SACC Prep for Site Visit – May 2013

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Written

	School ch	ild curriculum	requirements	(SACC 32 05	B1-4: G
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Policy	& Procedure –Consistent with the policies and procedures of the school board of education
	Parental communication and involvement (SACC 32 05 D)
	Develop communication plan with K-12 system and identify external collaborative partners (SACC 32 05 E)
	Program philosophy, goals, objectives, and daily plans (OAC 3301-32-05; SACC 32 10 A 1; SACC 32 05 A)
	Ages of children served; (SACC 32 10 A 2)
	Hours and days of operation (SACC 32 10 A 3)
	Admission and registration (SACC 32 10 A 4)
	Fees and payment (SACC 32 10 A 5)
	Enrollment of special needs children including consultation with special education staff (SACC 32 10 A 6)
	Maintenance of staff/child ratios and supervision plan (SACC 32 03; 3301-32-03 F; SACC 32 10 A 7)
	Written discipline policy (SACC 32 09 A-G; SACC 32 09 I 1-9; SACC 32 10 A 9,12; SACC 32 08 C)
	Communicable disease requirements (SACC 32 08 C 1-4; SACC 32 08 B1-B4)
	Administration of medications (3301-32-06 C; SACC 32 10 A 13; SACC 32 06 C)
	Emergency action plan and drills (SACC 32 10 A 14; SACC 32 06 E; SACC 32 06 F)
	Recording and reporting accidents (SACC 32 10 A 15)
	Release of children to authorized individuals; (SACC 32 10 A 16)
	Recording and reporting absences, no shows, and missing persons (SACC 32 10 A 17)
	Transportation arrangements to and from the program (SACC 32 10 A 18)
	Field trips – transportation, parent permission, and provision for children who may not attend (SACC 32 10 A 19)
	Child data privacy provisions (SACC 32 10 A 20)
	Staff must report child abuse or suspicions of child abuse or neglect (ORC 2151.421; SACC 32 10 A 21)
	Parent participation regarding program design and evaluation (SACC 32 10 A 22)
	Use of volunteers (SACC 32 10 A 23)
	Nondiscrimination in providing services to children and their families (SACC 32 10 A 24)
	Continuity of care (SACC 32 10 A 25)
	Meals and snack requirements (3301-32-07 (A) to (D); SACC 32 10 A 10; SACC 32 07 A-D; SACC 32 10 A 11)
	Person trained to recognize signs of illness shall observe children daily upon arrival (3301-32-02 L; SACC 32 08 A)
	Provide policies/procedures to parents, staff and others (SACC 32 10 B)
	Written personnel policies (SACC 32 10 C 1-6, D)
Staff F	iles
	Criminal background check completed by the appropriate state or federal agency (SACC 32 02 B)
	All staff, volunteers, & responsible individuals sign non-guilty/non-conviction statement annually (SACC 32 02 C
	Staff members not employed by school district are required to have a medical statement. (SACC 32 02 D)
	Community partners will provide documentation that confirms assurance to safeguard children (SACC 32 02 E)
	Staff/volunteer education, experience requirements (SACC 32 02 G 1; 2a-c; 3a-c; 4a-d; H)
	Staff training (SACC 32 02 I, J, L, M)
	Staff certifications (SACC 32 02 N; SACC 32 03 H-H3)
	Performance evaluation (SACC 32 10 E 4)
	Reference checks (SACC 32 10 E 5)
	Attendance records (SACC 32 10 E 7)
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	en Files Written permission to swim (SACC 32 05 I)
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- Registration information (SACC 32 10 F 1)
- Information in case of emergency (SACC 32 10 F 2-9)
- Attendance records. (SACC 32 10 F 10)

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□ Medical examinations, records of immunizations <u>not required</u> of children enrolled in accredited public, eligible nonpublic school, or county board of DD school, but are required of home schooled children (SACC 32 06 B)

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- ☐ Menus must be planned on a weekly basis at a minimum and posted in a conspicuous place (SACC 32 07 C 1)
- □ Telephone numbers for emergency services must be posted near the telephone. (SACC 32 04 N 1)
- □ Each program shall have its license posted in a conspicuous place (SACC 32 10 I)
- □ Each program shall have its most recent compliance report posted in a conspicuous place. (SACC 32 10 I (1))
- □ Each program shall have its corrective action plan posted in a conspicuous place. (SACC 32 10 I (2))
- □ Place the ODH or school communicable disease chart in conspicuous place for staff reference (SACC 32 08 C 5)

Observed

- Current fire inspection or scheduled inspection date shall be documented (SACC 04 C)
- □ Staff/child ratios 1:18 (5 years to less than 11 years); 1:20 (11 years to less than 15 years) (SACC 32 03 A)
- □ Maximum group size shall not exceed 2x maximum number of children allowed per staff member (SACC 32 03 B)
- □ When 1-18 children are in attendance, one other responsible individual shall be in the building (SACC 32 03 C)
- □ At a minimum, one team leader shall be present on site at least 50% of the operating hours (SACC 32 03 D)
- ☐ Minimum of 35 ft² of indoor primary space per child (SACC 32 04 E)
- □ Secondary space for short periods of time is not required to meet the 35 ft² per child requirement (SACC 32 04 F)
- ☐ If program operates over 3 hours/day, must have outdoor activity space of at least 60 ft²/child. (SACC 32 04 G)
- □ Equipment/materials that promote large muscle development in adequate amounts for group (SACC 32 04 G 1)
- □ Activities, equipment, materials: age/developmentally appropriate; diverse (SACC 32 05 F)
- Developmentally appropriate equipment, materials, & furnishings that support program goals (SACC 32 05 H)

Safe indoor and outdoor environments free of hazards shall be maintained

- □ Safe outdoor play space not less than 60 ft² for each child using the space at any one time (SACC 32-04 K)
- ☐ The surface of the outdoor play space shall be well drained (SACC 32 04 K 1)
- ☐ The play space shall be free of hazards (SACC 32 04 K 2) and well-defined to protect children (SACC 32 04 K 3)
- Dangerous items stored out of reach of children (see SACC 32 04 J 1 for list)
- □ Tables, chairs and other furniture shall be appropriate to the age and size of the children (SACC 32 04 J 2)
- □ Equipment and furniture must be without sharp corners, splinters, or paint containing lead. (SACC 32 04 J 3)
- Areas used by children must be free from debris...; Rugs must have nonskid backing... (SACC 32 04 J 4)
- ☐ The program facility must be cleaned daily, including disinfection of toilets and tabletops. (SACC 32 04 J 5)
- Space for storage of equipment and children's personal belongings shall be available (SACC 32 04 L)
- Children shall have access to toilets, sinks and drinking water at all times (SACC 32 04 M)
- □ A telephone that is immediately accessible to staff at all times; parents are able to call (SACC 32 04 N)
- Bodies of water 2+ feet in depth shall be fenced when adult supervision is not available. (SACC 32 05 J)
- Swimming sites: staff supervision; approval & supervised by local authorities; certified lifeguards (SACC 32 05 K)
- ☐ Meet staff/child ratio requirements during swimming and water activities (3301-32-903; SACC 32 05 L)
- ☐ First aid supplies and directions readily available at all times taken on all field trips. (SACC 32 06 D)
- ☐ First-aid kits shall: (1) Contain the appropriate supplies and be sufficient in number; (SACC 32 06 D 1)
- □ First-aid kits shall: (2) Be reviewed and replaced regularly by a staff member (SACC 32 06 D 2)
- ☐ If meals/snacks provided, also provide safe drinking water throughout hours of program (SACC 32 07 C 5)
- Protect children from abuse and neglect while in attendance (SACC 32 09 H)