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| **Tennessee Department of Education** | | | | |
| **Division of Early Learning and Literacy** | | | | |
| **School-based Support Services** | | | | |
|  | | | | |
| **PROGRAM DIRECTOR** | | | | Divalyn Gordon |
| **ASSESSMENT COMPLETED BY** | | | | Teacher Completing Assessment |
| **PROVIDER NAME** | | | | ABC Elementary School |
| **PROVIDER ADDRESS** | | | | School/Center Address |
| **DOE PROGRAM EVALUATOR** | | | |  |
| **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 | |
|  |  |  | Heath 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** | | | | |
|  |  |  | Visual inspection at end of day | |
|  |  |  | Staff monitor toileting while respecting child’s privacy | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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)(f) | |
|  |  |  | 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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **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 receive 24 hours PD in 2017-2018, 30 hours PD in 2018-2019 | |
|  |  |  | At least 6 hours of PD in developmentally appropriate literacy | |
|  |  |  | 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 practice | |
|  |  |  | 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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |
|  |  |  | 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) | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |
|  |  |  | 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 | |
|  |  |  | All staff trained annually on reporting neglect or abuse | |
|  |  |  | Staff follow all procedures regarding reporting abuse and comply fully with investigations | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
| **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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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** | | | | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |
|  |  |  | 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 | |
| **C** | **NC** | **N/A** | **REQUIREMENTS** | |
|  |  |  | 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 | |