

Name of Center \_\_\_\_\_ Date of Survey \_\_\_\_\_

## Out of School Time Care

\_\_\_\_\_ Total number of children

### ADMINISTRATION RECORDS:

- \_\_\_\_\_ License **Posted 8.16.2.41A(1)**
- \_\_\_\_\_ Last inspection/survey **Posted 8.16.2.41A(1)**
- \_\_\_\_\_ Fire Inspection **Posted 8.16.2.46J(2)**
- \_\_\_\_\_ Current Before and After School Program regulation **Posted 8.16.2.41A(2)**
- \_\_\_\_\_ Mission Statement **8.16.2.41B(1)**
- \_\_\_\_\_ Philosophy Statement **8.16.2.41B(2)**
- \_\_\_\_\_ Curriculum Statement **8.16.2.41B(3)**
- \_\_\_\_\_ Parent Handbook **8.16.2.41C**
- \_\_\_\_\_ Personnel Handbook **8.16.2.41F**
- \_\_\_\_\_ Dated weekly menus for meals and snacks **Posted 8.16.2.41A(3)**
- \_\_\_\_\_ Guidance Policy **Posted 8.16.2.41A(4)**
- \_\_\_\_\_ List of Notifiable Diseases and Communicable Diseases **Posted 8.16.2.41A(5)**
- \_\_\_\_\_ Evacuation **Posted 8.16.2.46J(3)** & Disaster Preparedness Plan **8.16.2.41D(2)(e)**
- \_\_\_\_\_ Emergency phone numbers **Posted** near phone **8.16.2.46J(4)**
- \_\_\_\_\_ Sign in and out sheet **8.16.2.41D(1)(g)**
- \_\_\_\_\_ Ratios maintained (15:1) **8.16.2.42D(4)**
- \_\_\_\_\_ Unattended children **8.16.2.42D(2)**
- \_\_\_\_\_ Fire drills conducted once a month & documented **8.16.2.46J(1)**
- \_\_\_\_\_ Daily Activity schedule **Posted 8.16.2.43B(5)**
- \_\_\_\_\_ Dated weekly work schedule **8.16.2.41E(2)**

### RESTROOMS:

- \_\_\_\_\_ Toilet paper, soap, disposable towels at height accessible to children **8.16.2.46I(1)**
- \_\_\_\_\_ Bathrooms are enclosed **8.16.2.46I(2)**

### KITCHEN:

- \_\_\_\_\_ Refrigeration at 41 degrees or below Freezer at 0 or below **8.16.2.44C(5)**
- \_\_\_\_\_ Thermometers for refrigerator & freezer **8.16.2.44C(6)**
- \_\_\_\_\_ Leftovers labeled and dated and stored in an airtight container or wrapped **8.16.2.44C(7)**

### CLASSROOMS:

- \_\_\_\_\_ Sufficient equipment, materials, and furnishings **8.16.2.43B(1)**
- \_\_\_\_\_ Developmentally appropriate, safe materials **8.16.2.43B(2)**
- \_\_\_\_\_ Materials easy to reach & in an orderly manner **8.16.2.43B(3)**
- \_\_\_\_\_ Environment is organized into identifiable learning centers/spaces  
**8.16.2.43D(1)**
- \_\_\_\_\_ Each center clearly defined **8.16.2.43D(2)**
- \_\_\_\_\_ Capacity of room **Posted 8.16.2.43D(4)**
- \_\_\_\_\_ Housekeeping **8.16.2.46D(1)**
- \_\_\_\_\_ Dangerous materials inaccessible to children **8.16.2.46D(2)**
- \_\_\_\_\_ All Trash cans w/ tight lids **46D(3)**
- \_\_\_\_\_ Shielded light bulbs **8.16.2.46G(1)**
- \_\_\_\_\_ Emergency lighting **8.16.2.46G(2)**
- \_\_\_\_\_ Check smoke detectors **8.16.2.46J(5)**
- \_\_\_\_\_ Check fire extinguishers **8.16.2.46J(7)**

**PLAYGROUND:**

- \_\_\_\_\_ Safe and securely anchored **8.16.2.43C(1)**
- \_\_\_\_\_ Energy absorbing surfaces beneath climbing structures, swings & slides  
**8.16.2.43C(2)**

**HYGIENE:**

- \_\_\_\_\_ Staff and children washed hands after: toilet, handling pets or animals,  
Before: caring for a sick child, any food service activity, eating and after.  
**8.16.2.45A(1-5)**
- \_\_\_\_\_ Hot/Cold Water **8.16.2.46F(6)**
- \_\_\_\_\_ Water from faucet below 110 degrees **8.16.2.46F(5)**

**FIRST AID REQUIREMENTS:**

- \_\_\_\_\_ First aid kit/manual (with thermometer, latex gloves, bands aids, gauze  
pads, adhesive tape, scissors, soap) **8.16.2.45B(2)**

**MEDICATION:**

- \_\_\_\_\_ Med. lock box **8.16.2.45C(1)**
- \_\_\_\_\_ Med. sheet parent/staff sign **8.16.2.45C(4)**

**TRANSPORTATION:**

- \_\_\_\_\_ Operable fire extinguisher, first-aid kit, first-aid manual, water and blanket  
**8.16.2.46A(1)**
- \_\_\_\_\_ Cleaned & inspected inside and out at least weekly **8.16.2.46A(5)**
- \_\_\_\_\_ Registration & Insurance **8.16.2.46A(6)**

**\*\*\* SUGGESTIONS:**

- Inform provider of application late fee
- Provide copy of current regulations

Updated by KB 9/11/06