

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	
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.	
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:         *Rene Ketchell*        

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

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