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**ELIGIBILITY CONTINUED**

| <b>Additional Eligibility</b> |   | N/O | C | N | N/A | COS |  |  |  |  |  |
|-------------------------------|---|-----|---|---|-----|-----|--|--|--|--|--|
| 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>   |  | C  | N | N/A | COS |  |
|---|--|-----|---|---|-----|-----|--|--|--|---|-----|-----|--|
| 5.1.a   | School-Age Supervisor has 20 hours of training annually, 1BBP & 2 H&S  |     |   |   |     |     |  Meals/snacks brought by parent |  Meals by Vendor/school |  prepared on-site |   |     |     |  |
| 5.1.b   | Teachers have 15 hours of training annually, 1BBP & 2 H&S  |     |   |   |     |     | 5.2.a  | Meals/snacks meet USDA Guidelines  |  |   |     |     |  |
| <b>Reporting Requirements</b>                           |  | N/O | C | N | N/A | COS | 5.2.b  | Center has small supply of nutritional food/beverages for Children whose parents fail to bring             |  |   |     |     |  |
| 5.3   | Program reported a serious injury/death of a child during the previous federal program year (October 1 – September 30) |     |   |   |     |     |  |  |  |   |     |     |  |

**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>                     |  | 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  |     |   |   |     |     | 7.2.5.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  |   |   |     |     |  |

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| Environmental Hazards    |   |   |   |     |     |   |   |   |   |     |     |
|--------------------------|---|---|---|-----|-----|---|---|---|---|-----|-----|
| Indoor                   |   | C | N | N/A | COS | Outdoor                                 |   | 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 and litter  |   |   |     |     |
| 7.2.6.b                  | Facility temperature is 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)                      |   |   |     |     |
| 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 |   |   |     |     |   |   |   |   |     |     |
| Food Preparation Service |   | C | N | N/A | COS | Food Preparation Service continued..... |   | C | N | N/A | COS |
| 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 are worn when preparing food  |   |   |     |     | 7.2.8.f                                 | Food preparation areas are cleaned and sanitized  |   |   |     |     |

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| <b>Food Preparation Service continued.....</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.c  | Appliances (refrigerators/microwaves, etc) are clean  |          |          |            |  | 7.2.8.g  | Service areas (where food is served and eaten) is cleaned and sanitized |          |            |            |            |
| 7.2.8.d  | Refrigerators have a working thermometer and the temperature does not exceed 45 degrees Fahrenheit  |          |          |            |  |  |   |          |            |            |            |
| <b>STAFF INTERVIEWS</b>                        |   |          |          |            |  |  |   |          |            |            |            |
| <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   |   |          |            |            |            |
| 7.2.1.b  | Leadership can state the ratios to be utilized during swimming activities   |          |          |            |  |  |   |          |            |            |            |

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**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> |
|---------------------------|--|----------|----------|------------|------------------------------------|--|----------|----------|------------|
| 7.2.1. 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  |          |          |            |
| 7.2.1.c                   | 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  |          |          |            |
|                           |  |          |          |            | 7.2.8.f                            | Staff can state when the food prep areas are cleaned and sanitized                           |          |          |            |
|                           |  |          |          |            | 7.2.8.g                            | Staff can state when the service areas (where food is served/eaten Are cleaned and sanitized |          |          |            |
| <b>RECORDS 13.0</b>       |  |          |          |            |                                    |  |          |          |            |
| <b>General Records</b>    |  |          |          |            |                                    |  | <b>C</b> | <b>N</b> | <b>N/A</b> |
| 13                        | Records (staff, client, tracking, etc.) are kept on-site and are accessible  |          |          |            |                                    |  |          |          |            |
| 13.2                      | Tracking sheets are filed and kept for a period of one year  |          |          |            |                                    |  |          |          |            |
| <b>Staff Records</b>      |  |          |          |            |                                    |  | <b>C</b> | <b>N</b> | <b>N/A</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  |          |          |            |                                    |  |          |          |            |
| <b>Client Records</b>     |  |          |          |            |                                    |  | <b>C</b> | <b>N</b> | <b>N/A</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 staf needs to be aware of |          |          |            |                                    |  |          |          |            |
| 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 child  |          |          |            |                                    |  |          |          |            |
| <b>Field Trip Records</b> |  |          |          |            |                                    |  | <b>C</b> | <b>N</b> | <b>N/A</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  |          |          |            |                                    |  |          |          |            |

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