

Regulations Compliance Review Licensing

School Age Only Center Cover Sheet – REDACTED for programs in a school

Name of Program:	Street Address:	
City:	County:	Zip Code:
Email Address:	Telephone Number	
Date and Time of Initial Visit:	Dates and Times of Follow-Up Visits:	

License Number: \_\_\_\_\_ License Capacity: \_\_\_\_\_

Ages of Children Served: \_\_\_\_\_ to \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

Days of Operation: \_\_\_\_\_

If Provisional Inspection, date of compliance: \_\_\_\_\_

Alternative Compliance Requested:  Yes  No

Type of Inspection:  Provisional  Provisional to Operating  Annual  Semi-Annual

Amendment (Describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensee's / Director's Statement:

I certify that all information I provided to the Department of Health and Human Services, Division of Public Health is, to the best of my knowledge, true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director / Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Care Inspection Specialist

Evaluation Complete:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Care Inspection Specialist

	In Compliance	Not In Compliance	Not Applicable	Not Observed
<b>4-004.03 Posting of License and Availability of License Record Information: pg. 12</b>				
License, application status, or amendment is displayed in a prominent place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License record information and inspection reports are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4-004.06 Notification of Changes: Change: pg. 13</b>				
Of location, building, [REDACTED] reported to Department 90 days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In hours/days/age of children reported to Department five working days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In director reported to Department within two working days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4-006.01 Licensee Requirements: Licensee ensures: pg. 18</b>				
SAO Center is administered/managed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAO Center is in compliance with all state statutes and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorized inspections are permitted during hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who manages day-to-day operations is on site and licensee has written duties/responsibilities for Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAO Center has sufficient resources to provide a safe, healthy, and nurturing environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4-006.02 Director Requirements: Director: pg. 18</b>				
Is responsible for day-to-day operations of SAO Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is responsible for compliance with rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is on site a sufficient time period to attend to the management of SAO Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When absent from SAO Center, has a designee in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has written personnel policies specific to job description/responsibilities available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has written personnel policies available which were specific to position qualifications/skills/knowledge/abilities/physical demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess own ability/staff ability to provide care for children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides orientation to new staff including training on SAO Center regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules training/continuing education for all staff and maintains appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that staff identify and review incidents, accidents, complaints, and concerns, and monitor patterns and trends in overall operation and take action to alleviate problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops/implements written procedures that require the reporting of any evidence of physical abuse, neglect, or sexual abuse of any child in care at the SAO Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately reports suspected child abuse of a child in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not knowingly allow an individual who is a registered sex offender on the premises except to pick up and drop off his/her own children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that parents have access to their children at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that staff-to-child ratio is maintained and capacity is not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Develops and uses written criteria to assess the ability of staff to safely give or apply medication(s)

**4-006.03A Criminal History Record Checks: Licensee: pg. 19-20**

Must complete a pre-employment criminal history records check on him/herself, each staff member or volunteer age 19 or older, [REDACTED]

**4-006.03B Registry Checks: Applicant/licensee, staff, volunteers. [REDACTED] are not listed as a perpetrator on: pg. 22**

Child Abuse/Neglect Central Registry, age 13 and older

Adult Protective Services Central Registry, age 18 and older

Nebraska State Patrol Sex Offender Registry

**4-006.03C Report of Law Enforcement Contact: Licensee: pg. 22**

If individual or partner, must complete a Report of Law Enforcement Contact on themselves and updated annually

Must obtain a completed Report of Law Enforcement Contact for each staff and volunteers, age 19 years or older, and update annually

**4-006.03D Notification of Law Enforcement Contact: pg. 23**

As soon as licensee/director is aware of occurrence of law enforcement contact on self, staff, volunteers, [REDACTED] a report is made to the Department and requests a criminal history records check on that individual within 5 working days

**4-006.03E Investigations and Repeat Registry Checks: pg. 23**

Licensee/Director reports staff/volunteers who are being investigated for abuse, neglect, or sexual abuse of a child/vulnerable adult

Individuals under investigation for abuse, neglect, or sexual abuse of a child/vulnerable adult are not left alone with children

**4-006.03F Health Information Report: pg. 23**

Licensee/Director obtains completed Health Information Reports within 30 days of hire and updates annually for self and all staff who are responsible for the supervision of children more than 20 hours a week

**4-006.04 Director Qualifications: pg. 23**

If the director is qualified under a Department approved plan, the requirements of the plan have been met

**4-006.05B Non-Certificated Teachers: Teacher hired: pg. 24**

Before 5/20/13 meets qualifications

After 5/20/13 has high school diploma/GED and meets qualifications or has a Department approved written plan in place and is completed within six months

**4-006.06 Substitute, Support Staff, Volunteer, and Parent Helper Qualifications: pg. 24**

Substitutes are the appropriate age for the position they are assuming and are of good moral character

Substitutes working more than 20 hours/week and are counted in the staff-to-child ratio meet requirements for position

Support staff are at least 16 years of age and of good moral character

Volunteers/unpaid parents are not counted in staff-to-child ratio, are supervised by Director or teacher at all times, and are not left alone with children other than their own

**4-006.07 Director Orientation and Training: pg. 25**

Director completed approved Director training within 30 days of starting employment

**4-006.07A Safety Training-Directors: pg. 25**

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Director must complete child abuse/neglect and reporting within 3 years of provisional license date or date of hire, and every 5 years

**4-006-08A Safety Training-Teachers: pg. 25**

50% of all teachers must have completed

**4-006.08B Evidence of Teacher Training: pg. 25**

Director maintains all teacher’s training record of orientation, annual training, and CPR/First Aid

**4-006.09A Orientation: pg. 26**

Director maintains a record of orientation of staff/volunteers prior to having direct responsibility for care of children

Job duties and responsibilities

Infection control practices

Information on abuse/neglect children and reporting requirements

SAO Center regulations

Evacuation plans in event of fire

Safety plans in event of tornado

Emergency preparedness in event of disaster

SAO Center’s method of interaction with children

SAO Center’s Discipline policies for children

**4006.09B Nutrition and Food Safety Training (when meals are served): Documentation of: pg. 26**

4 clock hours of food training for all food personnel within 30 days of employment if hired after May 20, 2013

4 clock hours of food training for all food personnel each year, effective May 20, 2013

**4-006.9C Transportation Training: pg. 26**

Driver hired on/after 5/20/13 has completed required transportation training within 90 days of employment

Driver hired before 5/20/13 has completed required transportation training within one year

Driver has current CPR and First Aid certification

**4-006.09D Annual Training of Direct Care Staff: Staff who work: pg. 26-27**

21 or more hours a week obtains 12 clock hours of in-service training

20 or less hours a week obtains 6 clock hours of in-service training

**4-006.09E CPR and First Aid Training: pg. 27**

At least one staff member with current CPR and First Aid training is on the premises at all times children are in care

**4-006.10 Employee Records Requirements: Employee records are: pg. 27**

Available

Updated

Maintained for one year after employee separation

**4-006.10A Staff Records: Records include: pg. 28**

Name, address, telephone number, and Social Security Number

Date of hire/termination

Report of Law Enforcement Contact updated annually

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Health Information Report updated annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of staff qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of annual in-service training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse finding in record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation staff read and understands regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of orientation training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.10B Substitute Records: Records include: pg. 28**

Name, address, telephone number, and Social Security Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Law Enforcement Contact updated annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation substitute meets qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse findings in the record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation substitute has read or understands the regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.10C Volunteer Records: Records include: pg. 28**

Name, address, and telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Law Enforcement Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse findings in the record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written schedule of volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.11 Child's Record: Child's record: pg. 28-29**

Is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is completed before enrollment, for children enrolled on or after May 20, 2013 and is kept current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes child's name, birthdate, enrollment date, and date care ceased (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes parent/guardian's home address/telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes parent/guardian's employment address/telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes names of individuals to whom the child can be released	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes who will be responsible for the child in an emergency if parent/guardian cannot be reached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has consent to contact a physician in emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has current health status, allergies or intolerances and clear instructions in event of exposure to allergies/intolerances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.12 Parent Information Brochure: pg. 29**

Record of signed and dated receipt of Parent Information Brochure available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4-006.13 Description of Center Services and Policies: Receipts signed by: pg. 29**

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Parent(s) of enrolled children of Description of Services, SAO Center Policies (except Personnel Policies) are available for Department review

Staff for Description of Services, SAO Center Policies and Personnel Policies are available for Department review

**4-006.13A Description of Services: pg. 29**

Description of Services which includes; ages of children served, days/hours of operation, child development program, special services (if provided), parent training/education (if provided), expectation of parents, and name/address/telephone number of SAO Center’s owner/authorized representative

**4-006.13B Center Policies: pg. 29-30**

SAO Center policies available for Department review and includes; Illness exclusion, condition for suspension or termination of care, fees/contract information for parents, verification of individuals other than parents approved to remove child from care, parent grievance/questions/concerns

Personnel policies available for review and include staff qualifications, training requirements, discipline procedure, immunization requirements, and exclusion of ill staff

**4-006.14A Licensed Capacity: pg. 30**

Licensed capacity is not exceeded; or

If non-compliance SAO Center exceeded licensed capacity by \_\_\_ children

**4-006.14B Staffing Requirements: pg. 30**

Staff are awake and alert to the needs of children at all times including nap and rest times

Every room where children are receiving care is staffed by at least one teacher who is directly involved with the care of children

During nap time at least one teacher is in the room where children are napping and the staff-to-child ratio is maintained on the Center premises

Required number of staff is on premises at all times

**4-006.14C Staff-to-Child Ratio (center-wide): pg. 30**

SAO Center in compliance with required staff-to-child ratio

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present.

**4-006.14C Staff-to-Child Ratio: SOA Center maintains accurate: pg. 30**

Staff attendance records

Daily child attendance records

**4-006.15A Notification to Parents: pg. 31**

Parents of all enrolled children are notified on the same day licensee is informed of any reportable communicable disease

Licensee posts notice of outbreak in conspicuous place

**4-006.15B Confidentiality: pg. 31**

Licensee does not violate confidentiality by releasing name of ill child without permission

**4-006.15C Health Authority: pg. 31**

Licensee follows health authority’s directives

**4-006.16 Children Excluded Due to Illness: SAO Center: pg. 31**

Enforces written policy for exclusion due to illness

Makes policy for exclusion available to the Department

Makes policy for exclusion available to parents

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**4-006.17 Immunizations: pg. 31**

Immunization record is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunization record is obtained within 30 days of enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunization record is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification by accepted medical personnel that immunization was not appropriate for child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written statement by parent/guardian with reason for not immunizing children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.18 Supervision of Children: Staff: pg. 32**

Know whereabouts and are within sight or sound of all children at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are alert, attentive, and responsive to the needs of all children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect or remove children from harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.18A Permission for Off-Premises Supervision: pg. 32**

Parents are informed when children are taken outside premises of SAO Center and supervised by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of written parent permission to take children off SAO Center premises is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.18B Permission for Child to Leave Premises: pg. 3**

Documentation of written parental permission for child to leave the SAO Center premises to participate in activities not provided by the center which includes parent understands licensee is not responsible for supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4-006.19 Discipline: pg. 32**

Only licensee, director, or designated substitutes discipline children in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4-006.19A Prohibited Forms of Discipline: Children are not disciplined by: pg. 32-33**

Spanking, slapping, pinching, punching, shaking, striking with any object, biting or handling roughly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using soap, hot sauce, unpleasant food, or non-food items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement in locked rooms, closed rooms, or closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denial of food or forced napping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of derogatory remarks, abusive or profane language, yelling/screaming, or threats of physical punishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of mechanical restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.19B Child Behavior That Cannot Be Disciplined: pg. 33**

Children are not disciplined for toilet accidents, refusal to take medication or refusal to eat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4-006.19C Use of Time Out: pg. 33**

Child's time out is in a safe/lighted/well-ventilated area and within direct vision of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child's time out does not exceeded 1 minute per year of child's age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended time out is approved as a part of a behavior management plan developed by a licensed certified professional qualified to identify the special needs of a child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.19D Use of Physical Hold: Physical Hold: pg. 33**

Is not used for reason other than child hurting self, others, or property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not prevent child from breathing or speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ends when child is calm and shows reasonable control of his/her behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.19D1 Notification and Documentation: pg. 33**

Parent of child is notified of physical hold within 24 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Written documentation of physical hold available for review and includes name of child, date of incident, description of incident, and names of involved staff

**4-006.19E Use of Restraints: pg. 34**

Staff who participate in restraining a child must be trained in de-escalation and use of restraints by certified trainer accepted by the Department

Written documentation of restraint use available for review and includes child’s name, date of incident, description of incident, and name of staff involved

**4-006.20 Prohibited Language, Materials, and Actions: pg. 34**

Children not exposed to profanity, sexually explicit material, acts of violence, or acts of racism

**4-006.21 Child Development Program: pg. 34**

Written Child Development Program available for review by parent/Department and includes; indoor play, outdoor play, napping/rest periods, individual/group playtimes, reading/exploring books, daily reading with children of age-appropriate literature, fostering language and social development by talking, interacting, and modeling appropriate language and behavior

**4-006.21A Children’s Equipment and Materials: pg. 34**

SAO Center has enough age-appropriate equipment and reading materials

**4-006.21B Sleeping Surfaces: pg. 35**

SAO Center provides acceptable beds/cots/sofas/sleeping bags/waterproof mats

**Wading and Swimming:**

SAO CENTER DOES NOT ALLOW CHILDREN TO WADE OR SWIM ON OR OFF PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

**4-006.22 Wading and Swimming Activities: pg. 35**

Children are accompanied, adequately supervised and kept safe during wading/swimming while in care

**4-006.22A Prohibited Water Sources: pg. 35**

Children are not allowed to use a natural body of water, hot tub, spa, sauna, livestock tanks, or decorative ponds

**4-006.22B Wading: pg. 35**

Children are accompanied/directly supervised during wading or other water play

Wading pools are drained and sanitized daily and inaccessible to children when not in use

**4-006.22C Permission for Non-Center-Supervised Activities Off the Premises: pg. 35**

Written/signed statement from parents available that allow children to leave premises to go swimming and acknowledges that licensee is not responsible for supervision

**4-006.22D Permission for Center-Supervised Activities Off the Premises: pg. 35**

Written/signed/dated statement from parent available giving permission to take child swimming off the premises which includes; location of pool, whether child(ren) can be in water over their head, and is updated annually

**4-006.22E Licensure of Swimming Pools: pg. 36**

SAO Center only takes children to swim in a pool licensed by the Department

**4-006.22F Water Safety: pg. 36**

An individual who has completed a swimming water safety course is at swimming pool deeper than 4 feet

Required staff-to-child ratio maintained

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present.



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**Pool on Premises:**

NONE ON PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If swimming pool is deeper than 4 feet an individual with certified water safety training is on premises

Maintains required staff-to-child ratio

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present.

**Transportation:**

SAO CENTER DOES NOT PROVIDE TRANSPORTATION SERVICES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

**4-006.23 Transportation: pg. 37**

Children are not left alone in vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking does not occur in vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors are locked when vehicle was in motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver is age 18 or older and has current and valid driver's license for the type of vehicle used to transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles are properly registered, insured, contain first aid kit, and parent contact information for each child transported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of children transported does not exceed manufacturer's seating capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are properly restrained in vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car seats are federally approved, correct for child's age and developmental level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written parental permission to transport is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are not transported to location without prior knowledge of parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are not transported to avoid violation of capacity and/or staff-to-child ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required staff-to-child ratio is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present.

**4-006.23 Transportation: If transportation is provided the transportation policy: pg. 37**

Is available to staff who transport, parents, and Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes restraints and safety equipment, procedures to ensure children are never left alone in a vehicle at any time, emergency procedures in the event a child becomes ill/vehicle breaks down/involved in an accident/or other emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Medications:**

SAO CENTER DOES NOT GIVE/APPLY MEDICATIONS. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

**4-006.24A Giving or Applying Medication: Staff give/apply: pg. 37**

Who give/apply medications know the Five Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Regulations Compliance Review Licensing**

**School Age Only Center Cover Sheet – REDACTED for programs in a school**

The right drug, to the right child, in the right dose, by the right route, at the right time

**4-006.24B Competence to Give or Apply Medication: pg. 38**

Parents or any licensed health care professional are responsible for determining if SAO Center staff are competent to give/apply medication

Director assesses the ability of staff to give/apply medication available

**4-006.24C Confidentiality: pg. 38**

Staff do not disclose information about children’s medication, physical, or mental health condition

SAO Center advises parents in writing of use of private method to inform Center of medication needs

**4-006.24D Written Permission and Instructions: Staff: pg. 38**

Comply with parent instructions or inform parent the medication will not be given/applied

Inform parents of errors in the giving/applying of medication

Do not exceed dosage printed on the label

Do not give expired medication to children and return/destroy it

**4-006.24E Unusual Circumstances: Medication given or applied: pg. 38**

As needed (PRN) has written statement from prescribing health care professional describing what symptoms need to exist in order for medication to be given/applied

By a route other than oral, topical, inhalant, or instillation has written statement from prescribing health care professional allowing medication to be given and description of route

**4-006.24F Hand Washing: pg. 39**

Staff properly wash hands before giving/applying medication

If the handling of bodily fluids is involved, staff properly wash hands after giving/applying medication

**4-006.24G Storage: pg. 39**

All prescription/nonprescription medications, including emergency medications, are kept in locked storage at all times children are in care

Refrigerated medications are in separate locked storage

Medications are kept in original container, stored according to instructions, clearly labeled for named child, and returned to parent when no longer needed

Over the counter, non-toxic topical ointment is kept out of reach of children

**4-006.24H Record-Keeping: pg. 39**

Written record is kept of time and amount of medication given/applied

**4-006.24I Children Taking/Applying Medication: pg. 39**

Parent written permission is available for children who take/apply their own medication

**4-006.25 Food Service: Meals and snacks: pg. 39**

Are served to all children in attendance

Are appropriate to age or development of child

Addresses child’s allergies/food intolerance

Meets USDA requirements and a weekly menu is provided upon request

If provided by parent, is supplemented to meet USDA guidelines

If a child’s diet is not required to meet USDA guidelines a physician’s statement is available for review

**4-006.25A Meals and Snacks: pg. 39**

SAO Center offers required number of meals/snacks

**Regulations Compliance Review Licensing**

**School Age Only Center Cover Sheet – REDACTED for programs in a school**

**4-006.26 Food Safety: SAO Center ensures: pg. 40**

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Code is followed when food is prepared at another location		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.27A Telephone: pg. 40**

A working telephone available at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency numbers prominently posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.27B Fire and Tornado Drills: Written documentation of: pg. 40**

Fire drills conducted with children each month SAO Center is operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tornado drills conducted 4 times March through September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.27C Fire and Tornado Safety Diagrams: pg. 40**

Fire and tornado safety diagrams include layout of SAO Center area and are prominently posted/visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Tornado safety diagrams explain the evacuation of children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety diagram includes evacuation routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tornado safety diagram identifies safe locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.27D Disaster Preparedness: pg. 40**

Written Disaster Preparedness Plan available for review and includes; evacuation/moving children to safe location, notification of parents of emergency, reunification of child/parent after evacuation, and evacuation and reunification of children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4-006.27E Notification to the Department of Emergencies: Licensee/Director notifies Department within 24 hours of: pg. 40-41**

A death of child or accident/injury to child that requires medical attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any child missing/lost/left unsupervised on/off premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any damage to facility or inability to comply with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4-006.27F First Aid Kit: First Aid Kit: pg. 41**

Is available on premises and is inaccessible to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With poisons/medications in locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes fever thermometer, soap, bandages, gauze, first aid tape, scissors, and disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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**Regulations Compliance Review Licensing**

School Age Only Center Cover Sheet – REDACTED for programs in a school

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**Neb. Rev. Stat. 71-1911.03 Proof of Child Care Liability Insurance:**

The licensee obtains and maintains required liability insurance coverage

**Neb. Rev. Stat. §§ 71-1912 Proof of Fingerprinting:**

A prospective child care staff member, hired **after October 1, 2019**, shall submit to a national criminal history record check prior to employment

*Child Care Staff Member* means an individual who is not related to all of the children for whom child care services are provided and:

- A. Who is employed by a child care provider for compensation, including contract employees or self-employed individuals;
- B. Whose activities involve the care or supervision of children for a child care provider or unsupervised access to children who are cared for or supervised by a child care provider; or
- C. Who is residing in a family child care home and who is eighteen years of age or older.

New employees **after October 1, 2019**, must have a national criminal history fingerprint check and will continue to complete APS/CPS Central Registry Checks, criminal history check for individuals who have lived in Nebraska less than 12 months, and sex offender registry checks for individuals under 18 years old

# Regulations Compliance Review Licensing

## School Age Only Center Cover Sheet – REDACTED for programs in a school

A child care staff member who was employed by a child care provider **prior to October 1, 2019**, or who resided in a family child care home **prior to October 1, 2019**, shall submit to a national criminal history record information check **by October 1, 2021**, unless the staff member ceases to be a child care staff member **prior to October 1, 2021**

A child care staff member shall be required to undergo a national criminal history record check not less than once during a **five year period**

**Other Comments:**