

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) \_\_\_\_\_

| 4.0 Eligibility Standard                                                                                                         |                      |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 4.1 Program Operations                                                                                                           |                      |
| <b>4.1.3 Program operates within legal parameters.</b>                                                                           | <b>Determination</b> |
| a. Operating hours are in compliance.                                                                                            |                      |
| b. Serves only children ages five years and older.                                                                               |                      |
| <b>4.1.6 Business phone available</b>                                                                                            | <b>Determination</b> |
| a. Must have a working business phone available during operating hours and at all times children are present.                    |                      |
| 4.2 Program eligibility                                                                                                          |                      |
| <b>4.2.3 Written Policies (Interviews)</b>                                                                                       | <b>Determination</b> |
| 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.                                                           |                      |
| l. 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

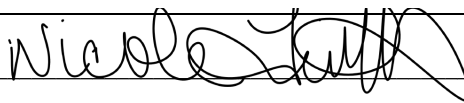
| <b>7.0 History of Compliance Standard</b>                                                                                                        |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>7.2 Regulations</b>                                                                                                                           |                      |
| <b>7.2.1 Ratios and Group Size</b>                                                                                                               | <b>Determination</b> |
| 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.                                                                                             |                      |
| <b>7.2.2 Supervision</b>                                                                                                                         | <b>Determination</b> |
| 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.                                 |                      |
| <b>7.2.4 Qualified Staff</b>                                                                                                                     | <b>Determination</b> |
| a. Staff are qualified to supervise children.                                                                                                    |                      |
| <b>7.2.5 Transportation</b>                                                                                                                      | <b>Determination</b> |
| 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.                                                                                                            |                      |
| <b>7.2.6 Indoor Environment</b>                                                                                                                  | <b>Determination</b> |
| 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.                                                                         |                      |
| l. The use of tobacco products, alcoholic beverages, or other illegal substances are not allowed on the premises or while transporting children. |                      |

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

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



Date: \_\_\_\_\_

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