

# Minimum Checklist / Site Visit Survey



Site:

Semester:

## HEALTH, SAFETY, & NUTRITION

Date:

Date:

Number of Children:

Number of Caregivers:

Surveyor \_\_\_\_\_ Site Director \_\_\_\_\_

### OFF SITE OBSERVATIONS/DOCUMENTATION

- Site director notifies Programs Coordinators AND Mike immediately in the event of:
  - a missing child.
  - any accident that results in medical care beyond on site first aid.
  - incidents of any illness listed on the notifiable disease list so that licensing can be notified.
  - suspicions of an abused/neglected child.
  - fire, flood, or natural disaster.

### MANDATORY POSTINGS

(in a prominent place that is readily visible to parents, caregivers, and visitors)

- Current License
- Licensed Capacity
- Most Recent Licensing Inspection
- Accreditation Certificate
- Annual Fire Inspection
- Current Child Care Regulations
- List of Current Notifiable Communicable Diseases
- Emergency Phone Numbers (on phone), including:
  - Fire
  - Police
  - Poison Control
  - APS Security
- Center Phone Number
- Center Street Address
- CC Office Phone Number
- CYFD Financial Assistance Information
- Disaster Preparedness Plan
- Evacuation Plan
- Guidance Policy
- Daily Schedule
- Current Activity Calendar
- Current Newsletter
- Current staff bios



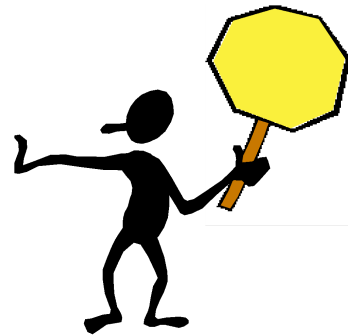
- Current dated weekly schedule including:
  - any changes whether permanent or temporary.
  - A minimum of 2 caregivers are present at all times.
  - who will act as admin. in the event of SD absence.
- Snack calendar which is followed and any changes or modifications are documented on all the appropriate postings
- Current Staff Manual is available on site.
- Current Parent Manual is available on site
- APS postings including: Afterschool Incident/Emergency Reporting, Script, APS student safety protocols, Wellness Check Protocols, OST Potentially Suicidal Student
- Allergies are posted in a private yet accessible manner.
- Safety Checklist for current semester



## **DOCUMENTATION**

- Check in/check out procedures are followed at all times:
  - All children are accounted for within 15 minutes after the bell.
  - Notification phone calls are made to parents for unexpected absences.
- A designated caregiver is responsible for giving medications to children.
- After each time medication is dispensed, the dispenser, child, & parent must all sign off on medication form.
- Medication is in the original container with written instructions and is labeled with the child's name and the date the medication was brought to the program.
- Medication is locked in an identified container.
- Medications are dispensed only with written permission from the parent --and in accordance to the written directions of the physician (if a prescription is required) or parent if non-prescription.
- Caregivers correctly use CC medication form to document dispensing of medication.
- When the medication is no longer needed it is returned to the parent or destroyed.
- The program does not administer expired medication.
- Children or caregivers absent due to any notifiable diseases do not return to the program without a signed statement from a physician.
- The program will conduct emergency preparedness practice drills at least quarterly beginning each school calendar year. The first drill will be conducted within 4 weeks of the start of the program and quarterly thereafter.
- Emergency preparedness equipment is available and fully stocked
- The program will conduct at least one documented fire drill per month
  - Fire drills will be conducted at different times of day
  - Fire drills will emphasize an orderly rather than speedy evacuation
  - Fire drill records will be kept on site for one year, documentation will include date, time, # of adults and children, and any problems encountered during the drill for one year.

- Fire drills require the following equipment: registration book, phone, first aid kit, and attendance sheet
- All staff are familiar with emergency equipment and its use.
- Caregivers complete accident reports as needed.
  - Caregivers immediately call parents and complete an accident report in the event of any injury involving the head or face.
  
- There are complete registration forms for each child enrolled in the program, including:
  - 2 local emergency contacts/and whether they are authorized to pick up
  
  - Doctor with phone number
  
  - Initials indicating:
    - Received parent manual
  
    - Permission for emergency transport
  
    - Permission for emergency treatment
  
    - Permission to remove child from premises to participate in off-site activities
  
- Date of enrollment
  
- Medical conditions
  
- Allergies
  
- Persons authorized to pick child up.
  
- Code Word



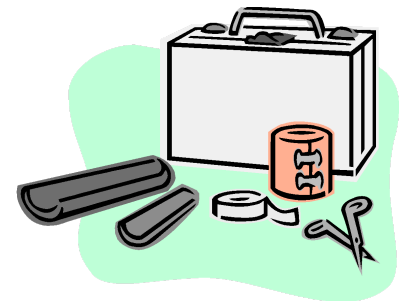
- Any documentation of legal status if applicable, ex: restraining orders, guardianship, court orders etc.

**All staff members have up to date files on site including:**

- Emergency contact name and number for staff members

**ON-SITE OBSERVATIONS**

- Phone is available and consistently answered during all program time.
- Program does not exceed licensed capacity.
- All bathrooms have toilet paper, soap and disposable towels.
- The premises and all equipment are clean, safe, disinfected, and free of debris and potential hazards.
- Cleaning materials and other materials dangerous to children are inaccessible to them and stored separately and away from food, food storage, and food prep areas.
- Food is protected from insects and vermin.
- The refrigerator is kept at 40 degrees (F) or below and freezer is at 0 degrees (F) or below.
- Open food and drink is stored in an airtight container or tightly wrapped and is labeled and dated.
- Children and caregivers wash their hands:
  - before and after eating.
  - after using a toilet.
  - before any food service activity.
  - after handling pets or items used by animals.
  - after contact with bodily fluids.
  - before and after caring for a sick child.
- There is a 1<sup>st</sup> aid kit that is readily accessible to staff and contains a minimum of:
  - band aids
  - gauze pads
  - adhesive tape
  - scissors
  - soap
  - non-porous gloves
  - thermometer and thermometer covers
- Adults sit with children at snack.
- Children are provided with a meal or snack at least every 3 hours that:
  - is responsive to special dietary restrictions.
  - is served with water each time.
  - is served in a way that ensures that hot items stay hot and cold items stay cold.
  - is served with napkins and appropriate utensils.
  - is served with appropriate cleaning materials to enable children to clean up their own messes.



- Food preparation surfaces and tables are thoroughly sanitized before and after use.
- Children do not share drinking or eating utensils.
- Water is available to children at all times.
- Adults consistently lead children when in transition.
- The clip system is accurate at all times.
- Children are attended to at all times (must be in sight with the exception of while in the restroom).
  - Children are supervised to and from the restroom.
  - Children are allowed in a kitchen only under careful supervision.
- Caregivers follow proper identification procedures when unknown adults arrive to pick up children.
- Blood spills are cleaned cautiously and promptly: first with hot soapy water and then with bleach
- A child who becomes sick in the program are separated from the other children and constantly observed and caregivers promptly notify a parent of the child's illness.
- Children are sent home when they show signs of illness or behavior changes and
  - the oral temperature is 101° or higher
  - armpit temperature is 100.4° or higher and the child shows
  - a caregiver observes signs of contagious disease or severe illness.
- A cot or mat, pillow, and blanket are available for sick children and disinfected thoroughly after use.
- Field trip procedures are strictly adhered to.
  - Children are ALWAYS checked ONTO the bus by name.
  - Children adhere to bus rules.
  - Children adhere to CC rules and any additional rules required by destination.
  - Children will not go to a private residence unless accompanied by 2 adults
  - Swimming:
    - All children taken swimming must have written permission to enter a pool.
    - Maintain ratio for pools more than 2 ft. deep:
      - 5 year olds 1:10
      - 6+ year olds 1:1
- Wading pools:
  - are drained daily.
  - are disinfected regularly.
  - are emptied when not in use and stored away from areas accessible to children.
  - are not used on concrete or asphalt.

**TO BE AWARE OF**

- Maintains comfortable temperatures in all rooms used by children. (68-82 degrees Fahrenheit)
- All toilets and sinks are within 100 feet of the licensed area.

Additional Notes/Observations:

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## **ENVIRONMENT**

Date: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Caregivers: \_\_\_\_\_  
Surveyor \_\_\_\_\_ Site Director \_\_\_\_\_

### **DOCUMENTATION**

- SACERS book is available at each site

### **ON-SITE OBSERVATIONS**

- The program follows daily schedule to provide routine and stability
- All interest areas are visually supervised at all times.
- The environment is organized logically and divided into the 4 quadrants of noisy/quiet, and wet/dry.
- All areas are designated by signs.
- All areas have maximum capacity signs for each area not exceeding 30 children
- Program does not exceed licensed capacity for program or area
- Runways are minimized.
- The environment is set up so that multiple activities can happen simultaneously without interruption.
- There is space for large and small group games within indoor space.
- Floor surface is appropriate for the activity that will happen in that area.
- There is adequate storage for supplies and files.
- Caregivers have storage areas available, away from the children's area.
- Each child has a designated space for storage of clothing and personal belongings.
- Rules that the children helped create are posted in the environment
- There are images of children in the program present in the environment
- Children's artwork is displayed throughout the environment.



- There are tablecloths, centerpieces, and iced water in the snack area.
- Equipment and materials are organized in an orderly manner.
- All materials are labeled with English, Spanish, and pictures.
- All materials are age-appropriate and do not contain adult content
- Children have the opportunity to spend time outdoors during each session of the program unless precluded by inclement weather (children should be allowed out for a minimum of 15 min. with appropriate clothing), parental restrictions, or environmental hazard
- Children have the opportunity to play outdoors on a variety of surfaces.
- There is sufficient equipment, materials, and furnishings for both indoor and outdoor activities.
- Equipment and materials designed for children's independent use are within easy reach of all children.
- The program provides children with toys, educational materials, and equipment that:
  - are safe.
  - are developmentally appropriate.
  - encourage children's educational progress.
  - encourage children's creativity.
  - encourage children's social interaction.
  - include a balance of individual and group activity.

The environment includes the following functional identifiable learning areas:

**Dramatic Play**

- Kitchen furniture
- Cleaning materials
- Telephone and
- Dolls, clothes, blankets, bottles and a
- Table and seating
- Dishes, food, and utensils
- Mirror
- Dress up clothes
- Puppets
- Toys that demonstrate diversity
- CC Menus
- Cash register and money
- Assigned Drama Bin
- Other:



**Quiet Area**

- Picture Books
- Chapter books
- Magazines
- Dictionary
- Diversity is reflected within books/magazines etc.
- Religiously themed books are avoided
- Soft, comfortable furnishings

**Art**

- Smocks

- Stringing Materials
- Variety of color and sizes c
- Collage materials
- Markers
- Crayons
- Easel
- Scissors
- Paints and paint brushes
- Glue
- Art Books including "how to draw books"
- Other:



## Construction

- Children's projects are not disturbed; not in a traffic area
- Blocks
- Cars
- Signs
- People/Animals
- Another permanent set of construction materials
- Assigned Construction Bin

## Games / Manipulatives

- Puzzles (range in difficulty)
- Playing Cards
- Board Games (range in difficulty)

## Science/Math

- Science Books/Nature photos
- Measuring Devices
- Number Puzzles and games
- Magnets
- Light and Color
- Magnification
- Animals
- Bugs
- Scale
- Abacus
- Science art (rubbing plates etc.)
- Anatomy guy
- X-ray films
- Globe
- Other:



## Solo Spot

- Soft, cozy space where children can be alone
- Maintained as a one child at a time space
- At least 3 no more than 8 of the following at a time:
  - I spy jar
  - Writing materials
  - Stress balls



- Stuffed animals
- Word games / puzzles
- Manipulative puzzles
- Manipulative mazes
- Dolls
- Books
- Question / Trivia cards
- Drawing materials
- Music with headphones
- Other

**Homework Area**

- Pencils
- Erasers
- Pencil Sharpener
- Dictionary
- Lined Paper
- Other:

**If Applicable:**

**Sensory**

- A minimum of 2 different sensory bins with accessories (a minimum of 3 in each bin):
  - measuring tools
  - funnels
  - people
  - animals
  - eyedroppers
  - wheels
  - other:

**Music**

- Age Appropriate Music (including music that you can sing along to)
- Musical Instruments
- Space to dance and move
- Radio/Cd/Tape Player

**Math**

- Math Games
- Math Manipulatives
- Dice



If a program has a pet(s) :

- Program ensures that no pets or undomesticated animals are dangerous, contagious, or vicious are allowed on site.
- Parents are notified in writing before pets are at the site.
- Program does not allow pets in the kitchen, food service area, food storage area or bathrooms.

- Program ensures that pets are vaccinated as prescribed by a vet and keeps a record of vaccination on site prior to the pet's presence in the program
- Program ensures cages, pens, or outdoor areas are cleaned of excrement daily.
- Animals are properly housed, fed, and maintained in a safe, clean, sanitary and humane condition at all times.

**TO BE AWARE OF**

- There is adequate shade in outdoor areas.
- Caregivers are familiar with environmental rating scales.
- Children are never permitted to use a trampoline.
- Outdoor play equipment is safe and securely anchored.
- Sufficient energy absorbing surfaces are present beneath climbing structures, swings, and slides. (see licensing regulations for specifications)

Additional Notes/Observations:

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**CURRICULUM**

Date: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Caregivers: \_\_\_\_\_  
 Surveyor \_\_\_\_\_ Site Director \_\_\_\_\_

**DOCUMENTATION**

- There are planned activities.
- All curricula is documented.
- Children enjoy the activities
- There is written documentation that the children input is included in curriculum planning.
- Caregivers work with children to develop, plan, and implement activities that reflect their needs and interests.
- Observations are being used to plan curriculum.
- Curriculum is socially and emotionally focused.
- Evidence that adults challenge children just beyond their current level of development (by posing problems, asking questions, making suggestions, adding complexity and providing information, materials, or assistance).
- There is at least one documented community service opportunity for the children each month.

**ON-SITE OBSERVATIONS**



- There are opportunities for:
  - Fine and Gross Motor skills
  - Social
  - Emotional
  - Language(literacy, numeracy, and communication)
  - Cognitive(problem solving, thinking, and reasoning)
- There are opportunities for:
  - Arts/Drama
  - Life Skills
  - Academic Skills
  - Recreation/Leisure
  - Social Skill Building
  - Getting to know and become involved with their neighborhoods and community
- There is a balance of active/quiet, individual/small group/large group activities and indoor/outdoor time.
- Children participate in moderate to vigorous physical activity most days of the week: games, sports, dance, outdoor activities, fitness activities, aerobics, martial arts, or yoga
- Caregivers provide many choices so children can learn and have new experiences.
- Caregivers provide opportunities for children to make decisions.
- Children have the opportunity to experiment and explore:
  - Caregivers follow the interest of the children.
  - Caregivers provide activities that encourage sensory experiences.
- There are lots of opportunities for children to make their own choices.
  
- Caregivers intentionally plan for, support, and encourage children to try new or more difficult tasks by:
  - asking "what if" questions.
  - allowing more time.
  - providing additional examples.
  - allowing the child to make mistakes and problem solve.
- Children have the right to opt out of any activity and when appropriate field trips.
- There are large blocks of time for discovery and child initiated learning activities (caregivers are flexible allowing children to continue if they are involved in a complex activity).
- Curriculum is realistic and meaningful to children's lives.
- Caregivers take advantage of teachable moments.
- Caregivers challenge children to solve problems.
- Caregivers engage children in getting solutions for common classroom problems.
- Caregivers provide intentional opportunities for children to practice social skills.
- Caregivers use small and large group settings to teach social competencies such as problem solving, empathy, and friendship building.
- Caregivers help children understand emotions by providing opportunities where they can talk about, role play or read about and identify feelings/emotions.

- Photos, pictures, and posters that display a variety of emotional states are used.
- Caregivers plan activities that match children’s developmental level.
- Modifications are made so that all children can engage in activities.
- The focus of art experiences is on the process and not on the product.
- The sequence of activities moves from simple to more complex.
- The outdoor space includes as many centers as possible:
  - active play area
  - sand
  - riding toys
  - items for pretend play
  - books
  - science
  - art
- The number of children in the activity is appropriate

**TO BE AWARE OF**

- Children do not watch a screen for more than one full length movie per day. (Children’s Choice policy is that screen time should be rare and optional.)
- Movies should be shown no more than 2-3 times a year.

Additional Notes/Observations:

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**RELATIONSHIPS WITH CHILDREN**

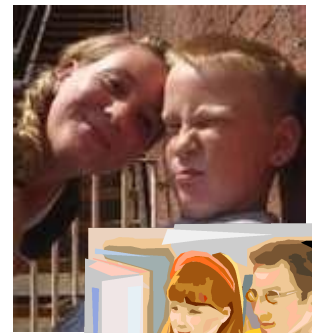
Date: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Caregivers: \_\_\_\_\_

Surveyor \_\_\_\_\_ Site Director \_\_\_\_\_

**ON-SITE OBSERVATIONS**

- Children are acknowledged upon both arrival and departure from the program.
- Children and caregivers initiate conversations with one another.
- Caregivers do not spend time talking about personal issues during working hours or around children.
- Adults model the same behaviors expected of the children in the program such as:
  - restricting their own food and beverage to the snack area.
  - walking inside.
  - using an indoor voice while inside.
  - using appropriate language.
  - using equipment the way that it is designed to be used.
  - refraining from sitting on table tops.

- using outdoor equipment only when outdoors.
- refraining from carrying children or allowing children to sit or climb on them.
- Other:
  - Caregivers' tones of voice are calm and facial expressions are pleasant.
  - Caregivers make eye contact with children (if culturally appropriate).
  - Caregivers remain calm in stressful situations.
  - Caregivers model appropriate social behaviors, interactions, and empathy.
  - Caregivers talk and listen to children and respond appropriately.
  - Caregivers respond to children's questions and acknowledge their comments, concerns, emotions, and feelings.
  - Caregivers comfort children when they are distressed.
  - Caregivers respond to children that are angry, hurt, or sad in a caring and sensitive matter.
  - Caregivers respond appropriately when children have special behavioral needs or issues.
  - Caregivers help children communicate their feelings by providing them with language to express themselves.
- Caregivers teach that all emotions are okay, but not all expressions are okay.
  - Caregivers make appropriate physical contact to comfort and support children in daily routines and interactions.
  - Caregivers are actively involved with children.
  - Caregivers are available to help with homework.
  - Caregivers sit at tables or on floor with children.
  - Caregivers play with children outdoors.
- Caregivers empower children and help them take initiative by:
  - Offering assistance in a way that supports initiative.
  - Providing assistance without taking control.
  - Encouraging children to take on leadership roles.
  - Allowing children to choose what they will do, how, and with whom.
  - Assisting children in making informed and responsible choices.
  - Saying yes to reasonable requests.
- Caregivers substitute equipment, or change activities as needed in response to individual children's needs.
  - Children do not spend excessive time unengaged and waiting.
  - Warnings are used prior to transitions.
  - Warnings are individualized so that all children understand them.
  - Children know the expectations associated with transitions.
  - Caregivers utilize visual schedules, cues, and prompts.
  - Caregivers establish and enforce clear rules, limits, and consequences for behavior.
  - Rules are reviewed often.
  - There are opportunities to practice site rules.
  - Guidance is consistent and age appropriate.
  - Guidance is positive.



- Guidance includes redirection and clear limits that encourage the child's ability to become self-disciplined.
- Caregivers do not force children to explain behavior or apologize.
- Program never uses physical punishment, group punishment, yelling, profanity, humiliation, unsupervised separation, shame, forced physical exercise or withdrawal of: food, drink, rest, bathroom access, or outdoor activity.
- Caregivers do not allow children to belittle, tease, or reject each other
- Caregivers only intervene when it appears that children cannot solve conflict on their own

Additional Notes/Observations:

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## **RELATIONSHIPS WITH FAMILIES**

Date: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Caregivers: \_\_\_\_\_  
 Surveyor \_\_\_\_\_ Site Director \_\_\_\_\_

### **MANDATORY POSTINGS**

- There are resources for parents at the parent corner

### **DOCUMENTATION**

- There are a minimum of 3 family involvement activities per year
- There are monthly Continuous Quality Improvement Team meetings



- Parent feedback is implemented through the CQI improvement plan

### **ON-SITE OBSERVATIONS**

- Family members are acknowledged upon both arrival and departure from the program.

## **RELATIONSHIPS WITH CAREGIVERS**

### **OFF SITE OBSERVATIONS/DOCUMENTATION**

- Evidence that the program has and uses incentives for retention of qualified caregivers:
  - raises based on training and performance
  - payment of professional organizations membership
  - supplemental insurance
  - paid leave
  - health insurance for full-time employees
  - dental insurance for full-time employees
  - life insurance for full-time employees
  - opportunities for advancement
  - 401 K for full-time
- Caregivers may add topics to the caregivers meeting agendas.
- Caregivers feel comfortable and safe sharing ideas and feelings and can ask questions and present alternative ideas at meetings.
- Staff have the opportunity to interview applicants.
- Alerts Administrative staff to place ads when positions are open

### **DOCUMENTATION**

- All caregivers have a minimum of a high school diploma or GED.
- All caregivers have the 45 hr course and/or equivalent.
- All caregivers are evaluated in accordance with CC policy.
- Staff meetings are held a minimum of 3 times a month (agendas are kept on file at the site).
- Documentation of caregiver's input at staff meetings is recorded on staff meeting agendas.
- Staff meeting agendas have tools to ensure accountability.

### **ON-SITE OBSERVATIONS**

- All caregivers treat each other with respect and kindness.
- All caregivers contribute to set up of the program environment.

### **TO BE AWARE OF**

- Director is knowledgeable of resources regarding the Fair Labor Standards Act

## **RELATIONSHIPS WITH SCHOOL**

### **ON-SITE OBSERVATIONS**

- Directors submit information monthly to be used in the school newsletter.
- Directors and staff participate in school community events.



- The school fills out annual QIT questionnaires.

Additional Notes/Observations:

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