

**SCHOOL-AGE CARE
COMMAND NAME
DATES OF INSPECTION**

INSPECTION SUMMARY			
	Number of Criteria	MET	NOT MET
A. PHYSICAL ENVIRONMENT			
1. Facility/Safety	9	0	0
2. Outdoor Activity Area	4	0	0
3. Equipment and Supplies	3	0	0
TOTAL FOR SECTION A	16	0	0
B. FIRE PROTECTION AND HEALTH			
TOTAL FOR SECTION B	7	0	0
C. DEVELOPMENTAL PROGRAM AND PARENT INVOLVEMENT			
1. Program	7	0	0
2. Parent Involvement	3	0	0
TOTAL FOR SECTION C	10	0	0
D. CHILD ABUSE PROTECTION			
TOTAL FOR SECTION D	4	0	0
E. NUTRITION AND FOOD SERVICE			
TOTAL FOR SECTION E	5	0	0
F. STAFF QUALIFICATIONS AND TRAINING			
1. Staffing	6	0	0
2. Training	6	0	0
TOTAL FOR SECTION F	12	0	0
G. MANAGEMENT AND ADMINISTRATION			
1. General	13	0	0
2. Record Keeping	7	0	0
TOTAL FOR SECTION G	20	0	0

**CERTIFICATION INSPECTION
SCHOOL-AGE CARE
COMMAND NAME
DATES OF INSPECTION**

NPC staff will review indoor and outdoor facilities, supplies, and equipment, observe program operations, review records and written policies and procedures, conduct a parent survey and staff survey, and discuss operations with child development, MWR, and command leadership. The following criteria will be used.

A. PHYSICAL ENVIRONMENT		
1. Facility/Safety	MET	NOT MET
a. Rooms used for school-age programs meet the National Fire Protection Association (NFPA) Life Safety Code 101. (35 sq. feet for classrooms, 20 sq. feet for multi-purpose rooms). The local fire inspector determines other space requirements.	X	
b. Indoor environment reflects the work and interests of children. The furniture and equipment are age appropriate.	X	
c. There are no observable safety hazards in the spaces. Book shelves and large structures are secured.	X	
d. Interior inspections of the facility, equipment, and furnishings are conducted daily and documentation is maintained.	X	
e. There is adequate and convenient storage for equipment and materials, which are organized.	X	
f. Staff and children know what to do in case of an emergency. A telephone or other means of communication is available.	X	
g. Material Safety Data Sheets (MSDS) are available on any products or supplies requiring safety references. MSDS training is provided and documented in employees' files.	X	
h. If staff take children on field trips or excursions, van capacity and safety regulations are followed.	X	
i. All vehicles used to transport children are safe, and maintenance records are maintained. Routine inspections are conducted and documented. Emergency procedure plans are available in all vehicles transporting children. Emergency cards are carried for each child on field trips.	X	
Total for Facility/Safety	9	0

2. Outdoor Activity Areas	MET	NOT MET
a. Playground equipment and fall zones used by the school-age care program comply with the U.S. Consumer Product Safety Commission (USCPSC) guidelines and American Society for Testing and Materials (ASTM) standards.	X	
b. Playground equipment and outdoor play space is age appropriate.	X	
c. The outdoor space has no observable safety hazards, is well maintained, free of litter, and has some shade. The children have daily access to the outdoor play space.	X	
d. Outdoor play areas are inspected daily. Inspection documentation is maintained.	X	
Total for Outdoor Activity Areas	4	0

3. Equipment and Supplies	MET	NOT MET
a. There is adequate indoor and outdoor equipment, toys, and supplies that are age appropriate, multi-cultural, gender diverse, well maintained, and properly stored.	X	
b. Adequate indoor storage space is provided. Closets are clean and organized.	X	
c. Adequate storage space is provided and used for outdoor toys and equipment to protect them from the elements and/or possible loss.	X	
Total for Equipment and Supplies	3	0
TOTAL FOR SECTION A PHYSICAL ENVIRONMENT	16	0

B. FIRE PROTECTION AND HEALTH	MET	NOT MET
1. Quarterly fire inspections and evacuation drills are conducted, documented, and deficiencies corrected. (Recommend monthly fire drills)	X	
2. All food storage areas and equipment are regularly inspected with documentation by base health inspectors. Discrepancies are corrected. (Quarterly for facilities with snack bars and monthly for facilities serving food)	X	
3. Staff is aware of specific information pertaining to children's special needs, i.e., allergies, medications and diet. Documentation is maintained in children's files.	X	
4. Hand washing areas have hot and cold mixing faucets with comfortable water temperature (60 – 110 degrees), liquid soap, and disposable towels. Staff use the Centers for Disease Control hand washing and sanitation procedures. Staff and children wash hands at appropriate times.	X	
5. Cleaning supplies (other than bleach solution) and other chemicals, poisons, and medicines are kept in locked storage.	X	
6. Universal precautions are used when cleaning up blood or other body fluids.	X	
7. There is an accessible first aid kit equipped with materials for emergency cleaning and protection of wounds.	X	
TOTAL FOR SECTION B FIRE PROTECTION AND HEALTH	7	0

C. DEVELOPMENTAL PROGRAM AND PARENT INVOLVEMENT		
1. Developmental Program	MET	NOT MET
a. SAC programs complement, rather than duplicate the school day.	X	
b. Program calendars are posted, available for distribution, and allow children a variety of choices that provide regular opportunities for active physical play, creative arts, dramatic play and quiet activities. Field trips, special activities, and use of other recreational facilities are scheduled.	X	
c. Use of video viewing is limited and not a regularly scheduled activity. Other choices are offered at the same time. (Television viewing is not offered as an activity)	X	
d. The materials reflect varying ethnic and racial backgrounds and are gender diverse, and multi-cultural. Materials and activities teach respect for diversity of the families served.	X	
e. Interaction between staff and children promotes the child's self-esteem and self-confidence. Staff and child interactions are age appropriate.	X	
f. Computer stations are available for the children to use for homework assistance, research and game playing.	X	
g. Internet connectivity is available on the computers so children are able to conduct research or communicate with family and friends.	X	
Total For Developmental Program	7	0
2. Parent Involvement		
a. Parents have unlimited access to their child, are informed of their activities, and have the opportunity to meet with the staff.	X	
b. Staff work in partnership with parents, communicating daily to build mutual understanding and greater consistency for children.	X	
c. Child abuse prevention and education is made available to parents.	X	
Total For Parent Involvement	3	0
TOTAL FOR SECTION C DEVELOPMENTAL PROGRAM AND PARENT INVOLVEMENT	10	0

D. CHILD ABUSE PROTECTION	MET	NOT MET
1. Children are protected from unauthorized visitors and strangers. Visitors are required to sign in and out and wear a visitor's badge. Staff and volunteers wear nametags or other identifying apparel.	X	
2. All cases of suspected child abuse or neglect are reported to the base Family Advocacy Representative and CPS (Child Protective Services).	X	
3. DoD Child Abuse and Safety hotline number is posted in a visible area where staff and parents have easy access as well as the parent handbook.	X	
4. IRC background screenings have been completed on all staff prior to employment. All SCHR and NACs have been initiated prior to employment. Employees without completed SCHR/NAC background checks can be readily identified and work within line of sight of an employee with completed checks.	X	
TOTAL FOR SECTION D CHILD ABUSE PROTECTION	4	0

E. NUTRITION AND FOOD SERVICE	MET	NOT MET
1. If meals and snacks are served as part of the program, they meet the United States Department of Agriculture Child (USDA) and Youth Adult Care Food Program (CACFP) requirements for school-age children.	X	
2. Food is stored, prepared and served according to USDA, preventive medicine, and health and sanitation policies on the installation. (Food is stored in airtight containers and placed on open aired shelves.)	X	
3. If food is served, all employees have completed Healthy Food Service.	X	
4. All food preparation and service surfaces are washed and sanitized before and after serving food.	X	
5. Children wash their hands before touching food. Staff supervise children to ensure they do not touch serving utensils after sneezing, coughing, putting their hands in their mouths, etc.	X	
TOTAL FOR SECTION E NUTRITION AND FOOD SERVICE	5	0

F. STAFF QUALIFICATIONS AND TRAINING		
1. Staffing and Qualifications	MET	NOT MET
a. Staff and child ratios shall be no less than 1 adult for every 15 children. At least two paid staff members are present whenever children are in the facility.	X	
b. Staff has a system for knowing where children are and what they are doing at all times. This should include a system to inform staff of a child's absence or late arrival to the program.	X	
c. All regularly scheduled volunteers have received a minimum of eight hours of training to include training on child abuse identification, reporting and prevention; age appropriate guidance and discipline; child health and safety; applicable regulations and installation policies; role of volunteer; and program orientation.	X	
d. Copies of employees' training information are filed in the Youth Manager's office.	X	
e. Staff are provided time to participate in training and plan the program of activities during working hours.	X	
f. The staff are evaluated by the supervisor and provided feedback at least annually. Evaluations are available in the personnel file.	X	
Total For Staffing And Qualifications	6	0

2. Training	MET	NOT MET
The following minimum training requirements are documented in employee's file:		
<u>Position</u>	<u>Training Requirements</u>	
a. Youth Director	Annual Training	X
b. SAC Coordinator	Annual Training	X
c. SAC Staff	<u>Before working with children</u> Orientation See Navy Standard SAC Training Record	X
d. SAC Staff	<u>Within 90 days</u> First aid, Heimlich, CPR, child abuse modules	X
e. SAC Staff	<u>Within 1 year</u> Complete standardized training program	X
f. SAC Staff	<u>Annually</u> 24 hours additional training. Blood borne pathogens, customer service and child abuse refresher.	X
Total For Training		6
TOTAL FOR SECTION F STAFF QUALIFICATIONS AND TRAINING		12
		0

G. MANAGEMENT AND ADMINISTRATION		
1. General	MET	NOT MET
a. Standard Operating Procedures (SOPs) have been approved by appropriate base departments (e.g., fire, safety, and preventive medicine). SOPs reflect current policies, are available to staff, and include: (1) Patron eligibility, hours of operation, fees and charges (2) Operating procedures (3) Emergency procedures (4) Rules and regulations (5) School locations/schedules (6) Child abuse reporting requirements (7) Program goals and objectives (8) Vehicle emergency procedures, maintenance schedules (9) Parent participation (10) Waiting List Policies and Referral Services (11) Medication and Sick Child Policy (12) Special Needs Board Guidelines (13) Multi-Disciplinary Team Inspection Guidelines and Procedures	X	
b. Parent and staff handbooks are current and available.	X	
c. SAC fees are established according to the DoD fee ranges or appropriate waivers are approved. Parent fee agreements are signed by a SAC staff member.	X	
d. Special needs services are provided when they do not impose an undue hardship on the operation of the SAC program and can be accommodated without endangering the health and safety of other children and staff. The designated Special Needs Board should be involved when appropriate.	X	
e. Resource and referral services are available to refer eligible patrons to programs in the civilian community when appropriate. Local telephone numbers are available.	X	
f. Three Tier Waiting List is implemented by 31 Dec 02. There is a single waiting list for ages 0-12 for the entire program. (NPC ltr 1700 PERS-659 of 26 Sep 02)	X	
g. Central Enrollment is implemented by 31 Dec 02. Children are placed without interruption of service between CDC, CDH, and SAC. Vacancies are filled in timely manner, there is a sufficient tracking system in place that notifies central enrollment when there will be vacancies and the process begins upon notice from parents. (See NPC ltr 1700 PERS-659 of 26 Sept 02)	X	
h. CDP management monitors the work schedule to ensure minimum ratios are maintained but excessive staffing (direct and supervisory) is avoided. Administrative procedures include attendance and staffing records for each classroom.	X	
i. Command has a "Home Alone" or "Self Care" policy that addresses the ages and circumstances a child under the age of 12, living in government quarters, can be left alone without supervision. The policy is included in the parent handbook and SOPs.	X	
j. Procedures are in place for routine self-release of children. Only those children with a signed self-release permission slip are allowed to leave the program alone. The policy supports the base Home-Along Policy. (Recommend 10 years and over)	X	
k. SAC hours of operation and services meet the needs of the children and parents.	X	
l. APF supports program adequately (i.e., staff, supplies, equipment). SAC coordinators have input into NAF budgets and access to monthly accounting reports.	X	
m. CDP management tracks work order requests and monitors quality of services provided by other base support contracts (e.g., custodial).	X	
Total for General	13	0

2. Record Keeping	MET	NOT MET
<p>a. Staff Records are complete and up to date. Individual staff records are maintained at the work site and include a Tracking Form with dates initiated and completed for:</p> <ul style="list-style-type: none"> Statement of Admission Form Verification of personal an education reference checks Installation Record Check Local Security FAR Navy Central Registry State Criminal History Check FBI Check Medical Screening Navy SAC Training Records 	X	
<p>b. Children’s records are complete and up to date. Children’s files contain the following information:</p> <ul style="list-style-type: none"> Navy Youth Programs Registration Form Signed Parent Fee Agreement Approved Family Care Plan (NAVPERS 1740.6) Permission Slips (Field Trips, Photos, etc.) Incident/Accident Reports Medication Release 	X	
<p>c. Discipline or behavior problems and accidents or incidents are documented. The staff and the parent sign accident reports and a copy is kept in the children’s file.</p>	X	
<p>d. Management maintains a daily record of medication administered.</p>	X	
<p>e. Volunteers have completed the Volunteer Information Form (NAVPERS 1710/22) and references have been checked and recorded.</p>	X	
<p>f. The command has designated a Multi-Disciplinary Team Inspection (usually coordinated with the child development program) that includes a representative with expertise in youth programs, parent, fire, safety and health, and an installation command representative to inspect the SAC program yearly. Reports are forwarded to the responsible commander and discrepancies are corrected. (Recommend conducting six months after NPC inspection)</p>	X	
<p>g. DoD certification is current and a copy is posted in the main facility.</p>	X	
Total for Record Keeping	7	0
TOTAL FOR SECTION G MANAGEMENT AND ADMINISTRATION	20	0