

Out of School Time Care Annual & Semi-Annual Checklist

Center:	Date:	Date:
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ADMINISTRATION RECORDS:	Annual	Semi-Annual
Total number of children:		
Last Licensing Survey Posted 8.16.2.41A (1)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Inspection Posted 8.16.2.41A(1)	<input type="checkbox"/>	
Current Child Care Out of School Time State Regulations Posted 8.16.2.41A(2)	<input type="checkbox"/>	
Mission Statement 8.16.2.41B(1)	<input type="checkbox"/>	
Philosophy Statement 8.16.2.41B(2)	<input type="checkbox"/>	
Curriculum Statement 8.16.2.41B(3)	<input type="checkbox"/>	
Parent Handbook 8.16.2.41C	<input type="checkbox"/>	
Personnel Handbook 8.16.2.41F	<input type="checkbox"/>	
Expulsion Procedures 8.16.2.41 C (2)(c) 08.16.2.41 F (16)	<input type="checkbox"/>	
Dated Weekly Menus for meals and snacks Posted 8.16.2.41.A (3)	<input type="checkbox"/>	<input type="checkbox"/>
Guidance Policy Posted 8.16.2.41A(4)	<input type="checkbox"/>	
Current Notifiable/Communicable Diseases Posted 8.16.2.41A(5)	<input type="checkbox"/>	
Evacuation Posted 8.16.2.47G(4)	<input type="checkbox"/>	
Disaster Preparedness Plan 8.16.2.41C(2)(n) 8.16.2.41 F (15)	<input type="checkbox"/>	
Sign In/Out Sheet 8.16.2.41 D (1)(g)	<input type="checkbox"/>	<input type="checkbox"/>
Ratios maintained (15:1) 8.16.2.42A(9)	<input type="checkbox"/>	<input type="checkbox"/>
Unattended children 8.16.2.42A(7)	<input type="checkbox"/>	<input type="checkbox"/>
Fire drills conducted once a month & documented 8.16.2.47G(1)	<input type="checkbox"/>	<input type="checkbox"/>
Daily Activity Schedule Posted 8.16.2.43D(5)	<input type="checkbox"/>	<input type="checkbox"/>
Dated weekly work schedule 8.16.2.41E(2)	<input type="checkbox"/>	
RESTROOMS/ HYGIENE:		
Toilet paper, soap, disposable towels at height accessible to children 8.16.2.47F(1)	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms are within 100 feet of the licensed area. Staff maintain a direct line of site until the child enters the bathroom to the time the child leaves the bathroom until the child returns 8.16.2.47F(2)	<input type="checkbox"/>	<input type="checkbox"/>
Staff and children wash hands 8.16.2.45A(1-5)	<input type="checkbox"/>	<input type="checkbox"/>

Hot/Cold Water 8.16.2.47C(6)	<input type="checkbox"/>	<input type="checkbox"/>
Water from faucet below 110 degrees 8.16.2.47C(5)	<input type="checkbox"/>	<input type="checkbox"/>
KITCHEN:		
Refrigeration at 41 degrees or below Freezer at 0 or below 8.16.2.44C(5)	<input type="checkbox"/>	<input type="checkbox"/>
Thermometers for refrigerator & freezer 8.16.2.44C(6)	<input type="checkbox"/>	<input type="checkbox"/>
Leftovers labeled and dated and stored in an airtight container or wrapped 8.16.2.44C(7)	<input type="checkbox"/>	<input type="checkbox"/>
CLASSROOMS:		
Sufficient equipment, materials, and furnishings 8.16.2.43(D)(1)	<input type="checkbox"/>	
Developmentally appropriate, safe materials 8.16.2.43D(4)	<input type="checkbox"/>	
Materials easy to reach & in an orderly manner 8.16.2.43D(3)	<input type="checkbox"/>	
Each center clearly defined 8.16.2.43B(2)	<input type="checkbox"/>	
Capacity Posted 8.16.2.43B(4)	<input type="checkbox"/>	
Activity/Interest area will have capacity Posted 8.16.2.42A(10) (b)	<input type="checkbox"/>	
Housekeeping 8.16.2.47A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous materials inaccessible to children 8.16.2.47A(2)	<input type="checkbox"/>	<input type="checkbox"/>
Trashcan in Kitchens & Outdoor area have tight fitting lids 8.16.2.47A(3)	<input type="checkbox"/>	
Shielded light bulbs 8.16.2.47D(1)	<input type="checkbox"/>	
PHYSICAL ENVIRONMENT:		
Environment shall be organized into functional identifiable learning areas, such as: <ul style="list-style-type: none"> dramatic play; creative art; books; blocks and accessories; manipulatives; music; science; math/number; and sensory 8.16.2.43B(1)	<input type="checkbox"/>	<input type="checkbox"/>
Learning areas have adequate space and quiet areas are arranged so that children's activities can be sustained without interruption 8.16.2.43B(5)	<input type="checkbox"/>	<input type="checkbox"/>
Materials are well cared for and organized by type. Where appropriate, materials are labeled with words or pictures. Adaptations to materials are made when needed to accommodate various abilities of all children. Unused materials are stored in inaccessible storage. 8.16.2.43B(6) * (Labeling only not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Examples of children's individually expressed artwork are displayed in the environment. 8.16.2.43B(7) * (not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area.	<input type="checkbox"/>	<input type="checkbox"/>

8.16.2.43B(8)	* (not needed for 1 star providers)		
File and storage space is available for educators' materials. 8.16.2.43B(9)		<input type="checkbox"/>	<input type="checkbox"/>
GUIDANCE:			
A program will have written policies and procedures clearly outlining guidance practices. Facilities will give this information to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures. 8.16.2.43A(1)		<input type="checkbox"/>	<input type="checkbox"/>
Guidance will be consistent and age appropriate. 8.16.2.43A(2)		<input type="checkbox"/>	<input type="checkbox"/>
Guidance shall be positive and include redirection and clear limits that encourage the child's ability to become self-disciplined. 8.16.2.43A(3)		<input type="checkbox"/>	<input type="checkbox"/>
A program will not use the following disciplinary practices: <ul style="list-style-type: none"> • physical punishment of any type, including shaking, biting, hitting or putting anything on or over a child's mouth; • withdrawal of food, rest, bathroom access, or outdoor activities; • abusive or profane language, including yelling; • any form of public or private humiliation, including threats of physical punishment; or • unsupervised separation. 8.16.2.43A(4)		<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT::			
Educators remain calm in stressful situations. 8.16.2.43C(1)		<input type="checkbox"/>	<input type="checkbox"/>
Talk and actively listen to children and respond appropriately. 8.16.2.43C(2)		<input type="checkbox"/>	<input type="checkbox"/>
Respond to children's questions and acknowledge their comments, concerns, emotions and feelings 8.16.2.43C(2)		<input type="checkbox"/>	<input type="checkbox"/>
Educators help children communicate their feelings by providing them with language to express themselves. 8.16.2.43C(3)		<input type="checkbox"/>	<input type="checkbox"/>
Make appropriate physical contact to comfort and support children in daily routines and interactions 8.16.2.43C(4)		<input type="checkbox"/>	<input type="checkbox"/>
Model appropriate social behaviors, interactions and empathy. 8.16.2.43C(4)		<input type="checkbox"/>	<input type="checkbox"/>
Caregivers are actively engaged with children. 8.16.2.43C(2)		<input type="checkbox"/>	<input type="checkbox"/>
FIRST-AID REQUIRMENTS:			
Check First-Aid Kit 8.16.2.45B(2)		<input type="checkbox"/>	
• Band Aids		<input type="checkbox"/>	
• Gauze pads		<input type="checkbox"/>	
• Adhesive tape		<input type="checkbox"/>	
• Scissors		<input type="checkbox"/>	
• Soap		<input type="checkbox"/>	
• Non-porous Gloves		<input type="checkbox"/>	
• Thermometer		<input type="checkbox"/>	
• First-Aid Manual		<input type="checkbox"/>	
Check Medication Box (Locked) & Sheet 8.16.2.45C(1)(2)		<input type="checkbox"/>	
• Parent Initials 8.16.2.45C(4)		<input type="checkbox"/>	

<ul style="list-style-type: none"> Expired Medication 8.16.2.45C(5) 	<input type="checkbox"/>	
FIRE PROTECTION:		
Check Emergency Numbers Posted next to phone or on cordless phones (Fire, Police, Ambulance and Poison Control) 8.16.2.47G(5)	<input type="checkbox"/>	
Emergency lighting 8.16.2.47D(2)	<input type="checkbox"/>	<input type="checkbox"/>
Check smoke detectors 8.16.2.47G(6)	<input type="checkbox"/>	<input type="checkbox"/>
Check fire extinguishers & Alarm system 8.16.2.47G(7) & (8)	<input type="checkbox"/>	<input type="checkbox"/>
PLAYGROUND:		
Safe and securely anchored 8.16.2.43F(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>
Energy absorbing surfaces beneath climbing structures, swings & slides 8.16.2.43F (2)	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION:		
Proof of Insurance & Registration 8.16.2.46G	<input type="checkbox"/>	
Check Vans for Equipment 8.16.2.46A	<input type="checkbox"/>	
<ul style="list-style-type: none"> Fire Extinguisher 	<input type="checkbox"/>	
<ul style="list-style-type: none"> First-Aid Kit 	<input type="checkbox"/>	
<ul style="list-style-type: none"> First-Aid Manual 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Water 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Blanket 	<input type="checkbox"/>	
Clean and Inspected 8.16.2.46E	<input type="checkbox"/>	
SURVEY NOTES:		
Renewal Application mailed 8.16.2.11B(1)	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Date mailed 	/ /	
<ul style="list-style-type: none"> Inform the provider of application late fee 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide website for a copy of current regulations 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The 24 hours of annual training will be waived for educators if employed by a program currently under FOCUS consultation. 8.16.2.42C (2)		
Review New Staff and Children's records since last survey		<input type="checkbox"/>
Go back and verify any deficiencies from annual, follow-up as needed		<input type="checkbox"/>