|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |