

Out of School Time Care Annual Checklist

Center:	Date:
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ADMINISTRATION RECORDS:	
Total number of children:	
Last Licensing Survey Posted 8.16.2.41 A (1)	<input type="checkbox"/>
Fire Inspection Posted 8.16.2.47 G(2)	<input type="checkbox"/>
Current Child Care Out of School Time State Regulations Posted 8.16.2.41 A(2)	<input type="checkbox"/>
Mission Statement 8.16.2.41 B(1)	<input type="checkbox"/>
Philosophy Statement 8.16.2.41 B(2)	<input type="checkbox"/>
Curriculum Statement 8.16.2.41 B(3)	<input type="checkbox"/>
Parent Handbook 8.16.2.41 C	<input type="checkbox"/>
Personal Handbook 8.16.2.41 F	<input type="checkbox"/>
Dated Weekly Menus for meals and snacks Posted 8.16.2.41 A (3)	<input type="checkbox"/>
Guidance Policy Posted 8.16.2.41 A(4)	<input type="checkbox"/>
Current Notifiable/Communicable Diseases Posted 8.16.2.41 A(5)	<input type="checkbox"/>
Evacuation Posted 8.16.2.47G(3)	<input type="checkbox"/>
Disaster Preparedness Plan 8.16.2.41C(2)(m)	<input type="checkbox"/>
Sign In/Out Sheet 8.16.2.41 D (1)(g)	<input type="checkbox"/>
Ratios maintained (15:1) 8.16.2.42 A(9)	<input type="checkbox"/>
Unattended children 8.16.2.42 A(7)	<input type="checkbox"/>
Fire drills conducted once a month & documented 8.16.2.47 G(1)	<input type="checkbox"/>
Daily Activity Schedule Posted 8.16.2.43 D(5)	<input type="checkbox"/>
Dated weekly work schedule 8.16.2.41 E(2)	<input type="checkbox"/>
RESTROOMS/ HYGIENE :	
Toilet paper, soap, disposable towels at height accessible to children 8.16.2.47 F(1)	<input type="checkbox"/>
Bathrooms are enclosed 8.16.2.47 F(2)	<input type="checkbox"/>
Staff and children wash hands 8.16.2.45 A(1-5)	<input type="checkbox"/>
Hot/Cold Water 8.16.2.47 C(6)	<input type="checkbox"/>
Water from faucet below 110 degrees 8.16.2.47 C(5)	<input type="checkbox"/>

KITCHEN:	
Refrigeration at 41 degrees or below Freezer at 0 or below 8.16.2.44 C(5)	<input type="checkbox"/>
Thermometers for refrigerator & freezer 8.16.2.44 C(6)	<input type="checkbox"/>
Leftovers labeled and dated and stored in an airtight container or wrapped 8.16.2.44 C(7)	<input type="checkbox"/>
CLASSROOMS:	
Sufficient equipment, materials, and furnishings 8.16.2.43 (D)(1)	<input type="checkbox"/>
Developmentally appropriate, safe materials 8.16.2.44D(4)	<input type="checkbox"/>
Materials easy to reach & in an orderly manner 8.16.2.43 D(3)	<input type="checkbox"/>
Environment is organized into age appropriate functional identifiable learning areas 8.16.2.43 B(1)	<input type="checkbox"/>
Each center clearly defined 8.16.2.43 B(2)	<input type="checkbox"/>
Capacity Posted 8.16.2.43 B(4)	<input type="checkbox"/>
Housekeeping 8.16.2.47 A(1)	<input type="checkbox"/>
Dangerous materials inaccessible to children 8.16.2.47 A(2)	<input type="checkbox"/>
Trashcan in Kitchens & Outdoor area have tight fitting lids 8.16.2.47 A(3)	<input type="checkbox"/>
Shielded light bulbs 8.16.2.47 D(1)	<input type="checkbox"/>
	<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. 8.16.2.43 B(1)	<input type="checkbox"/>
Noisy and quiet areas are arranged so that children's activities can be sustained without interruption 8.16.2.43 B(5)	<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.. 8.16.2.43 B(6)	<input type="checkbox"/>
Learning areas are functional with adequate space and are logically placed. The environment is set up so children are not continually interrupting one another. 8.16.2.43 B(5)	<input type="checkbox"/>
Examples of children's individually expressed artwork are displayed in the environment. 8.16.2.43 B(7)	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area. 8.16.2.43 B(8)	<input type="checkbox"/>
File and storage space is available for teacher/caregiver materials. 8.16.2.43 B(9)	<input type="checkbox"/>
	<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. 8.16.2.43 A(1)	<input type="checkbox"/>
Guidance will be consistent and age appropriate. 8.16.2.43A(2)	<input type="checkbox"/>
Guidance shall be positive and include redirection and clear limits that encourage the child's ability to become self-disciplined. 8.16.2.43 A(3)	<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. 8.16.2.43 A(4)(a-e)	<input type="checkbox"/>
SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT::	
Caregivers remain calm in stressful situations. 8.16.2.43 C(1)	<input type="checkbox"/>
Talk and actively listen to children and respond appropriately. 8.16.2.43 C(2)	<input type="checkbox"/>
Respond to children's questions and acknowledge their comments, concerns, emotions and feelings 8.16.2.43 C(2)	<input type="checkbox"/>
Caregivers help children communicate their feelings by providing them with language to express themselves. 8.16.2.43 C(3)	<input type="checkbox"/>
Make appropriate physical contact to comfort and support children in daily routines and interactions 8.16.2.43 C(4)	<input type="checkbox"/>
Model appropriate social behaviors, interactions and empathy. 8.16.2.43 C(4)	<input type="checkbox"/>
Caregivers are actively engaged with children. 8.16.2.43 C(2)	<input type="checkbox"/>
	<input type="checkbox"/>
FIRST-AID REQUIRMENTS:	
Check First-Aid Kit 8.16.2.45 B(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 8.16.2.45 C(1)(2)	<input type="checkbox"/>
• Parent Initials 8.16.2.45 C(4)	<input type="checkbox"/>
• Expired Medication 8.16.2.45 C(5)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

FIRE PROTECTION:	
Check Emergency Numbers Posted next to phone or on cordless phones (Fire, Police, Ambulance and Poison Control) 8.16.2.47 G(4)	<input type="checkbox"/>
Emergency lighting 8.16.2.47 D(2)	<input type="checkbox"/>
Check smoke detectors 8.16.2.47 G(5)	<input type="checkbox"/>
Check fire extinguishers 8.16.2.47 G(6) & (7)	<input type="checkbox"/>
PLAYGROUND:	
Safe and securely anchored 8.16.2.43 F(1)(a-b)	<input type="checkbox"/>
Energy absorbing surfaces beneath climbing structures, swings & slides 8.16.2.43 F(2)	<input type="checkbox"/>
TRANSPORTATION:	
Proof of Insurance & Registration 8.16.2.46 G	<input type="checkbox"/>
Check Vans for Equipment 8.16.2.46 A	<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 8.16.2.46 E	<input type="checkbox"/>
SURVEY NOTES:	
Renewal Application mailed 8.16.2.11B(1)	<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"/>
<ul style="list-style-type: none"> • Provider website for a copy of current regulations 	<input type="checkbox"/>