



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**Compliance Review for School-Age Programs
and Summer Day Camps**



Please complete the attached questionnaire, which pertains to licensing requirements and the operation of your school-age program. Your answers will help the Oklahoma Department of Human Services (OKDHS) licensing staff verify compliance with requirements and assist you in the licensing process. The corresponding section of requirements and page numbers are noted with each set of questions. If you cannot locate an answer in OKDHS Pub. 97-10, Licensing Requirements for School-Age Programs and Summer Day Camps, leave the corresponding space blank, and you and your OKDHS licensing staff will discuss it later.

For new programs, please attach a copy of:

- program policy and procedure;
- one week sample menu, if food is provided by the program;
- daily program schedule;
- rotating outdoor play schedule, if applicable; and
- sample form used for children's records, if different from OKDHS Form 07LC038E, Child Information.

Section 223 - Organization, pages 3 - 4.

1. List three types of information that must be posted in a prominent location, including where they are posted, such as bulletin board inside the front door. [Sec. 223(c)(1)]

- _____
- _____
- _____

2. List three of the eight situations that must be reported to Licensing by the next working day. [Sec. 223(c)(3)]

- _____
- _____
- _____

3. List two of the five proposed changes that must be reported to Licensing within 30 days prior to the effective date. [Sec. 223(c)(4)]

- _____
- _____

Section 224 - Policy and procedure, pages 4 - 5.

4. Is the program's policy and procedure available to staff and parents? Yes No
Please attach a copy. [Sec. 224(a)(b)]

Section 225 - Records, pages 5 - 6.

5. When are children's records obtained? [Sec. 225(b)] _____
6. Are daily attendance records kept for each child? [Sec. 225(b)(3)] Yes No
If yes, how long are they kept on file? _____
7. Are records on file for each teen aide and staff member?
[Sec. 225(c) - (d)] Yes No

Section 226 - Requirements for program employees, pages 6 - 12.

8. Are criminal history investigations obtained on applicants for employment, other caregivers, and adults living in the facility? [Sec. 226(b)] Yes No
9. List three of the five offenses for which a person is barred from employment, unless a waiver has been obtained. [Sec. 226(c)]
- _____
 - _____
 - _____
10. When may a physical or psychological examination be requested? [Sec. 226(g)(2)]

11. List the names of the lead teachers in the program. [Sec. 226(h)(2)]
- _____
 - _____
 - _____
12. Do program employees meet staff qualifications? [Sec. 226 (h)(1) - (6)] Yes No
13. How many hours per week is the director, or on-site person who meets the director's qualifications, required to be at the program? [Sec. 226(i)] _____
What are your assigned working hours? _____
14. List three of the director's responsibilities. [Sec. 226(i)(1)(B)]
- _____
 - _____
 - _____
15. How many references are required for new staff? [Sec. 226(i)(1)(B)(vi)] _____
16. When is it permissible for an assistant teacher to have sole responsibility for a group of children? [Sec. 226(i)(4)(B)] _____
17. Are volunteers ever left in charge of children? [Sec. 266(i)(6)] Yes No
If yes, do they meet all requirements for teachers? Yes No

18. If teen aides are used in the program, are they ever left alone with children? [Sec. 226(i)(8)(F)] Yes No
19. Have you and all of your staff had orientation? [Sec. 226(j)(1)] Yes No
If yes, is appropriate documentation in each personnel file? Yes No
If no, explain. _____

20. Are there always staff present who have had the required health and safety training? [Sec. 226(j)(2)] Yes No
List their names and assigned work hours. _____

If no, explain. _____

21. How many clock hours of annual training are required for the director? [Sec. 226(j)(3)(A)] _____
List the training you have had this employment year, dates, and number of hours.

From what sources may the director obtain training?

22. How many clock hours of annual training are required for staff with children? [Sec. 226(j)(3)(B)] _____
How is training documented? _____
How many of those hours may be self-directed readings, use of videos, or informal on-site training? _____
23. How will the program provide annual infection control training for staff, including director? [Sec. 226(j)(3)(B)] _____

Section 227 - Supervision of children, pages 12 - 13.

24. Is a staff person assigned to each child? [Sec. 227(a)(1)] Yes No
If no, explain. _____

25. What is the required staff-child ratio? [Sec. 227(b)] _____
26. Does the program take children swimming? [Sec. 227(d)] Yes No
If yes, where do they swim? _____
27. What staff-child ratio is required when children are swimming? [Sec. 227(d)] _____

Section 228 – Parent-staff communication, page 13.

28. List three of the six communication options provided. [Sec. 228(d)]

- _____
- _____
- _____

Section 229 - Physical facilities, pages 14 - 17.

29. Do bathrooms have warm running water, toilet paper, soap, and towels? [Sec. 229(b)(2)] Yes No
If no, explain. _____

30. Does the program have any clear glass doors? Yes No
If yes, how are they marked? [Sec. 229(c)(1)(F)] _____

31. What room or space is used to isolate an ill child? [Sec. 229(c)(1)(M)]

32. Where are the telephones located? [Sec. 229(c)(2)(A)] _____

33. How often are fire and tornado drills conducted? [Sec. 229(c)(2)(C) - (D)]
Date of last fire drill: _____
Date of last tornado drill: _____

34. How are toxic materials made inaccessible to children? [Sec. 229(c)(3)]

35. Are animals or pets kept on the premises? [Sec. 229(c)(4)] Yes No
If yes, what kind and how many? _____

Section 230 - Equipment, pages 17 – 18.

36. Does indoor climbing equipment over four feet high have impact-absorbing mats in fall zones? [Sec. 230(a)(3)] Yes No

Section 231 - Outdoor play space, pages 18 - 20.

37. What are the sources of shade in outdoor play areas? [Sec. 231(a)(1)(B)]

38. Is required impact-absorbing material under climbers, swings, slides, and revolving equipment and throughout fall zones? [Sec. 231(b)] Yes No
If no, explain. _____

39. Describe the types of surfaces in the program's outdoor play area(s). [Sec. 231(b)(1)]

40. Is outdoor equipment safe and securely anchored? [Sec. 231(c)(1)] Yes No
If no, explain. _____

41. Do play areas have open, unobstructed areas, and are fall zones free of obstacles? [Sec. 231(c)(3) – (4)] Yes No
If no, explain. _____

Section 232 - Developmental needs and activities, pages 20 - 21.

42. List the kinds of activities routinely provided. [Sec. 232(c)]

43. Do children's activities include special or potentially dangerous activities, such as water activities, archery, gymnastics, or karate? [Sec. 232(d)] Yes No
If yes, list those activities.

44. Is signed permission from parents on file when children participate in special activities? [Sec. 232(d)(2)] Yes No
If no, explain. _____

45. List the precautions taken to ensure the safety of children participating in special activities. [Sec. 232(d)] _____

46. List adaptations, if any, that have been made to accommodate children with disabilities. [Sec. 233(a)(3)]

Section 234 - Water activities, pages 22 - 23.

47. Do children in care participate in water activities? [Sec. 234(f) - (g)] Yes No
If yes, specify the type of water activity and location.

48. Does the program have on file written signed permission from parents for all children who swim? [Sec. 234(a)] Yes No

49. List precautions taken to ensure children's safety during water activities. [Sec. 234(b) - (e)] _____

Section 235 - Night-time care, pages 23 - 24.

50. Does the program provide night-time care? Yes No
If yes, how many children are in care, and what are their ages?
Number: _____ Ages: _____

51. What is the maximum number of hours a child may be in care? [Sec. 235(b)] _____

Section 236 - Behavior and guidance, page 24.

52. Describe the program's behavior and guidance methods. [Sec. 236(a) - (c)]

53. Describe how the program ensures compliance with requirements prohibiting certain types of discipline, such as shaking or striking. [Sec. 236(c)] _____

Section 237 - Health, pages 25 - 27.

54. Describe how the program ensures that caregivers and children wash their hands in compliance with the requirements. [Sec. 237(a)(1) - (2)]

55. List routine precautions taken to control disease. [Sec. 237(d)]

56. Describe the program's procedure regarding administering medication to children. [Sec. 237(e)] _____

57. Describe the program's procedure when a child is injured or needs emergency assistance. [Sec. 237(f) - (g)] _____

58. Describe how the program ensures that first aid kits are stocked properly and available. [Sec. 237(h)] _____

Section 238 - Food and nutrition, pages 27 - 28.

59. Is food provided by the program or parents? [Sec. 238(a)] _____
If the program provides food, complete questions 60 and 61.
60. Are second servings available? [Sec. 238(b)(2)] Yes No
61. Are current weekly menus posted? [Sec. 238(d)] Yes No
If yes, where? _____

Section 239 - Transportation, pages 28 - 30.

62. Is transportation provided to children? Yes No
If yes, complete questions 63 - 69.
63. Is written parental permission on file, and do parents receive advance notification of field trips? [Sec. 239(a)(2) - (3)] Yes No
64. If transportation is provided for children younger than six years, does at least one staff person have current documentation of training in an approved child passenger safety course? [Sec. 239(A)(6)] Yes No
65. Do drivers meet minimum qualifications? [Sec. 239(b)] Yes No
66. Describe how the program ensures that the driver is able to contact children's parents in an emergency situation. [Sec. 239(d)(2)]

67. Describe how attendance is checked when activities are away from the program site. [Sec. 239(d)(4)] _____

68. Describe the type of passenger restraint systems used. [Sec. 239(e)]

69. Does the facility have written documentation of regular maintenance of all facility vehicles? [Sec. 239(f)(10)] Yes No

Section 242 - Requirements for day camps, pages 38 - 40.

If the program is licensed as a summer day camp, complete questions 84 - 86.

84. When do staff complete orientation and health and safety training? [Sec. 242(c)]

85. What staff-child ratio is maintained? [Sec. 242(d)(2)] _____

86. What location do children use during inclement weather? [Sec. 242(e)(1)]

I have read and completed this questionnaire and, to the best of my knowledge, all of the information provided regarding the child care program is true.

_____ Director's signature _____ Date

Facility name			License number
			K8
Street address	City	State	Zip

Reviewed by OKDHS Licensing staff on _____.