

Level **C** Checklist

Please use the following questions to prepare for your ABC Level C visit.

Standard I. Regulatory Requirements

The program maintains compliance to state regulations pertaining to licensure, capacity, supervision, and staff-child ratio.

A. REGULATORY STATUS

Do you have a current, regular license? Or are you exempt from having a SCDSS license?

B. CAPACITY

What is your licensed capacity and are you following it? What is your licensed capacity for infants and toddlers? Or do you have an exemption verification?

C. HISTORY OF COMPLIANCE

If you are licensed or approved, are you maintaining a history of compliance to DSS SC Child Care regulations?

If you are exempt, are you maintaining a history of compliance to ABC requirements?

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.

D. STAFF-CHILD RATIO and SUPERVISION

Are you following the current minimal staff:child ratios and supervision requirements, as defined by Section 114.504 of the SCDSS Regulations for Private and Public Child Care Centers?

Child's Age	NAP*	
Birth to one year	1:5	1:5
One to two years	1:6	1:6
Two to three years	1:8	1:16
Three to four years	1:12	1:24
Four to five years	1:17	1:34
Five to six years	1:20	1:34
Six to twelve years	1:23	N/A

** Please note: Nap time ratios apply as long as at least one other staff person is readily available.*

Standard II. Administration

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

A. STAFF ORIENTATION

Do you have a written policy requiring staff orientation?

The orientation must include specific job duties and responsibilities, DSS center regulations related to the job, and the policies and procedures of the center related to health and safety of children.

B. RELEASE OF CHILDREN

Do you have a policy for the safe release of children, which includes a system to prevent the departure of a child from the center without an authorized person or the inappropriate release of a child to an unauthorized person?

C. NUTRITION POLICY

Do you have a written policy that incorporates information about the components of a healthy and balanced diet that meets the U.S. Department of Agriculture (USDA) Child Care Food Program Guidelines?

The policy shall reflect the following criteria:

- 1. One Meal and one snack served by the center shall be planned to meet the child's nutritional requirements according to the USDA Child Care Food Program Guidelines 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 sweetened beverages shall not be served.*
- 3. Only skim or 1% milk is served to children age 2 and above.*

D. PHYSICAL ACTIVITY POLICY

Do you have a written physical activity policy to address the following criteria to promote the healthy development of children?

The policy shall reflect the following criteria:

- 1. Media (TV, video and DVD) viewing and computer use is not permitted for children 2 years of age and under.*
- 2. Children are encouraged to be physically active indoors and outdoors at appropriate times.*



Standard III. Health, Safety, and Well-Being

The health and safety of children and adults are protected in the caregiving environment.

A. PHYSICAL SITE

Do you maintain a physical site that is free of conditions which might adversely affect the health and safety of children?

Key items include:

- 1. Maintaining clean and sanitary conditions indoors and outdoors.*
- 2. Being hazard free (no excessive peeling or chipping paint, exposed wires, sharp objects, playground hazards; cleaning products/medicines properly stored).*
- 3. Maintaining 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 or improperly locked); having functional smoke detector(s); having functional fire extinguisher(s); and infants and toddlers being cared for in approved classrooms.*
- 4. Having a working landline telephone. (Cell phones are not included)*
- 5. Being free of other conditions which might adversely affect the health and safety*

of the child(ren) (including smoking and consumption of alcohol or illegal substances).

B. CLASSROOM

1. Do all caregivers support each child's health and well-being through responsive and positive interactions?
 - Do caregivers have frequent, positive talk with children?
2. Are the activities provided to children are interesting and engaging?
 - Does the program have a posted daily framework or schedule of activities?
 - Are all children provided opportunities to explore the indoor and outdoor environment?
3. Is each room where a child receives care equipped with developmentally appropriate materials?
 - Are all children provided regular access to age appropriate, interesting and stimulating materials daily?
4. Are accommodations made for the different abilities and needs of children?

C. NUTRITION

Are the meals and/or snacks that are provided by the program planned and served to meet the child's nutritional requirements? (see Chart A)

Does the program consistently implement written policies for a healthy and balanced diet that meets the U.S. Department of Agriculture (USDA) Child Care Food Guidelines as follows?

1. *One meal and one snack served by the center shall be planned to meet the child's nutritional requirements according to the USDA Child Care Food Guidelines 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 sweetened beverages shall not be served.*
3. *Only skim or 1% milk is served to children age 2 and above.*

D. CPR/FIRST AID

Is a staff member who has current certification in pediatric first aid and child/infant cardiopulmonary resuscitation (CPR) available on the premises at all times?

E. IMMUNIZATION

Are you maintaining current South Carolina certificates of Immunization for each child (under age 5) enrolled or documentation when a child meets either medical or religious exemption requirements?



Standard IV. Family Communication

A. PARENTAL FREE ACCESS

Do parents/guardians have unlimited access to their children and their children's caregiver/s while their children are in attendance?

Do you have a written, open-door policy that is provided to parents/guardians, which explains their free access to children?

B. FAMILY COMMUNICATION (Infants and Toddlers)

If serving infants and toddlers, do you share information with parents daily?

Information must be shared daily with parents regarding feeding times, type and amount of food consumed, bowel movements and sleeping patterns. Additional information about the child's interests and activities must be exchanged during arrival and/or departure.

Chart A
Child and Adult Care Food Program

Infant Meal Pattern

Age of Baby	Breakfast	Lunch/Supper	Snack
Birth through 3 months	4-6 fluid ounces formula ¹ or breast milk ²	4-6 fluid ounces formula ¹ or breast milk ²	4-6 fluid ounces formula ¹ or breast milk ²
4 months through 7 months	4-8 fluid ounces formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4}	4-8 fluid ounces formula ¹ or breast milk ^{2,3} 0-3 tablespoons infant cereal ^{1,4} ; and 0-3 tablespoons of fruit or vegetable or both ⁴	4-6 fluid ounces formula ¹ or breast milk ^{2,3}
8 months through 11 months	6-8 fluid ounces formula ¹ or breast milk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and 1-4 tablespoons of fruit or vegetable or both	6-8 fluid ounces formula ¹ or breast milk ^{2,3} ; 2-4 tablespoons of infant cereal ¹ [<i>and/or</i>] 1-4 tbsp. of meat, fish, poultry, egg yolk, <i>or</i> cooked dry beans or peas; <i>or</i> ½ -2 ounces of cheese; <i>or</i> 1-4 ounces (volume) cottage cheese, <i>or</i> 1-4 ounces (weight) of cheese food or cheese spread; and 1-4 tablespoons of fruit or vegetable or both	2-4 fluid ounces formula ¹ or breast milk ^{2,3} or fruit juice; and 0-1/2 slice bread ^{4,6} or 0-2 crackers ^{4,6}

1. Infant formula and dry infant cereal must be iron-fortified.
2. Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.
3. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
4. A serving of this component is required when the infant is developmentally ready to accept it.
5. Fruit juice must be full-strength.
6. A serving of this component must be made from whole-grain or enriched meal or flour.

FOOD CHART Child Care Program

Child and Adult Care Food Program for required serving amounts for infants up to 1 year, refer to the infant meal pattern.		AGE 1 and 2	AGE 3 thru 5	AGE 6 thru 12	
BREAKFAST	Fluid Milk	½ cup	¾ cup	1 cup	
	Juice or Fruit or Vegetable	¼ cup	½ cup	½ cup	
	Bread or Bread Alternate	½ slice *	½ slice*	1 slice*	
SNACK	Fluid Milk	½ cup	½ cup	1 cup	
	(Supplement) Select 2 out of 4 Components				
	Juice or Fruit or Vegetable	½ cup	½ cup	¾ cup	
	Meat or Meat Alternate	½ oz**	½ oz**	1 oz**	
	Bread or Bread Alternate	½ slice*	½ slice*	1 slice*	
LUNCH/	Fluid Milk	½ cup	¾ cup	1 cup	
	Meat or Poultry or Fish or	1 oz	1 ½ oz	2 ozs	
SUPPER	Cheese or	1 oz	1 ½ oz	2 ozs	
	Egg or	1/2	3/4	1	
	Cooked Dry Beans and Peas or	¼ cup	3/8 cup	½ cup	
	Peanut Butter or Other Nut or Seed Butters or	2 tablespoons	3 tablespoons	4 tablespoons	
	Nuts and/or Seeds or	½ oz***	¾ oz***	1 oz***	
	Yogurt	4 ozs	6 ozs	8 ozs	
	Juice, Fruit and/or Vegetable (2 or more)	¼ cup total	½ cup total	¾ cup total	
	Bread or Bread alternate	½ slice*	½ slice*	1 slice*	
	Points to Remember:				
	<ul style="list-style-type: none"> • Keep menu records • Use full-strength juice • Count meals served to enrolled children and to program adults • Each child must be served the required amount of each food group at all meals 				

Or the equivalent serving of an acceptable bread alternate such as cornbread, biscuits, rolls, muffins made of whole grain or enriched meal or flour, or a serving of whole grain or enriched cereal or a serving of cooked enriched or whole grain rice or macaroni or other pasta product.

* Yogurt may be used as a meat/meat alternate. You may serve 4 ounces (weight) or ½ cup (volume) of plain or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component. For younger children 2 ounces (weight) or ¼ cup (volume) may fulfill the equivalent of ½ ounce of the meat/meat alternate requirement.

** No more than 1 ounce of nuts and/or seeds may be served in one meal.

CAUTION: Children under the age of 5 are at the highest risk of choking. USDA recommends that nuts and/or seeds be served grounded or finely chopped in a prepared food.

The Child and Adult Food Program is open to all eligible children regardless of race, color national origin, sex, age, or disability. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. USDA Director, Office of Civil Rights, Room 326 W. Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD).