Section II

Health & Safety Inspection Form

Annual Assessment Report Form

|  |  |  |
| --- | --- | --- |
| DHSS Seal | **State of Alaska****Department of Education and Early Development****Division of Teaching and Learning Support**Early Learning Program Pre-Elementary School Health and Safety Inspection | **EEDlogo** |
| Facility Name: |       | Date:       |
| Facility Address: (Street, City, Zip) |       | Phone: (907)       |
| Facility Hours of Operation:       | Class Schedule(s):       |
| Administrator (Person in Charge):       |
| Reason for Inspection: **[ ]**  New Application **[ ]**  Approval Renewal **[ ]**  Follow up inspection **[ ]**  Special request |

|  |  |
| --- | --- |
| Licensing Specialist:       | [ ]  CCPO [ ]  MOA |
| Number of Children Enrolled:       | Number of Children Present:       | Number of Caregivers Present:        |
| Arrival Time:       | Departure Time:       | Arrival Time:       | Departure Time:       |
| Date Delivered/Sent by Licensing Specialist to Provider:       | Type of Delivery:**[ ]**  Hand Delivered **[ ]**  Regular Mail **[ ]**  Certified Mail  |
| Date Delivered/Sent by Licensing Specialist to EED:       | Type of Delivery:**[ ]**  Hand Delivered **[ ]**  Emailed **[ ]**  Faxed  |

|  |  |
| --- | --- |
| Licensing Specialist Signature:       | Date:       |
| Licensing Supervisor Signature:       | Date:       |

|  |
| --- |
| **Key: NR = Not Reviewed C = Compliance NC = Noncompliance D = Discussed NA = Not Applicable** |
| **Definition of Caregiver** - an individual in contact with children in a Pre-Elementary School whose duties include care, supervision and education.  |
| **Life and Fire Safety 7AAC 10.1010** |
| (f) Facility shall conduct emergency evacuation drills at least (1) once per month.  |       |        |
| (g) Facility must retain a record of each required evacuation drill and make available to the Department of Education & Early Development (EED) and Department of Health and Social Services (DHSS) and must include: |       |       |
| (1) the date and time of the drill; |       |       |
| (2) the name of each employee on duty at the time of the drill; |       |       |
| (3) the name of each child in care who was present at the time, but did not participate in the drill, and the reason for the nonparticipation; |       |  |
| (4) the amount of time required to complete the drill; |       |       |
| (5) a critique of the drill as described in (h); |       |       |
| (6) documentation of the reason of any postponement of (f) under this section, and the rescheduled date to conduct the postponed drill; and |       |       |
| (7) documentation of the reason for any modification under (f) of the section and a description of the nature of the modification. |       |       |
| (h) The critique required by (g) (5) of this section must include:  |  |  |
| (1) a review of action taken by each employee; |       |       |
| (2) a review of responses by children in care during the drill; |       |       |
| (3) an evaluation on whether existing policies were followed and if not a description of why a policy was not followed; |       |       |
| (4) an evaluation on whether the policies followed were effective and if not a description of how any policies will be revised for future drills; |       |       |
| (5) for any critique that indicates a drill was ineffective in any way, an identification of factors contributing to an ineffective drill; and |       |       |
| (6) any suggestions for improving future drills. |       |       |
| (j) Facility must maintain one disaster kit containing the following items: |  |  |
| (1) at least one flashlight and batteries; |       |       |
| (2) at least one battery-operated radio and batteries; |       |       |
| (3) potable water; |       |       |
| (4) nonperishable food; and |       |       |
| (5) blankets. |       |       |
| (k) Facility must have at least one carbon monoxide detector installed per level of the facility that is no more than three feet from the entrance to a sleeping area and is inspected, tested and serviced.  |       |       |
| **Heating and Heating Devices 7AAC 10.1015** |
| (a) Room temperature in the facility is maintained at 65 degrees Fahrenheit, adjusted as needed for the majority of children in care to be comfortable, and the room is draft-free. |       |        |
| (b) The entity shall ensure that: |  |  |
| (1) Each heating device is installed and maintained in a safe and serviceable manner and is: |       |       |
|  (A) vented to the outside if the device is fuel burning; vents or stacks leading from a heating unit must be air-tight at joints so that fumes, smoke, or unburned gases cannot pass from the device, vent, or stack into the entity; |       |        |
| (B) equipped with protective devices if presenting a hazard because of an exposed flame or heating element; heat sources must be shielded in a manner that prevents burn injury; the shield must be far enough from the heat source to prevent it from smoldering or burning; and |       |       |
| (C) not placed or located in sleeping quarters during sleeping hours, unless the facility lacks a separate sleeping area, or in exit ways or corridors at any time; and |       |       |
|  (2) An open flame heater is not used, except for a fireplace that complies with 13AAC 50, 13AAC 55, and other applicable regulations and municipal building codes. If a fireplace is used, it must have a protective screen or gate, and the area near the fireplace must be kept free of clutter and combustible or flammable material. |       |       |
| (c) Any portable electric heater is equipped with a tip over switch and is kept out of the reach of children and away from flammable objects in accordance with manufacturer’s recommendations. The facility has developed and implemented a policy outlining the safe and proper use of portable heaters. |       |       |
| **Toilet Facilities, Sinks, Showers, and Bathing Facilities 7AAC 10.1030** |
| (a) There is at least 1 toilet and 1 hand sink for every 15 or fewer persons. |       |        |
| (b) Clean and sanitary toilet facilities are provided and maintained in each toilet room, including: |       |       |
| (1) at least one easily cleanable waste receptacle is provided; the waste receptacle must be covered if it is used to dispose of soiled diapers; |       |       |
| (2) toilet tissue is provided from a wall-hung or protected container at each toilet; |       |       |
| (3) if one or more partitions are used between toilets, each partition is raised at least 12 inches from the floor and is smooth and easily cleaned; |       |       |
| (4) each step stool, if provided, has a non-slip tread made of a water-impervious, durable material; |       |       |
| (5) each floor and wall is covered with smooth, durable, nonabsorbent, easily cleaned material; and |       |       |
| (6) each toilet lid, seat, and handle and each hand sink is kept clean and sanitary. |       |       |
| (c) Each portable tub, bedpan, and potty-chair, as applicable, is emptied into a toilet, and is cleaned and sanitized in a utility sink or another place approved by the department. The utility sink or other area is used only for this purpose and is cleaned and sanitized after each use |       |       |
| (d) Each hand sink is used only for its designated purpose and is equipped with soap and: |       |       |
| (1) at least one accessible heated air hand-drying device or single-use towel dispenser if towels are discarded after each use; or |       |       |
| (2) cloth towels, if each towel is laundered after each use; or |       |       |
| (3) individual cloth towels assigned to each child if each towel is used only by that child with towels cleaned or laundered at least every seven days and before assignment to another child.  |       |       |
| **Premises 7AAC 10.1035** |
| (a) An entity shall ensure that: |  |  |
| (1) the premises and surrounding grounds are kept clean, sanitary, safe, and in good repair; |       |       |
| (2).the premises and surrounding grounds are free of hazards including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys, steep stairways, ice on walkways, and unsafe play areas;  |       |       |
| (3) insects, rodents, and other pests are controlled and the premises is kept free of conditions that are likely to attract or harbor pests; if the department determines the facility is not adequately controlling pests the department may require the facility to hire a commercial pest control applicator, or if not available take other appropriate measures; |       |       |
| (4) outdoor areas, if provided, are well drained and free from deep depressions that may collect standing water; if necessary to ensure the safety of children, an outdoor recreation area with landscaping, a fence, or other effective barrier that prevents or deters access to a busy roadway or other potential hazard will be required; |       |       |
| (5) ventilation by natural or mechanical means is provided to keep air fresh and to prevent accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests; |       |       |
| (6) walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms; |       |       |
| (7) lead-based paint is not used, and any painted surface is free from flaking; |       |       |
| (8) stairways and steps have handrails and non-slip treads or covering; |       |       |
| (9) at any fixture that is accessible to children, hot water temperature is no less than 100 and no more than 120 degrees Fahrenheit; |       |       |
| (10) self-dispensing or metering faucets, if used, provide a flow of water for at least 10 seconds; |       |       |
| (11) an artificial light source is provided in each area of the facility; the light must be sufficient and appropriate for the activities performed in each area by caregivers or by children; |       |       |
| (12) cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children; there must be a closet, storeroom, or other area separate from the area where the children are present for the storage of janitorial equipment and cleaning supplies; and |       |       |
| (13) furniture and equipment is durable, safe, easily cleanable, and is kept clean and in good repair. |       |       |
| **General Cleaning and Sanitation Standards 7AAC 10.1040** |
| (a) An entity shall ensure that: |  |  |
| (1) each table or highchair used for food is in good repair, is easily cleanable, and is cleaned and sanitized after each use; |       |       |
| (2) uncarpeted floors, low shelves, walls, door knobs, and other surfaces often touched by children are cleaned and sanitized at a frequency to keep the surfaces clean and sanitary; in each carpeted area, the carpet is vacuumed and shampooed at a frequency to keep it clean; |       |       |
| (3) each interior waste receptacle is kept clean and emptied as often as necessary to prevent overflow; |       |       |
| (4) any surface contaminated by a body fluid, including saliva, blood, mucus, vomit, urine, feces, or injury discharge is immediately cleaned and disinfected using the universal precautions listed in the following section, including the use of gloves and the caregiver hygiene requirements listed in 7AAC 10.1050 below; and |       |       |
| (5) cleaning that may present a hazard to children is done only when a room is not occupied by children; and  |       |       |
| (6) all bedding is laundered:  |       |       |
| (A) at least once every seven days; |       |       |
| (B) before assignment to another child ; and |       |       |
| (C) whenever soiled. |       |       |

|  |
| --- |
| **Universal Precautions 7AAC 10.1045** |
| Precautions shall be taken to reduce risk against the spread of a communicable, contagious, or infectious disease that could pose a significant threat to the health, safety, or welfare of children. Precautions include: |  |  |
| (1) seeking and complying with current medical and sanitation advice on communicable, contagious, or infectious diseases; |       |       |
| (2) adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges; |       |       |
| (4) ensuring that caregiver hygiene requirements listed in 7AAC 10.1050 below are met; |       |       |
| (5) encouraging children to wash their hands under the circumstances described below:(A) before food handling, preparation, serving, or table setting;(B) before eating;(C) after toileting;(D) after handling pets or other animals; and(E) when hands are contaminated with a body fluid, including after nose wiping; and |       |        |
| (6) encouraging children to wash their hands before and after participation in moist play, including molding clay or painting. |       |       |
| **Caregiver Hygiene 7AAC 10.1050** |
| (a) Caregivers with a communicable disease, rash, or infection, or an acute respiratory infection, may not work in a facility in any capacity in which the staff member could possibly transmit that disease, rash, infection, or respiratory infection to a child. |       |       |
| (b) Caregivers shall conform to good hygienic practices, including those described above in 7AAC 10.1045 and this section. |       |       |
| (c) A caregiver shall thoroughly wash the caregiver’s hands with soap and warm running water and rinse with water:  |       |        |
| (1) before food handling, food preparation, food serving, or setting a table; |       |        |
| (2) after toileting, diapering, or assisting with toileting or diapering; |       |        |
| (3) before and after assisting with tooth brushing; |       |        |
| (4) after handling animals, animal waste, or animal cages; |       |        |
| (5) before and after giving medication, except as provided in (d) of this section;  |       |        |
| (6) before and after participation in moist play including molding clay, painting, and cooking; and |       |        |
| (7) whenever hands are contaminated with a body fluid, such as nose wiping. |       |        |
| (d) If the caregiver is administering medication to more than one child and during the process touches the child, or a surface that might be contaminated, the caregiver may use a bacteriocidal or viricidal hand rinse or hand dip between each administration instead of handwashing. |       |       |
| (e) If a caregiver uses gloves, the caregiver shall wash the caregiver’s hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing. |       |       |
| (f) If a caregiver provides tooth brushing assistance, the caregiver shall dispense the toothpaste from a shared container in a manner that will not contaminate the toothpaste container. |       |       |
| **Additional Health and Safety Provisions 7AAC 10.1060** |
| (a) An entity licensed to provide care for infants and children shall: |  |  |
| (1) install safety gates to prevent access to stairs, if applicable; | NA |       |
| (2) install outlet covers in all unused electrical outlets; and |       |       |
| (3) use safe and sanitary equipment and supplies for diapering and toileting, including easy accessibility for the caregiver to wash the caregiver's hands after changing a diaper or assisting a child with toileting. |       |       |
| (d) A facility that provides diapering shall develop, and ensure that each caregiver follows written diaper changing procedures that minimize the spread of disease and the risk of contamination to hands and surfaces. |       |       |
| (e) In addition to the requirements of (d) of this section, an entity shall ensure that: |  |  |
| (1) the diaper changing area:  |       |       |
| (A) is not located in a food preparation area and is not used for temporary placement or serving of food; and |  |  |
| (B) has one accessible hand sink located in, or immediately adjacent to, that area; |       |       |
| (2) each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable; |       |       |
| (3) sufficient quantities of clean diapers are available and are neatly stored; |       |       |
| (4) non-latex gloves and hand washing supplies are available to prevent contamination, and are used in accordance with universal precautions as listed above; |       |       |
| (5) soiled clothing or cloth diapers, fecal contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in: |       |       |
| (A) an impervious bag to be given to the parent for laundering,if applicable; or |       |       |
| (B) an easily cleanable container with a firmly fitted cover; the container must be: |       |       |
| (i) lined with plastic; |       |       |
| (ii) designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper; |       |       |
| (iii) provided within the caregiver’s reach of the diaper changing area; and |       |       |
| (iv) emptied, cleaned, and sanitized daily; |       |       |
| (6) each diaper changing surface is cleaned and sanitized after each use; single use, disposable covers must be disposed of immediately after diapering, and do not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated; |       |       |
| (7) after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into a container described in this section; |       |       |
| (8) if single-use, disposable wipes are used during diapering, they are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in: |       |       |
| (A) an impervious bag to be given to the parent for laundering, if applicable; or |       |       |
| (B) a container described above; |       |       |
| (9) diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and |       |       |
| (10) children do not handle diaper changing supplies. |       |       |
| (f) Individual cloth towels are used for bathing; toothbrushes, and combs used by a child are stored separately to prevent contamination and are labeled with the child’s name. If a storage rack is used, the rack must be cleaned and sanitized or replaced when visibly soiled and after contamination with blood or another body fluid. |       |       |
| (g) Except for toys brought by children for personal use, the entity shall ensure that: |  |  |
| (1) toys used by children are kept clean and sanitary; |       |       |
| (2) if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child; |       |       |
| (3) toys used by children are cleaned at least once every seven days or when soiled. |       |       |
| (h) If a water play table is used by children:  |  |  |
| (1) the water in the table is maintained at 2 – 10 parts per million chlorine solution during use; use chemical test strips frequently to ensure concentration levels are maintained; |       |       |
| (2) each child using the table has hands washed before and after playing at the water table; |       |       |
| (3) a child with open sores or wounds does not play at the table; |       |       |
| (4) water is discarded after each day of use; and |       |       |
| (5) the table is cleaned and sanitized after each day of use. |       |       |
| (i) Play areas (indoors or outdoors) are free of hazards that can cause injury, including:  |       |       |
| (1) selection and maintenance of play equipment so that it:  |       |       |
| (A) is securely anchored, unless it is portable and self supporting; |       |       |
| (B) is free of entrapment, pinch, or crush points; |       |       |
| (C) is free of sharp points, corners, or edges; and |       |       |
| (D) provides clearance between the equipment and any objects that may cause injury; and |       |       |
| (2) cover areas around and under play equipment that has a fall height of three feet or more with a shock absorbing material; concrete or asphalt may not be used under play equipment. |       |       |
| (j) Each cot and mat is cleaned and sanitized at least once every seven days; before assignment to another child in care; and whenever soiled.  |       |        |
| **Food Service and Preparation 7AAC 10.1065** |
| (a) If a food service permit is required by the Department of Environmental Conservation (DEC) or the Municipality of Anchorage (MOA), the facility shall meet all applicable regulations. If DEC or MOA has set minimum standards for a facility, the facility shall meet those minimum standards. |       |       |
| (b) Meals or snacks brought from a child’s home are labeled with the child’s name and the date. |       |       |
| (c) If exempt from DEC or MOA oversight, the facility shall maintain sanitary facilities for the proper care, storage, refrigeration, and preparation of food. Facility must ensure the following: (1) food served is not altered; and(2) fruits and vegetables are washed. |       |       If exempt from MOA food service permit, the facility will not be allowed to prepare any food, including washing fruits/vegetables. |
| **Medications 7AAC 10.1070** |
| (c) An entity subject to this section shall: |  |  |
| (1) keep each medication, including nonprescription medication, is in its original container and properly labeled. Properly labeled includes child’s name, medication name, dosage, expiration date, and instructions for administration; |       |       |
| (2) keep medication stored in a manner that prevents access by children; |       |       |
| (4) keep medications stored in accordance with manufacturer’s recommendation; and |       |        |
| (5) administer nonprescription medications only at the dose, duration, or method specified on the manufacturer’s label. Nonprescription medications include non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent. |       |       |
| (g) A facility may administer medication only under the following conditions:  |       |       |
| (1) written permission for the administration of prescription medication is obtained from the parent of a child upon admission into the facility, or when a new medication is prescribed; if the Office of Children’s Services (OCS) is the child’s legal guardian, written permission is obtained from OCS; |       |       |
| (2) the facility may administer prescription medication and special medical procedures only in the dosage, at the intervals, or in the manner prescribed by a physician or other person legally authorized to prescribe medication or medical procedures; |       |       |
| (3) if written permission has not been obtained from the child’s parent for the administration of a commonly used nonprescription medication, the facility shall document telephone permission to administer that medication; a facility providing care for a child for whom OCS is the legal guardian is not required to obtain permission from the child’s parent for the administration of on prescription medication, but shall administer nonprescription medication as authorized by OCS in the placement agreement; |       |       |
| (4) a written policy is available for the use of any commonly used nonprescription medication for oral or topical use kept on hand for the communal use of any child for whom the medication may be indicated; |       |       |
| (5)(A) prescription medicine must be kept in the original container showing the date filled, expiration date, instructions, and physician’s or other medical professional’s name; |       |       |
| (6) in a facility with one or more employees, only one designated employee in each shift may administer medication; the designated employee shall record and initial the time each dose is administered; |       |       |
| (7) unused medication must be returned to the parent when the medication is no longer needed, except unused medication of a child who’s legal guardian is OCS shall be discarded: |       |       |
|  (A) in a manner that prevents access by children; and |       |       |
|  (B) in accordance with instructions from the manufacturer, if any. |       |       |
| (h) Medication requiring refrigeration is grouped together, stored in a manner to prevent contamination of food, and labeled as required by this section. |  |  |
| **First Aid Kit and Procedures 7AAC 10.1075** |       |       |
| (a) An entity shall review and post or make readily available, first aid procedures. Post and keep current emergency telephone numbers, including the number for the poison control center, near one or more telephones in the facility. The entity shall maintain: |       |       |
| (1) at least one first aid kit, described in (c) of this section; |       |       |
| (2) A second complete first aid kit is needed if some of the children go on an outing while other children remain at the facility. for each child participating in the trip or outing, the emergency child record information; including information on how to contact the parents and at least one local emergency contact, permission for emergency treatment and transport, information on medication the child is taking and written permission for use of medication; |  |  |
| (3) A third abbreviated kit for neighborhood walk of 30 minutes or less, abbreviated kit must contain items found in (3)(A)-(J), as well as emergency record information and any medications that may be needed on the walk. |  |  |
| (b) Each first aid kit is restocked after use to ensure compliance with this section. |  |  |
| (c) The items required in each first aid kit must be checked regularly to ensure that any expiration date is not exceeded, and kept within a container that will hold all of the items: |  |  |
| (1) disposable nonporous, non latex gloves; |       |       |
| (2) sealed packages of alcohol wipes or antiseptic for thermometer cleaning only; |       |       |
| (3) scissors; |       |       |
| (4) tweezers; |       |       |
| (5) thermometer; |       |       |
| (6) adhesive bandages; |       |       |
| (7) bandage tape; |       |       |
| (8) sterile gauze pads; |       |       |
| (9) flexible roller gauze; |       |       |
| (10) triangular bandage; |       |       |
| (11) safety pins; |       |       |
| (12) eye dressing; |       |       |
| (13) note pad with pen or pencil; |       |       |
| (14) activated charcoal, for use only under the direction of a poison control center or another medical professional; | NA |       |
| (15) cold pack; |       |       |
| (16) standard first aid text by either American Academy of Pediatrics or American Red Cross or equivalent first aid guide; |       |       |
| (17) CPR barrier device or mask; |       |       |
| (18) telephone number for the Poison Control Center; |       |       |
| (19) potable water; |       |       |
| (20) splints, including small child-sized splints; |       |       |
| (21) soap; and |       |       |
| (22) working flashlight; |       |       |
| **Firearms and Ammunition 7AAC 10.1080** |       |       |
| (a) Firearms and ammunition are prohibited. |       |       |
| **Smoking 7AAC 10.1085** |       |       |
| (b) Smoking is prohibited: |       |        |
| (1) in the facility and on the premises; and |       |       |
| (2) in any vehicle used to transport children must be smoke-free. |       |       |
| **Animals 7AAC 10.1090** |       |       |
| (a) Animals kept in the facility have no communicable disease, have immunizations required under state and federal law, and are free of internal and external parasites. The facility must show proof of compliance with required immunizations to the department upon request. |       |       |
| (b) Facility must inform parents of children in care if any animal is present. |       |       |
| (c) Psittacine birds may not be kept in facility (Psittacine birds include parrots, pigeons, parakeets, and macaws.)  |       |       |
| (f) Ducklings and chicks may be incubated or hatched in a facility, if: |       |       |
| (1) children do not handle the ducklings or chicks; and |       |       |
| (2) the ducklings and chicks are removed from the facility when hatched. |       |        |
| (g) Amphibians, ferrets, reptiles, and wild, poisonous, or predatory animals may not be kept in a pre-elementary school. The prohibition of this subsection on predatory animals does not apply to domestic dogs and domestic cats. |       |       |
| (h) The facility shall ensure that: |       |       |
| (1) any birds, fish, and other animals allowed by this section are kept in appropriately designed cages or aquariums; the requirements of this paragraph do not apply to domestic dogs and domestic cats; |       |       |
| (2) the area around a cage or aquarium is smooth, nonabsorbent, impervious to water, and easily cleanable, and is cleaned and sanitized at a frequency to keep the area clean and sanitary; |       |       |
| (3) animal waste is removed daily, or at a frequency to prevent odor or contact with adults or children; |       |       |
| (4) each cage is lined with an impervious material and is cleaned at a frequency necessary to prevent a health risk to adults or children; |       |       |
| (5) bowls used for providing food and water for animals are cleaned at a frequency necessary to prevent a health risk to adults or children; and |       |       |
| (6) cleaning of animal waste: |       |       |
| (A) is conducted when children are not present; and |       |       |
| (B) not conducted in an area used for food preparation or service. |       |       |
| (i) The facility shall: |       |       |
| (1) disclose to the department information regarding any animal in the facility, if that animal has :  |       |       |
| (A) been the subject of a past contact with an animal control official because of aggressive behavior or biting; or  |       |       |
| (B) a history of aggressive behavior or biting, regardless of whether the animal has been the subject of a past contact with an animal control official; |       |       |
|  (2) notify the department within 24 hours of any occurrence of aggressive behavior or biting by an animal in the facility, including whether the occurrence resulted in a contact with an animal control official; |       |       |
|  (3) immediately remove from contact with children, an animal described in (1) or (2) of this subsection; and |       |       |
| (4) Permanently remove an animal described in (1) or (2) of this subsection, if EED determines that the animal is a threat to the life or safety of children. |       |       |
| **Pesticide Use and Notification 7AAC 10.1093** |       |       |
| (a) Facility shall, whenever practical, use a non-chemical method, including good sanitation practices, structural repair, and window screens to control pests. Pesticide use, including the use of a certified applicator if required, is subject to applicable DEC regulations. |       |       |
| (b) Facility shall notify each parent of child in care of any application of pesticides to any area of the facility used by or accessed by children. |       |       |
| **Toxic Substances; Poisonous Plants 7AAC 10.1095** |       |        |
| (a) An entity shall ensure that: |       |       |
| (1) each cleaning material, detergent, aerosol can, pesticide, poison, and other toxic material is: |       |       |
| (A) stored in the original labeled container; the requirement in this subparagraph does not apply to a spray bottle that contains a commercial sanitizing solution or a bleach-water solution used to sanitize toys, tables, counters, and other throughout the day, if that bottle is appropriately labeled and is stored as provided in (2) of this paragraph; |       |       |
| (B) inaccessible to children and stored separately from medication and food; |       |       |
| (C) used:  |       |       |
| (i) according to the manufacturer’s instructions; |       |       |
| (ii) for the intended purpose; |       |       |
| (iii) in a manner that will not contaminate a play surface, a food service area, or a food preparation area; and |       |       |
| (iiii) in a manner that is not a hazard to children |       |       |
| (2) only nontoxic arts and crafts materials are used; and  |       |       |
| (b) a poisonous plant is not present except when EED allows a poisonous plant that is a common household plant to be present in a facility if the department finds that children will be protected from harm. If the department allows one or more poisonous plants to be present, the facility shall inform parents of children of any poisonous plant present and describe how they will protect children from harm. |       |       |

|  |  |  |
| --- | --- | --- |
| **Admission and Planning 7AAC 57.400** |       |       |
| (a) A child care facility shall: |       |       |
| (1)(2)(3) Obtain, maintain and update (at least semi-annually) emergency information about the child from the child’s parent. This information must include the following elements: |       |       |
| (A) information about any drug or other allergies; |       |       |
| (B) information about any medication the child is taking or medical or other treatment the child requires; |       |       |
| (C) information on how to contact the child’s parent and at least one other local emergency contact individual; |       |       |
| (D) permission slips for emergency transport signed by the parent; |       |       |
| (E) permission for emergency treatment, signed by the parent; and |       |       |
| (F) a hospital and physician of choice as designated by the parent. |       |       |
| (b) The facility does not admit a child if the child’s admission would place the facility beyond the conditions of the facility’s approval. |       |       |
| **Supervision of Children 7AAC 57.500** |       |       |
| (a) Facility shall ensure that the children in its care receive responsible supervision appropriate to their age and development needs |  |  |
| (c) Facility shall ensure: |       |       |
| (2) caregivers are within the same room as and within sight or sound of children; and |       |       |
| (3) caregivers know the whereabouts of the children in their care at all times. |       |       |
| (i) Facility shall prevent exposure of children to individuals, animals, situations posing a possible danger. Facility may not allow children to participate in a high risk activity, such as: |       |       |
| (2) a young child walking along a river edge; |       |       |
| (3) a child at any age:  |       |       |
| (A) riding motorized vehicles or snowmobile;(B) playing near any body or water or playing with propelled objects without constant supervision;(C) boating without a personal flotation device or in dangerous water conditions; or (D) jumping on a standard or large trampoline. |       |       |

|  |  |  |
| --- | --- | --- |
| **Child to Caregiver Ratios 7AAC 57.505** |       |       |
| (a) Facilities must meet the child to caregiver ratio requirements.  |
| Names of Staff Present: |
| **Behavior Guidance 7AAC 57.535** |       |       |
| (f) Corporal punishment of children in care is prohibited. |       |       |
| **Health 7AAC 57.550** |       |       |
| (a) At or before admission of a child, facility shall obtain from the child’s parent:  |       |       |
| (1) a valid immunization certificate; or |  |  |
| (2) evidence that the child is exempt from immunization. |  |  |
| (g) A facility may admit a mildly ill child or allow the child to remain in attendance if the child’s needs do not compromise the care of other children.  |       |       |
| (h) A facility will develop a plan of care with the parent to provide a place where, under supervision, the child may rest or play quietly, apart from the other children. |       |       |
| (i) A facility may not admit a child who shows definite signs of a serious illness or of a highly communicable disease or allow the child to remain in attendance unless a medical provider approves the child’s attendance. |       |       |
| **Transportation 7AAC 57.565** |       |       |
| (a) A facility that provides transportation shall ensure the requirements of this section are met. |       |       |
| (b) a facility ensures the appropriate use of seat restraints.  |       |       |
| (c) a facility ensures children are transported in a safe, smoke free vehicles. |       |       |
| (d) a facility utilizes safe procedures in transporting children. |       |       |

**Additional Comment(s):**

**FY\_\_ PRE-ELEMENTARY SCHOOL ANNUAL ASSESSMENT REPORT**

 ***(Due August 1st, annually )***

**Program Name: Date:**

***(Each site must report separately)***

**School District/Grantee: Contact Name:**

**Community: Contact Phone:**

**Authorized Signature:**

***(Superintendent/Director or Designee)***

**Printed Name/Title Phone:**

**Section One: - Enrollment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pre-School Information Only** | **Age 3** | **Age 4** | **Age 5** |
| **Total children served current year** |  |  |  |
| **Total children on waitlist current year** |  |  |  |
| **Projected children to be served next year** |  |  |  |
|  |  |  |  |

**Section Two – Teacher Qualification:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher Names** | **Teaching Certificate Type/Date** | **Endorsements Type/Date** | **MA/MS** | **BA/BS** | **AA** | **ECE Cert** | **CDA** |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |
| **Paraprofessional Names** | **Teaching Certificate Type/Date** | **Endorsements Type/Date** | **MA/MS** | **BA/BS** | **AA** | **ECE Cert** | **CDA** |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

**Section Three – Assessment Information**

1. Briefly describe how your program utilizes the Alaska Early Learning Guidelines:
2. Name the assessment tool(s) used to assess each domain:
3. Describe how assessment information for individual children is shared with parents. This description should include:
	1. When assessments are generally scheduled and how you ensure that all children are assessed;
	2. The process in which the results of the assessments are reviewed by teachers to improve or adjust instruction;
	3. The process used to explain assessment results to parents;
	4. Parent involvement opportunities including the sharing of resources and teaching strategies to support or enhance their child’s learning.

**Section Four – Assessment Results:**

1. Provide assessment results in the following areas: *(Use graphs or charts if available. You may also refer to computer generated reports or other documentation as long as information for each Domain is clearly identified.)*

**Domain I: Physical Well-Being, Health and Motor Development**

**Domain 2: Social Emotional Development**

**Domain 3: Approaches to Learning**

**Domain 4: Cognition and General Knowledge**

**Domain 5: Communication, Language and Literacy**