND/OR 6-12 ONLY.)

COMMENTS: _____

C. Parents shall have unlimited access to their children and to the providers caring for their children during the normal hours of program operation and whenever children are in the care of the providers.

Evidence: Provider proof of compliance; example: center policy in handbook, window observation, observation of parents in center, interview with staff. This standard will be validated on-site on the day of monitoring for compliance based on reviewer observation.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

D. Parents shall receive a copy of center policies and receive information about resources for children with different abilities/needs.

Evidence: Provider proof of compliance; example: copy of center policies and resources for children with different abilities/needs. Record in each child's folder that parent received policies and information about resources for children with different abilities/needs, with date received, or a statement with parent signature.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

E. The center shall hold a minimum of one parent-teacher conference annually for each parent at a time when the teacher/caregiver is not responsible for children.

Evidence: Provider proof of compliance; example: list of parents by class, date of parent meeting, and parent signature. Record in each child's folder documenting meeting and date, with parent's signature.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

F. The center shall have a written orientation plan for new parents with documentation that parents are oriented.

Evidence: Provider proof of compliance; example: copy of orientation plan for program. Record in child's folder documenting orientation date, with parent's signature.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

Level **A** SCORING SUMMARY
0-2 YEAR OLD STANDARDS

Facility Name _____ FEIN# _____

Part I: 0-2 year old Standards NOTE: Program must meet all Standards I through VII in Part I.	MEETS	
	YES	NO
Standard I. Regulatory Requirements		
Standard II. Supervision of Children		
Standard III. Administration		
Standard IV. Staff Qualifications and Development		
Standard V. Health and Safety		
Standard VI. Meal Planning and Meal Service		
Standard VII. Parent/Guardian Involvement		

Part II: 4.5 average score required (0-2 year olds) (4.0 score on Interaction sub-scale required for all classrooms observed) on ITERS-R.	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM
Subscale I: Space and Furnishings				
Subscale II: Personal Care Routines				
Subscale III: Listening and Talking				
Subscale IV: Activities				
Subscale V: Interaction (4.0 required for each class observed)				
Subscale VI: Program Structure				
Subscale VII: Parents and Staff				
TOTAL				
AVERAGE: Total of scores by classrooms divided by number of classrooms observed. No rounding allowed.				

Provider meets enrollment standards for 0-2 year olds YES NO

If no, state reason(s) why provider cannot enroll for Level A _____

3-5 YEAR OLD STANDARDS

Facility Name _____ FEIN# _____

Part I: 3-5 year old Standards Note: Program must meet all Standards I through VII in Part I.	MEETS	
	YES	NO
Standard I. Regulatory Requirements		
Standard II. Supervision of Children		
Standard III. Administration		
Standard IV. Staff Qualifications and Development		
Standard V. Health and Safety		
Standard VI. Meal Planning and Meal Service		
Standard VII. Parent/Guardian Involvement		



Part II: 4.5 average score required (3-5 year olds) (4.0 score on Interaction sub-scale required for all classrooms observed) on ECERS-R.	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM
Subscale I: Space and Furnishings				
Subscale II: Personal Care Routines				
Subscale III: Language and Reasoning				
Subscale IV: Activities				
Subscale V: Interaction (4.0 required for each class observed)				
Subscale VI: Program Structure				
Subscale VII: Parents and Staff				
TOTAL				

AVERAGE: Total of scores by classrooms divided by number of classrooms observed. No rounding allowed.

Provider meets enrollment standards for 3-5 year olds YES NO

If no, state reason(s) why provider cannot enroll for Level A _____



Level A SCORING SUMMARY
6-12 YEAR OLD STANDARDS

Facility Name _____ FEIN# _____

Part I: 6-12 year old Standards (Program must meet all Standards I through VII in Part I.)	MEETS	
	YES	NO
Standard I. Regulatory Requirements		
Standard II. Supervision of Children		
Standard III. Administration		
Standard IV. Staff Qualifications and Development		
Standard V. Health and Safety		
Standard VI. Meal Planning and Meal Service		
Standard VII. Parent/Guardian Involvement		

Part II: 4.5 average score required (6-12 year olds) (4.0 score on Interaction sub-scale required for all classrooms observed) on SACERS.	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM
Subscale I: Space and Furnishings				
Subscale II: Health and Safety				
Subscale III: Activities				
Subscale IV: Interaction (4.0 required for each class observed)				
Subscale V: Program Structure				
Subscale VI: Staff Development				
Subscale VII: Special Needs – Supplementary Items				
TOTAL				
AVERAGE: Total of scores by classrooms divided by number of classrooms observed. No rounding allowed.				

Provider meets enrollment standards for 6-12 year olds YES NO

If no, state reason(s) why provider cannot enroll for Level A _____

DEFINITIONS

1. **Associate's degree** – Degree awarded by SC Technical Colleges or other regionally-accredited colleges for completion of approximately 63 academic credit hours.
2. **Associate's degree in Early Care and Education (ECE)** – Degree awarded by SC Technical Colleges or other regionally-accredited colleges for completion of approximately 63 academic credit hours with a major in ECE. The name of the degree may vary by college.
3. **Certified Training** – Training offered by a person who meets the criteria of the Center for Child Care Career Development (CCCCD) recognizing the trainer has the education and background to offer high quality training. Additionally, CCCCCD staff carefully review the training to ensure quality content, prior to it being offered.
4. **Child Development Associate National Credential (CDA)** – Awarded by the Council for Professional Recognition for completion of 120 clock hours of training in child care/child development.
5. **DSS regulatory requirements** – The SC Legislature passes laws governing child care services. These laws are translated into regulations which all child care programs must follow unless they are exempt.
6. **ECD** – early childhood development
7. **Early Childhood Development Certificate** – Awarded by SC Technical Colleges for completion of 27 – 35 academic credit hours in early childhood courses. Number of academic credit hours determined by college.
8. **Early Childhood Development Diploma** - Awarded by SC Technical Colleges for completion of 42 - 52 academic credit hours in early childhood courses. Number of academic credit hours determined by college.
9. **Early Childhood Development Management Certificate** – Awarded by some SC Technical Colleges for completion of approximately 27 academic credit hours.
10. **ECE** – early childhood education
11. **Formal parent conference** – Planned, scheduled parent/teacher conference held for the specific purpose of discussing the child's care and education.
12. **Regulatory** – state or federal agency requirements including SCDSS license or approval, or US military license.
13. **SAC** – School-Age Care
14. **SC CCCCCD** – South Carolina Center For Child Care Career Development
15. **School-Age Care 101 (SAC 101)** – A 3 hour academic credit course offered by SC Technical Colleges.
16. **South Carolina Early Childhood Credential** – Awarded by SC CCCCCD based on successful completion of Introduction to Early Childhood Development 101 (ECD 101), a 3 hour academic credit course offered by SC Technical Colleges.
17. **South Carolina Early Learning Standards** – Early Learning Standards specify developmental expectations for preschool children, ages 3 and 4, and are aligned with public school k – 12 standards. They include performance-based standards and examples or indicators which help teachers see what is meant by each standard. The federal government mandated that these standards be developed by each state and used by Head Start and public school programs. Their use in child care is encouraged by the state but voluntary.
18. **Supervision of Children**
Licensing Regulations - *for infants and toddlers*: staff persons shall be in the same room or area as the children and children shall be within staff's sight at all times; *for preschool and school-age children*: staff persons are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed. (SC DSS Regulations for Private and Public Child

Care Centers June 2005, 114-504)

ABC Standards - Staffing patterns shall provide for adult supervision of children at all times and the availability of an additional adult to assume responsibility if one adult must respond to an emergency. Staff are with children, not distracted by other duties (such as cleaning or cooking). Every attempt shall be made for continuity of adults who work with children. Staff-child ratios shall be maintained by provision of substitutes when regular staff members are absent.

- 19. Teacher/caregiver – Individual who is in charge of the class.**
- 20. Teacher/caregiver assistant – Individual who is continuously supervised by a qualified teacher/caregiver who is in the room at all times.**