

License Compliance

Licensing ensures that our before + after-school programs meet safety and quality standards. Following licensing requirements protects children, staff, and the program.

Staying prepared for inspections shows our commitment to excellence and builds trust with families and the community.

DOCUMENTATION AND HEALTH REQUIREMENTS

- ✓ **Ensure that the licensing binder is up-to-date and contains necessary forms.**
- ✓ **Monthly updates for child registration forms and allergy information.**
- ✓ **Keep medication administration logs up-to-date.**
- ✓ **Conduct and document safety checks regularly.**
- ✓ **Audit staff and student files for expiring documents:**
 - Immunizations
 - Continuing education
 - Monthly audits of medications for expiration dates on medication forms

LICENSING STANDARDS AND SITE INSPECTIONS

- ✓ **Prepare for licensing inspections by maintaining accurate records.**
- ✓ **Verify compliance with state licensing requirements:**
 - Child-to-staff ratios
 - Snack Menu
 - Emergency Protocols
 - Required documents: IEP Accommodation Plans, etc.
- ✓ **Ensure all students' special needs are discussed with the Area Manager.**
- ✓ **Regularly audit staff files to ensure compliance:**
 - Professional Development Certificates
 - Background checks
 - CPR



Use a complete first aid kit (separate from your first aid kit you use each day) that is untouched to provide during a licensing visit. This ensures that all the proper supplies are in the first aid kit!

Emergency Drill How-To

Knowing how to run a successful emergency drill ensures student safety, staff preparedness, and a swift, organized response in critical situations.

COMMUNICATION:

- ✓ **Speak with school administration about their procedures and how they conduct drills during the school day.**
 - ✓ **Before the drill, talk with students about:**
 - What you will be doing
 - Expectations for their behavior
 - Why do we do drills
 - ✓ **Remember, drills should not be announced-they should be treated as if they are a true emergency.**
 - ✓ **Communicate with families via text, email, ParentSquare, or a notice on the parent board to let them know of upcoming drills.**
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PRACTICE:

- ✓ **If you are practicing a drill where you stay in the building, designate areas that students should go to.**
 - ✓ **If you exit the building, ensure that students are silent during transitions so they are able to hear emergency directions.**
 - ✓ **If the drill requires you to exit the building, designate spots for each group to congregate so attendance can be taken quickly.**
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DEBRIEF:

- ✓ **Gather students after the drill to talk about what they did well and how they can improve next time (*and why it's important*).**
- ✓ **Talk with staff about how the drill went and for ways to improve for future drills or emergency situations.**
- ✓ **Document the drill with the type of drill and the date to keep for your records.**

