Program Inspection
Before & After School Center

Provider's Name:	**B & G Club Fred Assam Elementary ASE**	City:	**Sioux Falls**	Provider Number:	**018042409**
Inspector:	**Brooke Flemmer**	Date of Inspection:	**03/13/2023**	Time of Inspection:	**4:30 PM**

Yes	No	NA	A. Program Activities, Schedule, Equipment and Supplies
⦿	○		1. Does the center offer a variety of activities and experiences that are age-appropriate to the children? 67:42:14:15
○	⦿		2. Are activity plans in writing and posted in the facility? 67:42:14:15
⦿	○		3. Is there a supply of games, books, toys and other materials and equipment necessary to carry out the center's activities? 67:42:14:15
⦿	○		4. Does the program offer a balance of active and quiet activities? 67:42:14:15
⦿	○		5. Do the activities appear to encourage children to work with others, encourage & support academic success, enhance children's awareness of their community and other cultures? 67:42:14:15
⦿	○		6. Does the schedule appear to be appropriate to the interests of school children? 67:42:14:15
⦿	○		7. Does schedule allow for time spent outside in suitable weather? 67:42:14:15

Yes	No	NA	B. Program Practices
⦿	○		8. Do staff ensure children are given direct care, protection, supervision, and guidance through active involvement or direct supervision? 67:42:16:19
⦿	○		9. Do staff guide children's behaviors through use of positive discipline methods? 67:42:14:20
⦿	○		10. Do discipline methods prohibit use of: humiliating & frightening punishment i.e. withholding or forcing food; use of substances i.e. soap, hot pepper sauce, pepper; hitting, pinching, biting, shaking, spanking, etc.; peer administered discipline; restriction of movement; use of verbal abuse, threats, and derogatory remarks? 67:42:14:20
⦿	○	○	11. Are medications stored inaccessible to children; in original container, with original label intact? 67:42:14:24
⦿	○	○	12. Are refrigerated medicines kept in non-absorbent container? 67:42:14:24

⦿	○	○	13. When administering medications, does the staff document dose, time and date medication is administered and sign off on that administration? 67:42:14:24
○	⦿	○	14. Does the program obtain written parental consent to administer medication that contains specific dates the medication is to be administered (view info. to verify)? 67:42:14:24
○	⦿	○	15. Is parental written consent for medication administration and staff documentation of administering the medication kept for six months (view info. to verify)? 67:42:14:24
⦿	○		16. Are staff and director aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, the State's Attorney or to the Department? 67:42:14:14
⦿	○		17. Is program aware of the responsibility to report to Child Care Services any involvement the program has with Child Protection Services or Law Enforcement? 67:42:16:09
⦿	○		18. Is program aware of their responsibility to report, to Child Care Services, changes in circumstances that may affect the program licensing such as a new director, change in space used for care, renovating of licensed space, change in location, etc.? 67:42:16:09
⦿	○		19. Is program aware of their responsibility to report to Child Care Services within 24 hours of an unusual circumstance such as a fire, death of a child, etc.? 67:42:16:09

Yes	No	NA	C. Staff-Child Ratio
○	⦿		20. Is the ratio of 1 staff to every 15 school-age children maintained at all times (only exception is transportation to and from school)? 67:42:14:17
⦿	○		21. Are only those staff, who are 16 years of age and older counted in ratio? 67:42:14:17
⦿	○		22. Are all staff, under 18 years of age, provided with direct & constant supervision from the director or program planner and never left alone with children? 67:42:14:08

Yes	No	NA	D. Transportation
⦿	○	○	23. Does the program only transport the number of children allowed by the vehicle's stated passenger capacity? 67:42:16:15
⦿	○	○	24. Are all children secured by appropriate passenger restraint system as required by SDCL 32-37-1 and 32-28-1? 67:42:16:15

Yes	No	NA	E. Nutrition, Snack and Meal Planning
⦿	○	○	25. If center is operating four or more hours per day, is a nutritious meal or snack served? 67:42:14:21 NOTE: If child is in care during any normal meal time, the child must be offered a meal appropriate for that time of day.
○	○	⦿	26. If the center prepares meals, are weekly menus posted? 67:42:14:21

Yes	No	NA	F. Confidentiality and Parent Involvement
⦿	○		27. Does the program maintain in confidence all information concerning children in care and assure that details of a child's life, or that of the child's family, are not shared with unauthorized persons, including via social media or other communications? 67:42:16:14
⦿	○		28. Are parents allowed to observe their child in the center at any time unless a court order is issued restricting a parent's access to the child & documentation of the order is on file? 67:42:14:25
⦿	○		29. Are parents informed about any issues or needs relating to their child's health, behavior, or development? Informed about significant changes that happen with center services? 67:42:14:16
⦿	○		30. Are parents given opportunities to be involved in the center's operation and/or program development? 67:42:14:16

Yes	No	NA	G. Record Keeping, Posting Information, Fire/Tornado Drills
⦿	○	○	31. Is the program Certificate of License posted in a visible location? 26-6-13
⦿	○	○	32. Does the facility have posted in a visible location a copy of the facility's latest Program and Facility Safety inspection? And if on a CAP, does facility have a copy of the plan available upon request? 67:42:16:17
○	⦿	○	33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year? 67:42:14:28
⦿	○		34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.
⦿	○		35. Does the individual reponsible for program planning and implementation as well as staff supervision meet the requirements?
⦿	○		36. Is the Director at least 18 years of age and CPR certified? 67:42:14:03
○	⦿		37. Do child records contain all required information? 67:42:16:13 Note: child records are to be retained for 6 months after the care of the child ceases.

⦿	○	○	38. If records are kept at an alternative site other than where care is provided, does the facility where care is provided have at minimum a record with child's name, date of birth, allergy information, original emergency medical treatment authorization, name, address, and phone number for child's parents and emergency contact information? 67:42:14:23

Yes	No	NA	H. Insurance
⦿	○		39. Does the facility have documentation the program has current liability insurance coverage? 67:42:16:16
⦿	○	○	40. If the program transports children, does the facility have documentation that each vehicle used for transporting children has current liability insurance that covers the children being transported? 67:42:16:16

Yes	No	NA	I. Written Procedures
⦿	○		41. Does program have a written plan for training staff? 67:42:14:13
⦿	○		42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Yes	No	NA	J. Written Program Policies
⦿	○		43. Is there written policies related to services offered, fees charged, and payment policies? 67:42:14:16
⦿	○		44. Is there written policies related to discipline used for children that includes positive guidance, redirection and offer clear-cut limits; prohibits peers from administering discipline; prohibits use of humiliating and frightening punishment? 67:42:14:16
⦿	○		45. Is there written policies related to requirements for enrollment? 67:42:14:16
⦿	○		46. Is there written policies related to termination of services? 67:42:14:16
⦿	○		47. Is there written policies related to handling and documenting injuries and illnesses? 67:42:14:16
⦿	○		48. Is there written policies related to dispensing medications? 67:42:14:16
⦿	○		49. Is there written policies related to nutritional guidelines and requirements for snack & meals? 67:42:14:16

⦿	○		50. Is there written policies related to reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse? 67:42:14:16
⦿	○		51. Is there written policies related to notification to a parent when a significant change happens with center services or policies? 67:42:14:16
⦿	○		52. Is there written policies related to sharing information with parents concerning their child's health, development, behavior? 67:42:14:16
⦿	○		53. Is there written policies related to steps to be followed if a child fails to arrive at the center? 67:42:14:16
⦿	○		54. Is there written policies related to opportunities for parental involvement in program development and center operation? 67:42:14:16
⦿	○		55. Is there written policies related to confidentiality of records and information relating to children in care and their families? 67:42:14:16
⦿	○		56. Is there written policies related to an emergency preparedness and response plan? 67:42:14:16
⦿	○		57. Is there written policies related to prevention and response to an emergency due to a food or allergic reaction? 67:42:14:16
⦿	○		58. Is there written policies related to handling and storage of hazardous materials and the disposal of bio contaminants? 67:42:14:16
⦿	○		59. Is there written polices related to proof that immunization levels of all children are current? 67:42:14:16
⦿	○		60. Is there written policies related to seperation of children and notification of the child's parents if a child suffers an illness during the day? 67:42:14:16
Yes	**No**	**NA**	**K. Building Plans**
○	⦿		61. Do rooms utilized for care correspond with the most recent capacity review and floor plan review on file with DSS? 67:42:14:26