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/Designee/Contact:	
Date of Inspection:Time of Inspection: ABC Quality Staff:	
Type of Inspection: Enrollment Annual Complaint Follow-up Self-report	
If follow-up, list date of previous inspection:	
Is this visit the result of a serious injury? or fatality of a child?	
Maximum # of Children enrolled: Number of children observed:	
Age range of children: enrolled observed	
Hours of Operation: School Year Summer (if applicable)	
riours of operation seriour realsummer (if applicable)	
4.0 Eligibility Standard	
4.1 Program Operations	
4.1.3 Program operates within legal parameters.	Determination
a. Operating hours are in compliance.	
b. Serves only children ages five years and older.	
4.1.6 Business phone available	Determination
a. Must have a working business phone available during operating hours and at all times children are present.	
4.2 Program eligibility	
4.2.3 Written Policies (Interviews)	Determination
a. Staff understand and adhere to the Medication Policy.	
b. Staff understand and adhere to the Emergency Medical Care Policy.	
c. Staff understand and adhere to the Emergency Preparedness Policy	
d. Staff understand and adhere to the Child Abuse and Neglect Policy	
e. Staff understand and adhere to the Swimming Policy.	
f. Staff understand and adhere to the Transportation Policy.	
h. Staff understand and adhere to the Discipline and Child Maltreatment Policy.	
i. Staff understand and adhere to the Prevention and Control of Infectious Diseases Policy.	
j. Staff understand and adhere to the Handling, Storage, and Disposal of Hazardous Materials and Biological Contaminants Policy.	
k. Staff understand and adhere to the Safe Release of Children Policy.	
I. Staff understand and adhere to the Parental Access Policy.	

Determination Codes:

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

7.0 History of Compliance Standard	
7.2 Regulations	
7.2.1 Ratios and Group Size	Determination
a. Ratios met in all classes/groups of children.	
b. If swimming provided, water safety ratios are met.	
c. Group size met in all classes/groups of children.	
7.2.2 Supervision	Determination
a. Staff are physically near children and have ready access to intervene when needed.	
b. Staff focus on the supervision of children at all times.	
c. Two qualified staff are on the premises during operating hours and when children are present.	
d. The Site Supervisor, Director or Designee was present.	
e. Children's whereabouts must be tracked throughout the facility, and during activities away from the facility.	
7.2.4 Qualified Staff	Determination
a. Staff are qualified to supervise children.	
7.2.5 Transportation	Determination
a. Child:staff ratios met during transport.	
b. Each vehicle has safety restraints in good repair that are age appropriate for children being transported.	
c. Children are properly restrained in individual, age-appropriate safety restraints when the vehicle is in motion.	
d. Each vehicle has current registration and proof of current insurance.	
e. Each driver has a valid Driver's License.	
f. Children are tracked entering/exiting the vehicle.	
g. Each driver has access to a cell phone during transport.	
h. Each driver has emergency medical/contact information for each child being transported.	
i. Program complies with Jacob's Law.	
7.2.6 Indoor Environment	Determination
a. Facility is free from hazards and litter.	
b. Facility temperature is between 68-80 degrees.	
c. Facility is free from insects, rodents and other pest infestations.	
d. Facility is clean and sanitary.	
e. Facility has running water.	
f. Private bathrooms inside the facility are accessible and operational.	
g. Furniture, toys and equipment are clean, in good repair and meet the US Consumer Products Safety Commission (CPSC), if applicable.	
h. Hazardous materials such as chemicals (cleaning supplies, poisons such as bug spray), medication is locked and out of the reach of children.	
i. Animals present (no reptiles or rodents) must be healthy, clean, and present no apparent threat to the health and safety of children.	
j. No weapons are allowed on the premises.	
k. Staff bags/personal belongings are kept out of the reach of children.	
I. The use of tobacco products, alcoholic beverages, or other illegal substances are not allowed on the premises or while transporting children.	

Determination Codes:

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

Playground/outdoor areas children use are free of trash and litter The space around building and physical premises is safe for children, by restricting them from unsafe areas and ponditions by the use of a fence or barrier that is at least 4 feet high. Playground areas are safe. Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for immercial use. Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	7.2.7 Outdoor Environment
The space around building and physical premises is safe for children, by restricting them from unsafe areas and onditions by the use of a fence or barrier that is at least 4 feet high. Playground areas are safe. Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for promercial use. Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Deter Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid Kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Deter Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. The exterior of the building is in good repair and does not pose potential hazards.
anditions by the use of a fence or barrier that is at least 4 feet high. Playground areas are safe. Playground areas are safe. Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for simmercial use. Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or miliar equipment. 2.2.8 Meal Requirements and Food Preparation Service Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Affirst aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		b. Playground/outdoor areas children use are free of trash and litter
Playground areas are safe. Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for sommercial use. Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		c. The space around building and physical premises is safe for children, by restricting them from unsafe areas and
Playground equipment is safe, firmly anchored, meets US Consumer Products Safety Commission and is rated for ommercial use. Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Food is prepared properly for safe consumption. Food as prepared properly for safe consumption. Proper handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		
Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.28 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Deter Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Airst aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records A child Records A individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		· · · · · · · · · · · · · · · · · · ·
Adequate cushioning material is provided around fall zones. No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or miliar equipment. 2.2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		
No use of hot tubs, spas, saunas, trampolines (any size), inflatable bouncy houses, inflatable water slides, or milar equipment. 2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Deter Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		
milar equipment. 2.2.8 Meal Requirements and Food Preparation Service Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Deter Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records A child Records Deter An individual file must be kept on-site for each child enrolled.		
Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Deter Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		similar equipment.
Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils reclean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	7.2.8 Meal Requirements and Food Preparation Service
. Food is stored properly to prevent harmful foodborne illnesses. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils re clean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		Meals/snacks are: Prepared on-site Provided by Vendor/School Brought by parents
All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils re clean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. Meals and snacks served meet USDA CACFP meal pattern requirements and dietary needs of children.
re clean and in good repair. Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. 2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		b. Food is stored properly to prevent harmful foodborne illnesses.
Food is prepared properly for safe consumption. Foods are monitored and maintained at safe temperatures for consumption. Proper handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		c. All food preparation equipment, appliances, surfaces, food service areas, kitchenware, tableware, and utensils are clean and in good repair.
.2.9 Handwashing Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. .2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		d. Food is prepared properly for safe consumption.
Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		e. Foods are monitored and maintained at safe temperatures for consumption.
Proper handwashing procedures are used by staff and children. Liquid soap and disposable paper towels are accessible at every handwashing sink. 2.10 First Aid Kit Deter A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	7.2.9 Handwashing
.2.10 First Aid Kit A first aid kit is accessible to staff wherever children are present. 3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. Proper handwashing procedures are used by staff and children.
3.0 Records Standard 3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		b. Liquid soap and disposable paper towels are accessible at every handwashing sink.
3.0 Records Standard 3.1 Record accessibility Deter Records are kept on-site and are accessible. 3.2 Tracking sheets Deter Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records Deter An individual file must be kept on-site for each staff employed. 3.4 Child Records Deter An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	7.2.10 First Aid Kit
3.1 Record accessibility Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. A first aid kit is accessible to staff wherever children are present.
Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		13.0 Records Standard
Records are kept on-site and are accessible. 3.2 Tracking sheets Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	13.1 Record accessibility
Program must maintain the tracking sheets for a period of one year. 3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. Records are kept on-site and are accessible.
3.3 Staff Records An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	13.2 Tracking sheets
An individual file must be kept on-site for each staff employed. 3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. Program must maintain the tracking sheets for a period of one year.
3.4 Child Records An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter	termination	13.3 Staff Records
An individual file must be kept on-site for each child enrolled. 3.5 Field Trip Records Deter		a. An individual file must be kept on-site for each staff employed.
3.5 Field Trip Records Deter	termination	13.4 Child Records
F 111 F		a. An individual file must be kept on-site for each child enrolled.
Records must be documented and maintained for each field trip.	termination	13.5 Field Trip Records
		a. Records must be documented and maintained for each field trip.
3.6 Practice Drills Deter	termination	13.6 Practice Drills
Records reflect that practice drills are regularly conducted.		a. Records reflect that practice drills are regularly conducted.

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

Date: _____

Determination Codes:

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