



# Self-Monitoring Standards Guidelines Checklist

| Meets Guideline | Needs Action | Not Applicable |
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## Notifications

Program Staff must notify the Recreation Program main office as soon as possible, but no later than at the end of the working day, if any of the following conditions apply: Unsafe facility occurrence; any other situation which places or is likely to place children at risk; injury to a child while in the program; and when EMS, Police or Fire Departments are called (check Incident/Accident Report file)

## Posting Requirements

A. The following items must be displayed in a program binder where staff, parents, and others may view them:

- 1 City ordinance pertaining to the Self-Monitoring Standards
- 2 Letter from Texas Department of Protective and Regulatory Services certifying that state guidelines have been met for child care licensing exemption.
- 3 Incident form to report suspected child abuse and other complaints of operation
- 4 Emergency evacuation and relocation plan with at least two (2) exits
- 5 Self Monitoring Checklist from the most recent monitor's visit

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B. Telephone numbers posted by each phone:

- 1 Emergency Medical Services: 911
- 2 Law Enforcement :210-207-7273 (Non-Emergency)
- 3 Fire Department:210-207-7744 (Non-Emergency)
- 4 Poison Control: 1-800-222-1222
- 5 Child Abuse Hotline: 1-800-252-5400
- 6 Recreation Program Office (5800 Enrique M. Barrera Parkway, San Antonio, TX 78227; 210-207-3047)
- 7 Nearest evacuation facility (including name, address, and phone number of the facility)  
Name of Facility: \_\_\_\_\_
- 8 City of San Antonio Information Line : 311 (Non-Emergency)
- 9 United Way Information Line : 211 (Non-Emergency)

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## Enrollment information records

- A. All required records will be maintained and made available for inspection by authorized monitors during the program's hours of operation. (Records should be readily available and organized.)
- B. There will be files at each facility for all participants enrolled in the program. Each file will be maintained for as long as the child is enrolled in the program and will contain the following information: (check rosters for completeness)  
Name, date of birth, address, phone number of child; date of child's admission in the program; names, addresses, phone numbers where parents can be reached; names and phone numbers of other designated persons for emergencies; names and phone numbers of persons child may be released to; statement of any accommodations needed

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## Parental Communication

Parents will be provided a copy of San Antonio Parks and Recreation "Self-Monitoring Standards" electronically as part of the automated registration process. Printed copies will be provided upon request.

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## Responsibilities of the Recreation Program Staff

The Program Staff are responsible for:

- 1 Overall implementation of age appropriate activities for school-aged children (following activity schedule)
- 2 Overall supervision of program for youth
- 3 Maintain sufficient equipment and supplies (Check Supply Storage Areas)
- 4 Maintain child/staff ratio at a maximum of 15 students to 1 staff
- 5 Be knowledgeable of the objectives and purpose of the self-monitoring standards adopted by city ordinance
- 6 Supervise children at all times by sign in and out to keep track of children. Children should never be left alone. (check sign-in and sign-out sheets)
- 7 Be free from other duties except those directly involving the supervision of children
- 8 When a staff change occurs, information must be transferred such as significant information about the child(ren) and a list of children present in the group

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Site: \_\_\_\_\_ Checklist completed by (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Safety

- A. All areas accessible to children must be free from hazards
- B. Indoor and outdoor play equipment and supplies safe for children: Play equipment has no openings or angles to entrap a child's head; Daily equipment inspection prior to use by children
- C. First Aid supplies readily available to staff at all times
  - 1 Multi-size adhesive bandages
  - 2 Adhesive Tape
  - 3 Gauze Tape
  - 4 Waterproof, disposable gloves
  - 5 Tweezers
  - 6 Scissors
  - 7 Antiseptic Wipes
  - 8 Thermometer
  - 9 Cotton balls
  - 10 First Aid Guide

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### Health

- A. Annual sanitation inspection with a written report by Metro Health office
- B. Adequate supply of drinking water readily available
- C. Children must wash their hands with soap and running water followed by drying with a clean dry material (such as paper towels). Hand washing should be conducted after using the toilet and before eating.
- D. Staff must wash their hands with soap and running water: before and after serving and handling food, and before and after treating injuries
- E. Staff must wear waterproof gloves or contact custodian when handling blood or body fluid
- F. Food and drink of safe quality, stored, prepared, distributed, and served in safe and sanitized manner
- G. Food service equipment must be sanitized by school district prior to daily use

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### Fire, Fire Safety and Emergency Precautions

- A. In an emergency, all staff and children must be able to safely exit the building within three minutes
  - 1 The building must have at least two exits to the outside, located in distant parts of the building. An exit through a kitchen or other hazardous area cannot be one of the required exits unless specifically approved in writing by the Fire Marshal.
  - 2 If any doors open into a fenced yard, the children must be able to open the doors easily from inside. Fences should have an unlocked gate if applicable/allowable.
  - 3 No exit doors shall be blocked or locked during program hours.
  - 4 A flashlight or other battery-powered lighting must be available to use in case of electrical failure.
- B. An emergency evacuation and relocation plan must be posted in each room in use by program
  - 1 The plans must show two exit paths from each room unless the room opens directly outdoors at ground level
  - 2 Staff must conduct an emergency evacuation drill once during the summer (Last Drill Date: \_\_\_\_\_)

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Overall Rating (circle one): Meets Guidelines Needs Action

Meets Guidelines: If a site has fewer than 10 areas needing action, those areas should be addressed within 10 days in order to ensure that all areas meet guidelines.

Needs Action: If a site has 10 or more areas needing action, corrective actions must be taken within 5 days. The site requires a second review in 5 days to ensure that adjustments have been made to meet guidelines.

### Comments:

Site: \_\_\_\_\_ Checklist completed by (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_