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| **School-administered Child Care Self-Assessment**  |
| **Early Learning Division** |
| **Early Childhood Quality and Supports** |
|   |
| **PROGRAM DIRECTOR** | Click here to enter text. |
| **ASSESSMENT COMPLETED BY** | Click here to enter text. |
| **PROVIDER NAME** | Click here to enter text. |
| **PROVIDER ADDRESS** | Click here to enter text. |
| **DOE PROGRAM EVALUATOR** | Click here to enter text. |
| **DATE ASSESSMENT TAKEN** | Click here to enter text. |
|   |
| DIRECTIONS: Please indicate, by clicking one box next to the appropriate requirement, if it is: Compliant (C), Non-compliant (NC), or Not Applicable (N/A). |
|   |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
| **OWNERSHIP & ADMINISTRATION: CHAPTER 0520-12-01-.05** |
|[ ] [ ] [ ]  Adequate financing, budget available |
|[ ] [ ] [ ]  General liability, medical insurance coverage available |
|[ ] [ ] [ ]  Required vehicle liability verified  |
|[ ] [ ] [ ]  Enrollment documentation, immunizations, and exceptions |
|[ ] [ ] [ ]  All children at least 6 weeks old |
|[ ] [ ] [ ]  Pre-enrollment visit offered |
|[ ] [ ] [ ]  Receipt of signed policies/handbook information |
|[ ] [ ] [ ]  Parents sign receipt of Summary of Requirements |
|[ ] [ ] [ ]  Staff’s professional credentials made available to parents |
|[ ] [ ] [ ]  Child abuse education program offered annually to parents |
|[ ] [ ] [ ]  Children released according to requirements |
|[ ] [ ] [ ]  Parents permitted access to children at all times |
|[ ] [ ] [ ]  Authorities have ready access to all areas |
|[ ] [ ] [ ]  Parents informed prior to child’s removal from premises |
|[ ] [ ] [ ]  Children signed in by parent or attendance recorded by staff |
|[ ] [ ] [ ]  Incident, accidents, and injuries reported to parents |
| **Child’s Records:** |
|[ ] [ ] [ ]  Child's information form current |
|[ ] [ ] [ ]  Identification, telephone number of child’s physician available |
|[ ] [ ] [ ]  Emergency medical care permission signed by parent |
|[ ] [ ] [ ]  Transportation agreement between parent and school |
|[ ] [ ] [ ]  Child’s health history available |
|[ ] [ ] [ ]  Daily attendance record showing time in and out |
|[ ] [ ] [ ]  Written permission for each off-site activity |
|[ ] [ ] [ ]  Immunization records kept for one year |
|[ ] [ ] [ ]  Infant/toddler (non-verbal) daily info recorded |
|[ ] [ ] [ ]  Health examination for children < 30 months |
|[ ] [ ] [ ]  SA record of school if program not located in school enrolled |
|[ ] [ ] [ ]  Acknowledge statement for 5-year-olds in non-approved kindergarten |
| **Following Staff Records complete and available:** |
|[ ] [ ] [ ]  Current information |
|[ ] [ ] [ ]  Educational background |
|[ ] [ ] [ ]  Health statement |
|[ ] [ ] [ ]  Three written references with documented interviews |
|[ ] [ ] [ ]  Verified employment history |
|[ ] [ ] [ ]  Annual performance evaluations |
|[ ] [ ] [ ]  Daily attendance, including time in and out |
|[ ] [ ] [ ]  Criminal background check results |
|[ ] [ ] [ ]  Vulnerable persons registry results |
|[ ] [ ] [ ]  Documentation of trainings, including preservice |
|[ ] [ ] [ ]  Dates of employment and separation from program |
|[ ] [ ] [ ]  Driver’s records with additional verifications |
|[ ] [ ] [ ]  Records of volunteers maintained and complete |
|[ ] [ ] [ ]  Records of substitutes maintained and complete |
|[ ] [ ] [ ]  Program staff keep confidentiality of children or family |
| **Posting for Public Viewing** |
|[ ] [ ] [ ]  Certificate of Approval posted conspicuously |
|[ ] [ ] [ ]  DHS toll-free number posted conspicuously |
|[ ] [ ] [ ]  DCS child abuse number posted conspicuously |
|[ ] [ ] [ ]  DOE rules on site and available to staff and parents |
|[ ] [ ] [ ]  No smoking signs posted conspicuously |
| **PROGRAM OPERATION: CHAPTER 0520-12-01-.06** |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Visual inspection at end of day |
|[ ] [ ] [ ]  Staff monitor toileting while respecting child’s privacy (Submit - bathroom supervision plan?) |
|[ ] [ ] [ ]  Approved plan to call 2nd person in emergency |
|[ ] [ ] [ ]  All children assigned to groups and/or teacher |
|[ ] [ ] [ ]   Infants not grouped with children > 30 months |
|[ ] [ ] [ ]  Groups (excluding infants) not combined > 30 minutes per day |
|[ ] [ ] [ ]  Adult: child ratios in accordance with Chapter 0520-12-01-.06(4) |
|[ ] [ ] [ ]  Second adult physically available when more than 12 children present |
|[ ] [ ] [ ]  Class assignment based on developmental needs (6 weeks – 2 years) |
|[ ] [ ] [ ]  Class assignment based on age on August 15 (3 years – pre-K) |
|[ ] [ ] [ ]  Group sizes/class assignments not adjusted for change in child’s age |
|[ ] [ ] [ ]  Children age 3 – pre-K permitted to enter older class only with testing/evaluations |
|[ ] [ ] [ ]  Infant/toddler ratios maintained during naptime |
|[ ] [ ] [ ]  Written playground supervision plan available |
|[ ] [ ] [ ]  Adult: child offsite ratio for preschool children doubled |
|[ ] [ ] [ ]  Adult: child offsite ratio for kindergarten–13 years in accordance with Chapter 0520-12-01-.06(7)(b) |
|[ ] [ ] [ ]  Adult: child offsite ratio for 14 – 18 years 1:20 |
|[ ] [ ] [ ]  Minimum of two adults for offsite activities |
|[ ] [ ] [ ]  Attendance roll tracking used during offsite activities |
|[ ] [ ] [ ]  Adult: child ratios for swimming in accordance with Chapter 0520-12-01-.06(7)(g) |
|[ ] [ ] [ ]  At least one adult with advanced aquatic lifesaving skills while swimming |
|[ ] [ ] [ ]  Adult: child ratios maintained indoors and on the playground |
| **STAFF: CHAPTER 0520-12-01-.07** |
|[ ] [ ] [ ]  Program has director, required staff to meet ratios |
|[ ] [ ] [ ]  Staff physically, mentally, & emotionally capable of duties |
|[ ] [ ] [ ]  Staff under 21 supervised (exception: B/A school) |
|[ ] [ ] [ ]  At least one adult present at all times can read & write English |
|[ ] [ ] [ ]  New employees receive 2-hour orientation training |
|[ ] [ ] [ ]  Within first two weeks, employee trained in child abuse reporting |
|[ ] [ ] [ ]  Documentation each employee read full set of rules |
|[ ] [ ] [ ]  All training documented in program records |
|[ ] [ ] [ ]  Within first two weeks, all NEW staff must complete required health and safety training  |
|[ ] [ ] [ ]  Director meets qualifications |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Director at least 21 years old (if hired after June 30, 2017) |
|[ ] [ ] [ ]  Director completed orientation on DOE rules |
|[ ] [ ] [ ]  Director completes annual training requirements |
|[ ] [ ] [ ]  On site assistant director 21 years old (if hired after June 30, 2017) |
|[ ] [ ] [ ]  On site assistant director meets training, experience requirements |
|[ ] [ ] [ ]  On site assistant director meets orientation, training requirements |
|[ ] [ ] [ ]  All teachers & assistants 21 years old (if hired after June 30, 2017) |
|[ ] [ ] [ ]  All teachers & assistants receive 2-hour preservice training in first 30 days |
|[ ] [ ] [ ]  Staff received 30 hours PD  |
|[ ] [ ] [ ]  At least 6 hours of PD in developmentally appropriate literacy practices |
|[ ] [ ] [ ]  Substitutes and volunteers meet criteria |
|[ ] [ ] [ ]  DOH abuse registry check for all staff |
|[ ] [ ] [ ]  Fingerprint background check for all staff |
|[ ] [ ] [ ]  Sex offender registry check for all staff |
|[ ] [ ] [ ]  Program reviews background checks immediately |
|[ ] [ ] [ ]  New fingerprint sample obtained every 5 years |
|[ ] [ ] [ ]  Individuals with defined criminal history excluded from employment |
|[ ] [ ] [ ]  If staff identified by DCS for neglect, adult supervision required |
|[ ] [ ] [ ]  Drivers with DUI prohibited from driving |
| **PROGRAM: CHAPTER 0520-12-01-.09** |
|[ ] [ ] [ ]  Educational activities based on developmentally appropriate practices |
|[ ] [ ] [ ]  LEA pre-K, educational curriculum aligned with TN early learning standards |
|[ ] [ ] [ ]  Written lesson plans for each group |
|[ ] [ ] [ ]  Balance between child’s choice and adult-directed activities |
|[ ] [ ] [ ]  Daily program provides opportunity for learning, self-expression, creativity |
|[ ] [ ] [ ]  Technology usage approved by parents & not > 2 hrs. per day |
|[ ] [ ] [ ]  Alternating periods of vigorous activity and rest |
|[ ] [ ] [ ]  Children not left in restraining devices such as swings, car seats, high chairs > 30 minutes |
|[ ] [ ] [ ]  Opportunities for children to interact |
|[ ] [ ] [ ]  Opportunities for children to play alone |
|[ ] [ ] [ ]  Youth > 10 years participate in program planning |
|[ ] [ ] [ ]  Indoor gross motor activities provided |
|[ ] [ ] [ ]  Personal safety curriculum for children 3 years and up |
|[ ] [ ] [ ]  Parents sign personal safety curriculum acknowledgement |
|  |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Pre-K curriculum aligned with TN ELDS |
|[ ] [ ] [ ]  Outdoor play extended to children in care > 3 hours |
|[ ] [ ] [ ]  Children provided outdoor play in weather between 32 – 95 degrees |
|[ ] [ ] [ ]  Teachers alert for signs of dehydration, frost bite, heat stroke |
|[ ] [ ] [ ]  Age-appropriate playground rules posted in play area |
|[ ] [ ] [ ]  Discipline reasonable and appropriate |
|[ ] [ ] [ ]  Discipline not shaming, humiliating, verbally abusive, or frightening |
|[ ] [ ] [ ]  Discipline not related to food, rest, or toileting |
|[ ] [ ] [ ]  No spanking or corporal punishment |
|[ ] [ ] [ ]  Praise and encouragement used |
|[ ] [ ] [ ]  Time out reasonable and developmentally appropriate |
|[ ] [ ] [ ]  Toilet training not started until child understands and communicates |
|[ ] [ ] [ ]  Children not made to sit on toilet longer than 5 minutes |
|[ ] [ ] [ ]  Children not in care > 12 hours per day |
|[ ] [ ] [ ]  Separate space available for more than 12 children, 1st grade or older |
|[ ] [ ] [ ]  Routines (snacks, meals, rest) occur at approximately same time each day |
| **HEALTH & SAFETY: CHAPTER 0520-12-01-.10** |
|[ ] [ ] [ ]  First aid information available & staff trained in first aid |
|[ ] [ ] [ ]  Staff member on duty with current first aid certification |
|[ ] [ ] [ ]  Staff member on duty with current CPR certification |
|[ ] [ ] [ ]  School age children, at least one staff member with adult CPR |
|[ ] [ ] [ ]  Written emergency plans in event of disaster |
|[ ] [ ] [ ]  Emergency drills conducted & recorded |
|[ ] [ ] [ ]  Smoking not permitted on premises |
|[ ] [ ] [ ]  Consumption of alcohol prohibited |
|[ ] [ ] [ ]  Firearms prohibited on premises or vehicles |
|[ ] [ ] [ ]  Potentially dangerous items inaccessible to children |
|[ ] [ ] [ ]  Staff personal belongings inaccessible to children |
|[ ] [ ] [ ]  Required emergency numbers posted |
|[ ] [ ] [ ]  Children checked upon arrival for signs of disease |
|[ ] [ ] [ ]  Child’s temperature taken non-invasive & symptomatic children removed from group |
|[ ] [ ] [ ]  If child had scabies or lice, proof or treatment required |
|[ ] [ ] [ ]  TB test required for children born outside US, Canada, Western Europe, Australia, New Zealand, Japan |
|[ ] [ ] [ ]  Staff notify parents immediately if child is ill |
|[ ] [ ] [ ]  Program does not delay seeking emergency treatment |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Parents notified of disease outbreaks in program |
|[ ] [ ] [ ]  Health department notified of disease outbreaks in program |
|[ ] [ ] [ ]  Program notifies parents of injury or possible injury |
|[ ] [ ] [ ]  Proper administration procedures of medication maintained |
|[ ] [ ] [ ]  Parents sign medication documentation |
|[ ] [ ] [ ]  Medication not handled by children (exception: SA child with physician authorization) |
|[ ] [ ] [ ]  Medication not in bottles or infant feeders |
|[ ] [ ] [ ]  Medications properly stored, locked |
|[ ] [ ] [ ]  Program follows medication procedures outlined by LEA |
|[ ] [ ] [ ]  Infants placed on back in crib |
|[ ] [ ] [ ]  Cribs have tight-fitting sheets, no soft bedding |
|[ ] [ ] [ ]  Infants not wrapped tight or swaddled while sleeping |
|[ ] [ ] [ ]  Infants dressed lightly for sleeping with comfortable room temperature |
|[ ] [ ] [ ]  Infants that fall asleep during tummy time immediately placed in crib |
|[ ] [ ] [ ]  Infants touched every 15 minutes to check breathing |
|[ ] [ ] [ ]  Pillows and blankets prohibited for infants |
|[ ] [ ] [ ]  If child appears to not be breathing, immediate CPR and call for emergency |
|[ ] [ ] [ ]  Teachers trained in SIDS prior to working with infants |
|[ ] [ ] [ ]  Adequate lighting in infant rooms |
|[ ] [ ] [ ]  Handwashing complies with CDC guidelines |
|[ ] [ ] [ ]  Diapering & toilet training area near hand washing lavatory |
|[ ] [ ] [ ]  Diapering surface cleaning procedures followed |
|[ ] [ ] [ ]  Covered container used for diaper disposal |
|[ ] [ ] [ ]  Program equipment meets safety guidelines |
|[ ] [ ] [ ]  Electrical cords inaccessible |
|[ ] [ ] [ ]  Damaged equipment removed or repaired immediately |
|[ ] [ ] [ ]  Equipment kept clean |
|[ ] [ ] [ ]  Developmentally appropriate equipment for each age group |
|[ ] [ ] [ ]  Individual space for each child’s belongings |
|[ ] [ ] [ ]  Infant/toddler rooms, equipment for climbing, crawling, pulling |
|[ ] [ ] [ ]  Napping or sleeping equipment for children in care > 6 hours |
|[ ] [ ] [ ]  Children not forced to nap |
|[ ] [ ] [ ]  Children placed alternating face-to-feet while sleeping |
|[ ] [ ] [ ]  Individual cots or mats for children > 12 months |
|[ ] [ ] [ ]  Open top crib for all children < 12 months |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Clean sheet or towel covers mats or cots |
|[ ] [ ] [ ]  Clean coverlet available to each child |
|[ ] [ ] [ ]  Cribs, cots, mats, etc. labeled with child’s name |
|[ ] [ ] [ ]  All personnel required to report abuse or neglect according to 0520-12-01 (19-29) |
|[ ] [ ] [ ]  All staff trained annually on reporting neglect or abuse |
|[ ] [ ] [ ]  Staff follow all procedures regarding reporting abuse and comply fully with investigations |
|[ ] [ ] [ ]  Program has a Child Abuse coordinator and alternative child abuse coordinator identified. |
| **FOOD: CHAPTER 0520-12-01-.11** |
|[ ] [ ] [ ]  Sufficient & appropriate meals, snacks, beverages |
|[ ] [ ] [ ]  Children in care 4 hours, at least 1 snack served |
|[ ] [ ] [ ]  Children in care 5-6 hours, at least 1 snack & 1 meal served |
|[ ] [ ] [ ]  Children in care 7-8 hours, at least 2 snacks & 1 meal served |
|[ ] [ ] [ ]  Children in care > 10 hours, at least 1 snack & 2 meals served |
|[ ] [ ] [ ]  Foods high in sugar and/or fat not served |
|[ ] [ ] [ ]  Special meals prepared as per physician or parent (in writing) |
|[ ] [ ] [ ]  Weekly menu posted |
|[ ] [ ] [ ]  Foods not forced or withheld |
|[ ] [ ] [ ]  Feeding schedule established for infants |
|[ ] [ ] [ ]  Microwave not used to heat formula, breast milk, or bottles |
|[ ] [ ] [ ]  Infants held while feeding |
|[ ] [ ] [ ]  Children not permitted to carry bottle throughout the day |
|[ ] [ ] [ ]  Teachers & children wash hands with soap & water prior to meal |
|[ ] [ ] [ ]  High chairs & tables sanitized before & after meal |
|[ ] [ ] [ ]  Floors swept or vacuumed after each meal |
|[ ] [ ] [ ]  Solid foods (including cereal) not given in bottles |
|[ ] [ ] [ ]  Food appropriate size for eating and chewing abilities of children |
|[ ] [ ] [ ]  Children seated at appropriate size tables/chairs during mealtime |
|[ ] [ ] [ ]  Formula/food from home labeled with child’s name |
|[ ] [ ] [ ]  Milk immediately refrigerated |
|[ ] [ ] [ ]  Milk not re-warmed or returned to the refrigerator |
|[ ] [ ] [ ]  Formula served at body temperature |
|[ ] [ ] [ ]  Frozen breast milk dated (when expressed) |
|[ ] [ ] [ ]  Formula remaining in bottle discarded after feeding |
|[ ] [ ] [ ]  Baby food jars only used for 1 feeding/no previously opened jars |
|[ ] [ ] [ ]  Microwaves, warming devices, and crock pots inaccessible to children |
|[ ] [ ] [ ]  Warming devices maintained on lowest temperature setting |
|  |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Children restrained while in high chair |
|[ ] [ ] [ ]  Infants/toddlers able to use high chair to experiment with food |
|[ ] [ ] [ ]  Children never left without adult supervision while eating |
|[ ] [ ] [ ]  Cold foods stored at 45 degrees Fahrenheit or below |
|[ ] [ ] [ ]  Hot foods heated to temperature of 140 degrees Fahrenheit |
|[ ] [ ] [ ]  Frozen foods stored at 0 degrees Fahrenheit or below |
|[ ] [ ] [ ]  Thermometers placed in freezers and refrigerators |
|[ ] [ ] [ ]  Dry foods stored in closed containers and min 6 inches above floor |
|[ ] [ ] [ ]  All food protected from contamination |
|[ ] [ ] [ ]  No poisonous/toxic materials in food storage/service area |
|[ ] [ ] [ ]  Raw fruits & vegetables washed before use |
|[ ] [ ] [ ]  Utensils, surfaces, & equipment cleaned/sanitized before & after use |
|[ ] [ ] [ ]  Food not placed on table > 15 minutes prior to meal |
| **Physical facilities: chapter 0520-12-01-.12** |
|[ ] [ ] [ ]  Facility complies with all health and safety codes |
|[ ] [ ] [ ]  All facilities have access to phone |
|[ ] [ ] [ ]  Facility has adequate space available, 30 square feet/child |
|[ ] [ ] [ ]  All indoor areas clean and safe |
|[ ] [ ] [ ]  Indoor equipment organized for use and safety |
|[ ] [ ] [ ]  Small toys and other items inaccessible to infants |
|[ ] [ ] [ ]  Outdoor play area has adequate space, 50 square feet/child |
|[ ] [ ] [ ]  Fence encloses play area (unless waiver given) |
|[ ] [ ] [ ]  At least three types of equipment in outdoor play area |
|[ ] [ ] [ ]  Outdoor play equipment placed to avoid injury |
|[ ] [ ] [ ]  Climbers, swingers, and heavy equipment anchored |
|[ ] [ ] [ ]  Acceptable resilient surfacing material covers fall zones |
|[ ] [ ] [ ]  Outdoor play areas cared for, maintenance plan in place |
|[ ] [ ] [ ]  Pre-play care inspection before outdoor play |
|[ ] [ ] [ ]  Outdoor areas free of animal waste |
|[ ] [ ] [ ]  Drinking water available in all rooms |
|[ ] [ ] [ ]  Building kept clean and maintained |
|[ ] [ ] [ ]  Rooms have adequate natural and/or artificial lighting |
|[ ] [ ] [ ]  No hazardous areas or items |
|[ ] [ ] [ ]  Animals or birds kept away from food areas |
| **TRANSPORTATION: CHAPTER 0520-12-01-.13** |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  If transportation provided, management fully responsible |
|[ ] [ ] [ ]  Transportation in compliance with state laws |
|[ ] [ ] [ ]  Transportation in compliance with State Board of Education rules |
|[ ] [ ] [ ]  Vehicles carry liability insurance |
|[ ] [ ] [ ]  Vehicles used to transport in compliance with Federal Motor Vehicle Safety Standards |
|[ ] [ ] [ ]  No 15 passenger vans used (vans that seat 10-15 passengers) |
|[ ] [ ] [ ]  Children transported in passenger vehicles in proper restraint system |
|[ ] [ ] [ ]  Federally approved restraint system for all children 3 years and under on bus |
|[ ] [ ] [ ]  No child allowed to ride on floor or placed in same restraint |
|[ ] [ ] [ ]  School buses inspected by Chapter 1340-03-03 by Dept. of Safety |
|[ ] [ ] [ ]  School bus drivers have CDL |
|[ ] [ ] [ ]  School bus drivers in school system have S endorsement |
|[ ] [ ] [ ]  School bus drivers for non-public/community-based organizations have P endorsement |
|[ ] [ ] [ ]  Bus driver knows policies, procedures, and responsibilities |
|[ ] [ ] [ ]  Bus driver has no criminal record of prohibited driving or drug violations |
|[ ] [ ] [ ]  Drivers have annual mental and physical evaluations |
|[ ] [ ] [ ]  Drivers complete annual Dept. of Safety school bus training |
|[ ] [ ] [ ]  Drivers hold current CPR and First Aid certification |
|[ ] [ ] [ ]  Drivers of any passenger vehicle transporting children have valid license and required endorsements |
|[ ] [ ] [ ]  Seating on school bus minimum of 13 inches seat space/child |
|[ ] [ ] [ ]  Vehicles transporting children have visible identifying sign |
|[ ] [ ] [ ]  Vehicles equipped with required safety & health equipment |
|[ ] [ ] [ ]  Emergency exiting procedures practiced on regular basis |
|[ ] [ ] [ ]  Bus routes ensure no child on bus more than 1 ½ hours each way |
|[ ] [ ] [ ]  No firearms in vehicles used to transport children |
|[ ] [ ] [ ]  Adult present in vehicle when children are present |
|[ ] [ ] [ ]  Adult seated behind steering wheel when motor running |
|[ ] [ ] [ ]  Transportation of students with special needs complies with IEP |
|[ ] [ ] [ ]  Adult monitor when transporting 4 or more children 6 weeks – 4 years |
|[ ] [ ] [ ]  Adult monitor when transporting children 6 weeks – 4 years more than 30 minutes |
|[ ] [ ] [ ]  Adult monitor when transporting 4 or more non-ambulatory children |
|[ ] [ ] [ ]  Adult monitor when transporting more than 10 pre-K students (4 years old) on the bus |
|[ ] [ ] [ ]  Adult monitor not seated in front seat, can see, hear, observe activities & respond immediately |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Passenger log used to track each child during transport |
|[ ] [ ] [ ]  First and last name of each child recorded on passenger log |
|[ ] [ ] [ ]  Driver or monitor designated to maintain passenger log |
|[ ] [ ] [ ]  Time recorded as each child is loaded onto vehicle |
|[ ] [ ] [ ]  Passenger log updated with time child is released from vehicle & initials of staff person |
|[ ] [ ] [ ]  Driver signs log indicating all children have exited the bus, walks the bus & inspects seats, under seats, all compartments |
|[ ] [ ] [ ]  If driver alone with children & child not present, driver and all children leave bus together to look for child |
|[ ] [ ] [ ]  Driver does not leave pre-K children without parent or authorized person |
|[ ] [ ] [ ]  Written transportation plan submitted to Dept. of Education |
|[ ] [ ] [ ]  Non-school vehicles > 10 passengers inspected in accordance with Dept. of Safety |
|[ ] [ ] [ ]  If non-school vehicle has stop arm, bus driver completes bus training |
|[ ] [ ] [ ]  If non-school vehicle has stop arm, vehicle has 6-inch letters marked YOUTH BUS |
|[ ] [ ] [ ]  Non-school vehicles maintained, vehicles needing repair not used |
|[ ] [ ] [ ]  Non-school vehicle inspected every 4000 miles |
|[ ] [ ] [ ]  Non-school vehicle contains required safety & health equipment |
|[ ] [ ] [ ]  Non-school vehicle maintains required daily vehicle inspections |
|[ ] [ ] [ ]  Non-school: emergency exiting procedures practiced |
|[ ] [ ] [ ]  Non-school contracting for transportation registered “For Hire” |
|[ ] [ ] [ ]  Non-school contracted vehicle has commercial license plate |
|[ ] [ ] [ ]  Non-school contracted vehicle has liability insurance per FMCSA |
| **CARE OF CHILDREN WITH SPECIAL NEEDS: CHAPTER 0520-12-01.14** |
|[ ] [ ] [ ]  Reasonable and appropriate efforts to provide equal opportunities |
|[ ] [ ] [ ]  Parents provide information & training for staff specific to child’s needs |
|[ ] [ ] [ ]  Adaptations provided to normalize lifestyle of child |
|[ ] [ ] [ ]  Demeaning or isolating behavior management activities prohibited |
|[ ] [ ] [ ]  Parents informed of specialized programs available |
|[ ] [ ] [ ]  Specialized services only with written permission from parents |
|[ ] [ ] [ ]  Individualized emergency plan for each child with a disability |
|[ ] [ ] [ ]  Documentation of emergency plan practiced |
|[ ] [ ] [ ]  Non-verbal child’s daily activities recorded/shared with parents |
|[ ] [ ] [ ]  If diapering, privacy procedures followed |
|[ ] [ ] [ ]  Special needs physical restraint in compliance with TCA 49-10-102(4) |
|[ ] [ ] [ ]  Physical restraint in compliance with IEP |
|[ ] [ ] [ ]  Principal and parents notified of restraint |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  If IEP has no restraint or restraint > 5 minutes, IEP team meeting convened |
|[ ] [ ] [ ]  If restraint used, documentation used and provided at IEP meeting |
|[ ] [ ] [ ]  Restraint reported if believed to be unreasonable or unsafe |
|[ ] [ ] [ ]  Staff remain in presence of child being restrained, monitors health |
|[ ] [ ] [ ]  Non-school vehicle contains required safety & health equipment |
|[ ] [ ] [ ]  Administering noxious substances prohibited |
|[ ] [ ] [ ]  Mechanical restraint prohibited |
|[ ] [ ] [ ]  Any life-threatening restraint prohibited |
|[ ] [ ] [ ]  Use of isolation/restraint to coerce, punish, for convenience or retaliation prohibited |
|[ ] [ ] [ ]  Restraint used: brief holding by adult to calm or comfort |
|[ ] [ ] [ ]  Restraint used: minimum contact when physically escorting student from one area to another |
|[ ] [ ] [ ]  Restraint used: assisting student to complete task or response with no resistance |
|[ ] [ ] [ ]  Restraint used: holding student for brief time to prevent impulsive threatening behavior |
|[ ] [ ] [ ]  Use of locked door or physical structure to isolate/seclude prohibited |

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| **SCHOOL AGE BEFORE AND AFTER SCHOOL PROGRAMS: CHAPTER 0520-12-01-.15** |
|[ ] [ ] [ ]  Adequate budget on file |
|[ ] [ ] [ ]  Records kept for all adolescents enrolled |
|[ ] [ ] [ ]  Annual certificate of approval posted |
|[ ] [ ] [ ]  Parents receive program policies and procedures |
|[ ] [ ] [ ]  Parents have access to all areas when child present |
|[ ] [ ] [ ]  Transportation in compliance with Chapter 0520-12-01-.13 |
|[ ] [ ] [ ]  On site director at program |
|[ ] [ ] [ ]  Director has high school diploma and 4 years of experience with adolescents |
|[ ] [ ] [ ]  Director receives 18 hours of training annually |
|[ ] [ ] [ ]  Designated person to serve in place of director’s absence |
|[ ] [ ] [ ]  All staff at least 18 years old |
|[ ] [ ] [ ]  At least one staff member for each group has high school diploma |
|[ ] [ ] [ ]  All staff receive 12 hours training annually |
|[ ] [ ] [ ]  Chemical restraint prohibited |
|[ ] [ ] [ ]  Staff complete orientation and abuse training prior to working with children |
|[ ] [ ] [ ]  Staff in compliance with criminal history background check outlined in Chapter 0520-12-01-.07 |
|[ ] [ ] [ ]  Volunteers complete criminal history background check & appropriate training |
|[ ] [ ] [ ]  Staff records maintained for each employee |
|[ ] [ ] [ ]  Adult: child ratios in accordance with Chapter 0520-12-01-.15(7)(a) |
|[ ] [ ] [ ]  Ratios doubled for field trips & swimming |
| **C** | **NC** | **N/A** | **REQUIREMENTS** |
|[ ] [ ] [ ]  Equipment in good condition & clean |
|[ ] [ ] [ ]  Opportunity for self-directed and adult-directed activities |
|[ ] [ ] [ ]  Students have activity choices & opportunity to help plan activities |
|[ ] [ ] [ ]  Parents informed of TV, movies, computer games |
|[ ] [ ] [ ]  Staff monitor computer usage |
|[ ] [ ] [ ]  Sports and physical activities offered |
|[ ] [ ] [ ]  Opportunity for learning, self-expression, and enrichment |
|[ ] [ ] [ ]  Child abuse & personal safety information presented to children |
|[ ] [ ] [ ]  Teachers aware of developmentally appropriate behavior |
|[ ] [ ] [ ]  Appropriate discipline used |
|[ ] [ ] [ ]  No corporal punishment used |
|[ ] [ ] [ ]  Praise and encouragement used |
|[ ] [ ] [ ]  Students immunized in accordance with Chapter 0520-12-01 |
|[ ] [ ] [ ]  Special health needs documented |
|[ ] [ ] [ ]  Parents notified of illness or injury |
|[ ] [ ] [ ]  Parents notified of communicable diseases |
|[ ] [ ] [ ]  Medication usage in accordance with school policy, health care procedures |
|[ ] [ ] [ ]  Staff physically, emotionally, and mentally stable with knowledge of adolescent behavior/development |
|[ ] [ ] [ ]  Documentation of staff mental & physical evaluations |
|[ ] [ ] [ ]  At least one staff member present has CPR/First Aid certification |
|[ ] [ ] [ ]  First aid kit & chart on premises |
|[ ] [ ] [ ]  No firearms on premises |
|[ ] [ ] [ ]  Written emergency plans documented |
|[ ] [ ] [ ]  Daily snacks and meals scheduled regularly |
|[ ] [ ] [ ]  Menu posted |
|[ ] [ ] [ ]  Special diets outlined in writing |
|[ ] [ ] [ ]  Smoking & possession/consumption of alcohol prohibited |
|[ ] [ ] [ ]  Program not located in building hazardous to children |
|[ ] [ ] [ ]  Fire & health inspections completed annually |
|[ ] [ ] [ ]  Working telephone located in facility |
|[ ] [ ] [ ]  Facility has 30 square feet of usable space per child |
|[ ] [ ] [ ]  Outdoor play area has 50 square feet of usable space per child |
|[ ] [ ] [ ]  Programs serving children with disabilities: adaptations help promote independence |
|[ ] [ ] [ ]  Programs serving children with disabilities: specialized services documented |