



School-Age Child Care Program Monitoring Checklist

Facility Name Capacity Monitoring Date
Street Address City State Zip Code
Licensor's Name Office 10 digit telephone number

Codes
NA - Not applicable D - Discussed O - Observed
C - Compliance N - Noncompliance W - Waiver exception granted

Posting
1. License visibly posted. (WAC 170-151-500)
2. Emergency numbers posted. (WAC 170-151-500)
3. Menu that reflects appropriate meal patterns posted. (WAC 170-151-500)

Record Keeping
4. Documentation of monthly fire drills. (WAC 170-151-460)
5. Maintains sign in/out sheets for parent signature. (WAC 170-151-460)
6. Child records complete based on sampling of files (see page 2). (WAC 170-151-450)
7. Provider in compliance with insurance requirements. (RCW 43.215.535)
8. Documentation of completed background checks for all employees, volunteers and household members having unsupervised or regular access to the children in care.

Medication and First Aid
9. Staff present in each area with current CPR/First Aid card. (WAC 170-151-470)
10. Medications and toxics safely stored. (WAC 170-151-230, 280)
11. First Aid supplies are available. (WAC 170-151-310)

General Safety and Sanitation
12. Premises are safe, sanitary, free of hazards and in good repair. (WAC 170-151-280, RCW 43.215.360) (Ex. No poisonous plants, no window blind cords that form a loop)
13. Outdoor play area free of any dangerous condition. (WAC 170-151-320)
14. Staff routinely wash hands, surfaces, and equipment. (WAC 170-151-220)

Staffing
15. Children are within continuous visual or auditory supervision. (WAC 170-151-120)
16. Staff understand mandatory child abuse/neglect reporting requirements. (WAC 170-151-200, 480)
17. Staff/Child ratios are within licensing standards: (WAC 170-151-190)
Group size: Staff/Child ratio:
18. Staff positively interacts with, disciplines, and guides children. (WAC 170-151-120, 130) [To assess stated child interaction use child care interaction guidelines in the Methods and Policies (MAP).]
19. New director or site coordinator has submitted required documentation, if applicable. (WAC 170-151-180)

Program, Activities, and Routines

- 20. Current, written, developmentally appropriate activity scheduled and planned. (WAC 170-151-100)
- 21. Daily routines provide children with a variety of options including large and small muscle activities. (WAC 170-151-100)
- 22. Learning and play materials: (WAC 170-151-110)
 - sufficient quantity — developmentally appropriate — accessible — culturally relevant
- 23. Outdoor play equipment promotes child’s active play, physical development, and coordination. (WAC 170-151-320)
- 24. Activity observed (if additional space is needed, use “Observations,” page 2):

Licensee Signature

Date

Licenser Signature

Date

School-Age Child Care Centers Monitoring Checklist					Facility Name			Monitoring Date	
Children's Files (Randomly Review Five (5) Files)									
Child's Information	Enrollment Application	Health Care Provider	Health History	Immunizations	Medical Consent	Medication Authorization	Medications Dispensed	Physical Exam Date	Person's who Can Remove Child
Child # 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center Staff Qualifications (Randomly Review Five (5) Staff Files)						* If applicable only			
Provider's/Assistant's Staff Names	Employment Application	Age	Criminal History Check	TB Test	HIV/AIDS Training	CPR Card*	First Aid *	Food Handlers Permit*	Program Orientation*
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations									