SCHOOL AGE CHILD CARE (SACC) PREPARATION FOR SITE VISIT

In preparing for a site visit by the Ohio Department of Education, Early Childhood Education, it is necessary to be familiar with the Rules for School Age Child Care Programs (3301-32). This document is to assist you in the organization of a successful site visit for licensing and is to be used only in conjunction with the rules and SACC Checklist.

Documenting compliance may be in written form, posted, or observed. In organizing for site compliance reviews, it may be helpful to prepare a notebook or folders containing required written documentation. Specific information on staff and children may be filed by each individual's name. Some information will need to be posted while other compliance items need to be observed. The following outline may serve as a guide in distinguishing how compliance with the rules can be demonstrated. **Please note that you may be asked to PROVIDE a copy of the site plan worksheet and floor plan to the reviewer at the time of the onsite visit. Please have these documents ready for your reviewer.**

WRITTEN DOCUMENTATION

- Philosophy: developmental and age appropriate practices
- Goals: activities, equipment, and materials are developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes
- Daily plans: activities/learning environment which balance regular day academics
- Curriculum:
  - ❑ includes personal discipline, social development/emotional well being, recreational skills, and health/safety skills: 3301-32-01 U
  - ❑ adapted for personal interest, developmental levels, personal choice, and self initiated learning experiences: 3301-32-05 C
  - ❑ adaptable to children with disabilities
- Public/nonprofit entities with whom the program can cooperate for programming
- Communication between SACC program and K-12 program
- Nutritional information and extra food on site if parents supply snack
- Policies given to parents upon enrollment
- Policies/procedures given to staff prior to working with children
- Developed system of business management and record keeping
- Staff trained in first aid available at all times
- Fire inspection report current within the year
- Attendance sheets
- Staff hours, terms of employment, location, and date of orientation
- Job descriptions consistent with duties of staff member: 3301-32-02, D
- Management of communicable disease policy: 3301-32-08
  - ❑ staff trained in communicable disease shall observe children daily at arrival
  - ❑ linens used by ill child are cleaned/laundered before use by another
  - ❑ training all preschool staff in signs/symptoms of communicable disease
  - ❑ proper hand washing procedures
  - ❑ proper disinfecting procedures
  - ❑ isolation of ill child
  - ❑ notification of parent/s of ill child
  - ❑ notification from parent when child is suspected of communicable disease
  - ❑ administering to a mildly ill child

The following written policies need to be consistent with local Board policies:

- ❑ philosophy and goals of the program
- ❑ ages of children served
- ❑ hours and days of operation

- fees and payment
- meals and snacks
- enrollment of special needs children
- discipline: 3301-32-09
- staff/parent communications, discussing child's needs and progress
- handling parent complaints
- recording and reporting child abuse
- reporting communicable disease
- recording and reporting accidents
- recording and reporting absences, no shows and missing persons
- child data privacy provisions
- personnel policies: 3301-32-10 C
- staff data privacy provisions
- staff recruitment, employment, assignment, evaluation and in service education
- use of volunteers
- communication and involvement with parents: input into program design, curriculum, evaluation and how this input is to be given
- nondiscrimination in providing services
- continuity of care: 3301-32-01 B
- admission, registration, placement
- withdrawal procedures
- administration of medication, food supplement, or modified diet: 3301-3206 D
- hand washing procedure
- water programs: 3301-32-055 i,j,k,l
- maintaining staff/child ratio and group size: 3301-32-03 a,b,c,d,e
- children running errands and using restroom: 3301-32-03 f
- supervision of children for children indoors and outdoors: 3301-32-03 f
- transportation to and from program
- field trip transportation, permission, and arrangements for those not participating
- emergency actions for weather, medical, dental and other types of emergency

STAFF RECORDS

- Staff meets requirement: 3301-32-02 E
- Medical statement from a doctor
- BCII check (or non conviction statement if hired prior to 10/29/93)
- Performance evaluations
- References
- Education
- Age
- Experience related to position: 3301-32-02
- Date of hire and attendance records
- In service training with date, place, topic, trainer's name and qualifications:
- 3301-32-02 E - N
- Training in:
  - hand washing policies
  - signs and symptoms of illness
  - disinfecting equipment and materials
  - behavior in an emergency: annually
  - orientation prior to working with children: policies/procedures/discipline

CHILD RECORDS

- date of admission

- ❖ date of birth
- ❖ address and phone number where parent(s) can be reached at all times
- ❖ name of school the child attends
- ❖ special dietary restrictions, special health needs and allergies

- ❑ Name and phone numbers of 3 persons permitted to take child from the program
- ❑ Parental consent for first aid, medication, and transportation in an emergency
- ❑ Physician and dentist name and phone number
- ❑ Log of injury reports
- ❑ Parental permission for administration of medication and log of medication administered
- ❑ Transportation plan with mutual consent that the child can leave the program, authorized person who will take child, and times of arrival and departure

POSTED

- ❖ License posted in a visible place for parents with State Department's Ombudsman #
- ❖ Fire drills, tornado & emergency evacuation procedures
- ❖ Medical/dental emergency procedures in room & by phone
- ❖ Emergency numbers by phone
- ❖ Child Day Care Communicable Disease Poster: Dept. of Health
- ❖ Food license or Food Service Exemption: Dept. of Health if food is prepared
- ❖ Menus: If a meal is served, additional rules apply 3301-32-07 C

OBSERVATION

- ❑ Telephone immediately accessible to primary space with parent able to call in
- ❑ Nutritious snack is served to children in attendance: 3301-32-01 J
- ❑ Materials and equipment: age appropriate, in good repair, available, plentiful enough for children; support goals, activities and objectives of the program
- ❑ Safe, sanitary, well maintained facility and play area
- ❑ Area cleaned on a daily basis, free of debris and sharp objects
- ❑ Storage of medicines and cleaners
- ❑ Toileting/washing facilities are available, well maintained and disinfected daily
- ❑ Paper towels/air dryer available
- ❑ Water and/or swimming area
- ❑ Ratio maintained at all times: different ratios and rules apply for children under five
- ❑ Group size
- ❑ Enforcement of supervision policies
- ❑ Space: compare to site plan submitted with application
- ❑ Storage of children's personal belongings
- ❑ Storage of equipment
- ❑ Space for isolation of ill child is within sight or sound of staff
- ❑ Developmentally appropriate practices indicators
- ❑ First aid supplies
- ❑ Hand washing procedures