

Health & Safety Monitoring Checklist

Afterschool Child Care Programs



Arrival time:		Departure time:		Visit date:					
Licensing Field Specialist:				License #:					
Program Name:		Address:		Phone:					
Address:				Year of Building:					
General Operating Information									
Any Outstanding Violations and/or variances? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:									
Specialized Child Care: <input type="checkbox"/> Yes <input type="checkbox"/> No Director has 6 hours of ASC training?			IRC Compliance Report: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:						
Terms/Conditions to the License: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				License Capacity:					
Indicators									
Staff: Child Ratios									
Room or Area	# Staff	# Children	Ratios Met? (Y/N)	Activities/ Notes	Room or Area	# Staff	# Children	Ratios Met? (Y/N)	Activities/Notes
TOTALS				Group Sizes met? <input type="checkbox"/> Yes <input type="checkbox"/> No	TOTALS				Group Sizes met? <input type="checkbox"/> Yes <input type="checkbox"/> No
By signing this report, I acknowledge that the report was discussed with me, or will be at the following agreed upon time: _____.									
Provider/Person-in-charge Signature _____ Date: _____ Printed Name: _____									
Licensing Specialist Signature: _____ Date _____									
Email: _____ Phone Number: _____									
Overall Observations:									

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Prevention and control of infectious diseases (including immunizations) [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
4.2 Child File							
13.5 Exclusion due to illness							
13.6 Exclusion criteria policies							
13.7 Handwashing requirements (staff and children)							
13.8 Handwashing requirements (staff only)							
4.3: Immunizations							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Administration of medication, consistent with standards for parental consent [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
*13.18 Parental permission							
13.20 Labeling of medications							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

13.21 Medication records							
13.22 Permission for OTC medication							
10.4 Staff trained on appropriate use of emergency devices and medications for enrolled children that have such (EpiPen, etc.)							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Prevention and response to emergencies due to food and allergic reactions [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
15.6 Food Allergy Action Plan							
15.7 Alternative snacks							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Building and physical premises safety [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
*11.27 Essential Maintenance Practices (IRC complete)							
11.28 Lead exposure							
11.8 Facility conditions							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

11.9 Facility grounds							
12.10 Inspect playground							
12.13 Outside equipment in good repair							
12.14 Cushioning material							
12.1 General hazards							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<p>Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act [42 U.S.C. 5195a(a)(1)] The planning at the child care provider level must include procedures for evacuation, relocation, shelter-in-place and lockdown, as well as training and drills for staff and volunteers, communications and reunification with families, continuity of operations, and accommodations for infants and toddlers, children with disabilities and children with chronic medical conditions.</p> <p>[CCDF]</p>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
10.8 Emergency Response Plan addresses variety of emergencies							
10.9 Evacuation drills							
10.10 Staff Awareness of Emergency Response Plan development; updated annually							
10.11 Staff and parents informed							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

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Handling and storage of hazardous materials and the appropriate disposal of biocontaminants [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
11.11 Surfaces							
12.5 Storing hazardous materials							
13.1 Universal precautions							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Appropriate precautions in transporting children (if applicable) [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
*17.1: Written permission							
17.2: Vehicle registered, inspected and insured							
17.5: Children in vehicles shall not be left unsupervised or unattended							
17.9: Seatbelts and safety seats							
3.10.b.: Permission to release to transportation service							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Pediatric first-aid and pediatric cardiopulmonary resuscitation (CPR) [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
5.27 CPR and First Aid training (at least one person)							
5.40 First Aid and CPR training up to date							
Indicators						Observations/ Comments/ Notes	Plan of Improvement
Recognition and reporting of child abuse and neglect. [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
9.2 Inappropriate discipline							
4.10 Child Abuse Hotline Accessible							
4.11 Mandated reporting							
4.12 Reporting suspected abuse and neglect							
4.13 Policy for reporting abuse and neglect							
4.14 Training for reporting abuse and neglect							
4.15 No retaliation for reporting abuse and neglect							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Fire safety standards [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
18.31 Meets state and local ordinances (afterschool only)							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Background Checks [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
5.11 RCA new individuals and those with unsupervised access to kids							
18.43.a. New RCA every five years							
5.14 Not alone with children w/o fingerprints							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Healthy Relationships and Additional Health & Safety Standards							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
5.31 Health and safety orientation [CCDF]							

Health & Safety Monitoring Checklist

Afterschool Child Care Programs

6.2 Group size [CCDF]							
6.3 Staff/child ratio [CCDF]							
13.4 Drinking water readily available in indoor and outdoor areas throughout the day							
8.3 Materials shall be varied, age-appropriate and available in sufficient quantity							
4.1 Records/documents up to date/accessible							
4.4 Attendance							
18.77: 6 months up to date BFIS							
7.1 Supervision							
7.5 Staff outside present and interacting with children							
11.3 Cleanliness, safe environment							
8.11 Welcoming environment; staff shall be available and responsive to children at all times and use respectful language							
8.16 Materials and experiences reflect diversity found in society							

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Afterschool Child Care Programs

Children's Records Checklist

<i>Required Component:</i>	File 1	File 2	File 3	File 4	File 5	File 6	File 7	File 8	File 9	File 10	Notes/ Comments
Current Form on file?											
First/Last Day of Attendance											
Days/Hours Attending											
Child's Full Name											
Birth Date											
Home Address/ Phone											
Home Language											
Parent/Guardian Full Name											
Address (if different)											
Parent/Guardian Home Phone											
Court Order in Effect (info)											
Emergency Contact Info (Name/Phone/Address)											
Authorized Pick Up Info											
Name of Child's Doctor/ Phone											
Name of Child's Dentist/ Phone											
Child's Immunization record											
Additional Info about Child Any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations											
Child's Education documentation (IEP, CIS One Plan, etc.)											

