



Department of Education Office of Early Learning and School Readiness  
**Preparation for School Age Child Care  
(SACC) Site Visit**

Revised 10/17/2016

This document is not a comprehensive list. It is intended to assist programs in preparing for a school age child care site inspection and is to be used in conjunction with the school age child care licensing rules. For rules, sample forms, and other resources, please visit the [Ohio Department of Education School Age Child Care Licensing](#) online.

Serious Risk Rules are listed in [Chapter 3301-32-11 \(H\) of the Administrative Code](#).

**Note: The detailed content requirements for each plan or policy are included in the rule referenced in parentheses after each item listed. See the link above for the licensing rules for school age child care.**

## Section I - Written Documentation

It may be helpful to **prepare a binder** containing required written documentation.

### Curriculum Must Include:

- Description of how it addresses personal discipline, social development & emotional well-being, recreational skills, health & safety skills. *(Rule 05-Program & Curriculum)*
- Description of how it adapts to address individual needs, personal interests and developmental levels and how it adapts to the needs of children with disabilities. *(Rule 05-Program & Curriculum)*

### Policies and Procedures must include (but are not limited to):

- Program's philosophy, goals, objectives, and daily plans. *(Rule 05-Program & Curriculum & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Ages of children to be served and hours and days of operation. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Admission and registration procedures and requirements for fees and payment. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Enrolling special needs children including consultation with special education staff for program modifications. *(Rule 03-Staff Ratios & Volunteers & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Maintenance of staff/child ratios including a supervision plan. *(Rule 03-Staff Ratios & Volunteers & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Discipline and behavior management policy describing the program's philosophy and restrictions as included in this rule. *(Rule 09-Discipline & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Description for communication with and involvement of parents. *(Rule 05-Program & Curriculum & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Staff/parent communication and parent involvement, including information for parents about the program and its services; children's needs and progress; procedures for parent complaints. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Plan for meals and snacks, including nutritional requirements for meals and provision for meals and/or snacks to ensure all children are provided nutrition. *(Rule 07-Nutrition Rule & 10-Policies & Procedures, Recordkeeping & Administration)*
- Plan for handling and/or exclusion of ill children and reporting of communicable diseases as required by the rule. *(Rule 08-Management of Communicable Disease)*
- Plan for administration of medications. *(Rule 06-Health & Safety Rule 10-Policies & Procedures, Recordkeeping & Administration)*
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- Plan for emergency action in case of fire, homeland security, severe weather, medical, dental, and other emergencies. *(Rule 06-Health & Safety & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Process for recording and reporting of accidents, release of children to authorized individuals, recording and reporting of absences, no shows, and missing persons. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Plan for transportation to and from program and field trips, including parental permission. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Child data privacy provisions. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*

- Plan for reporting child abuse or suspicions of child abuse or neglect. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Plan for parental participation in program design and evaluation and use of volunteers. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Plan to ensure nondiscrimination in providing services to children and their families based on race, religion, cultural heritage, political beliefs, disability, or marital status. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Description of program's plan for continuity of care. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*

**Other Written Documentation Required:**

- Personnel Policies for employment. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Current fire inspection or scheduled inspection documented. *(Rule 04-Facilities)*
- Drill practice at least once per quarter during the school year; at least once during a summer program. *(Rule 06-Health & Safety)*

**Section II - Staff Files (Required Documentation)**

- Criminal background check (valid Educator license/certificate meets requirement). *(Rule 02-Staff Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Non-guilty/non-conviction statement signed annually by all staff, volunteers, and responsible individuals. *(Rule 02-Staff & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Documentation of formal education completed and/or related experience. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Medical statement. *(Rule 02-Staff & Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Documentation of annual in-service training. *(Rule 02-Staff & Rule & 10-Policies & Procedures, Recordkeeping & Administration)*

**Section III - Children's Records (Required Documentation)**

- Permission to participate in swimming activities. *(Rule 05-Program & Curriculum)*
- Registration information: child's name, date of birth, date of admission, parent's name, home address, business address and telephone number where the parent can be reached and/or procedures for reaching parents and if applicable the name of the school the child attends. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Telephone numbers of three authorized persons to take the child from the program in an emergency. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Parental consent for first aid and transportation to an emergency care facility. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Contact information for child's physician, dentist, or other health care providers. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Written parental permission for administration of medication; log of medication administration. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Parent notification when child is injured; the program maintains a log of such reports. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Transportation plan including authorized persons to take child from the program. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Information on special medical or health needs, allergies, dietary restrictions. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Attendance records. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Medical examinations and records of immunizations. *(Rule 06-Health & Safety)*

**Section IV - Posted**

- Current weekly menus. *(Rule 07-Nutrition)*

- Emergency service telephone numbers posted near telephones. *(Rule 04-Facilities)*
- License in a conspicuous place. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Most recent compliance report and corrective plan, if applicable, in a conspicuous place. *(Rule 10-Policies & Procedures, Recordkeeping & Administration)*
- Ohio Department of Health's "Child day care center communicable disease chart" or school's communicable disease chart in a conspicuous place. *(Rule 08-Management of Communicable Disease)*

## Section V - Observed

- Staff/child ratios: 1:18 children 5 years to less than 11 yrs; 1:20 children 11 years to less than 15 years. When 1-18 children are in attendance at least one other individual is accessible in the building. *(Rule 03-Staff Ratios & Volunteers)*
- Maximum group size does not exceed twice the maximum number of children allowed per staff member. *(Rule 03-Staff Ratios & Volunteers)*
- At a minimum, one team leader is present on site at least 50% cent of the operating hours. *(Rule 03-Staff Ratios & Volunteers)*
- Minimum of 35 square feet of indoor primary space per child. Secondary space used for short periods of time is not required to meet the 35 square feet per child requirement. *(Rule 04-Facilities)*
- Activities, equipment, and materials: developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes. *(Rule 05-Program & Curriculum)*
- Developmentally appropriate equipment, materials, and furnishings: support children enrolled and program goals, objectives, and daily plan activities. *(Rule 05-Program & Curriculum)*

### Safe indoor and outdoor environments free of hazards shall be maintained

- Safe outdoor play space not less than 60 square feet for each child using the space at any one time. *(Rule 04-Facilities)*
- Surface of the outdoor play space is well drained. *(Rule 04-Facilities)*
- Play space free of hazards. *(Rule 04-Facilities)*
- Play space well-defined to protect all children. *(Rule 04-Facilities)*
- Dangerous items stored out of reach of children. *(Rule 04-Facilities)*
- Child-sized tables, chairs and other furniture. *(Rule 04-Facilities)*
- Equipment and furniture without sharp corners, splinters, or paint containing lead. *(Rule 04-Facilities)*
- Space free from debris, loose or peeling paint or wallpaper, crumbling plaster, holes in walls, floors, or ceilings, or litter; tugs have nonskid backing or firmly attached to the floor. *(Rule 04-Facilities)*
- Facility cleaned daily including disinfection of toilets and tabletops. *(Rule 04-Facilities)*
- Storage space for equipment and children's personal belongings. *(Rule 04-Facilities)*
- Children have access to toilets, sinks and safe drinking water at all times. *(Rule 04-Facilities & Rule 07-Nutrition)*
- Telephone accessible to staff at all times; staff available to parents by telephone during hours of operation. *(Rule 04-Facilities)*

### Swimming

- Bodies of water 2 or more feet in depth fenced or inaccessible to children when adult supervision is unavailable. *(Rule 05-Program & Curriculum)*
- Swimming sites: staff accompanies and supervise children, approved and supervised by local authorities, certified lifeguards. *(Rule 05-Program & Curriculum)*
- Staff/child ratios maintained during swimming and water play activities. *(Rule 05-Program & Curriculum)*

### First Aid

- First aid supplies and directions available at all times and taken on all field trips. *(Rule 06-Health & Safety)*
- First-aid kits contain appropriate supplies and are sufficient in number and are reviewed and replaced regularly by a staff member. *(Rule 06-Health & Safety)*