

SMALL GROUP/LARGE GROUP/SCHOOL AGE OBSERVATION RECORD

Program Name: _____ Facility #: _____ Licensors: _____ Date of Visit: _____ Type of Visit: _____ Total Capacity: _____ Capacity by Age: I _____ I/T _____ T _____ T/PS _____ PS _____ SA _____ PS/SA _____ Kindergarten _____ Kindergarten/SA _____ Multi-Age Groups _____ Age Groups Observed: I _____ I/T _____ T _____ T/PS _____ PS _____ SA _____ PS/SA _____ Kindergarten _____ Kindergarten/SA _____ Multi-Age Groups _____ Administrator(s): _____ Site Coordinator(s): _____ # of Lead Teachers: _____	Application _____ Fee _____ Tax Certification Statement _____ Attended Renewal Meeting _____ Entered in PQ Registry _____ Small Group _____ Large Group _____ Variances _____ _____ _____
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Regulation#	C	N/C		NOTES
			Classroom	
7.04(4)(a)1			Accurate attendance; arrival/departure times	
7.04(13) 7.06(1)(b)13			Accommodations for children with disabilities	
7.04(17)(h)1			Children referred as needed	
7.09(2), 7.10(3)(b)			Use of volunteers and interns in ratios (minimum 16 years old & assigned to program at least 3 months)	
7.10(4) 7.10(4)(d)-(h) 7.10(9)(a)1-6, 7.10(9)(b), 7.10(9)(c)			Staff:child ratios and groupings: Multi –Age _____ Fixed _____ (L) Mixed _____ (L) EEC Approval for Multi-Age _____ (L) Developmental Placement _____ (L)	
7.10(5)			Supervision of children	
			Curriculum and Activities	
7.06(1)(a),(b) 7.03(1)(c)2			Evidence of plan of program activities (P)	

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7.06(1)(a)1			Curriculum and daily activities are developmentally & linguistically appropriate	
7.06(1)(a)2-3			Flexible curriculum to meet individual needs, promote school readiness; For SA: time for homework, work independently on projects	
7.06(1)(a)4, 7.06(1)(b)3			Language/literacy, health, science/ technology/engineering, math, dramatic play, music/art/movement, history/social science	
7.06(1)(b)2			Free choice among variety of activities for at least half the program day	
7.06(1)(b)3 7.07(16)(c)5			Organized for small & large groups, variety of interest areas (P)	
7.06(1)(b)4			Large/small muscle activities (indoor/outdoor)	
7.06(1)(b)5			60 minutes of physical activities (full day) / 30 minutes (half day)	
7.06(1)(b)6			Opportunities to develop verbal and non-verbal communication	
7.06(1)(b)7			Promote literacy activities / books read daily with children	
7.06(1)(b)8-9			Opportunities to foster independence and self help skills	
7.06(1)(b)10			Opportunities to explore cultural, social, individual diversity	
7.06(1)(b)14			For programs serving infants/toddlers: opportunities to move freely	
7.06(1)(c)5			Space includes small quiet area (P)	
7.06(2)			Transitions provided between activities	
			Interactions	
7.05(1)			Responsive to individual child needs	
7.05(2)			Nurturing to children: eye contact, smiles, being at child's level, holding babies, consistent/predictable	

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7.05(3)(a)-(e)			Support development of self-esteem, independence, self-regulation	
7.05(4)			Support development of social competence	
7.05(5)(a)-(f)			Child guidance practices by staff include: <ul style="list-style-type: none"> - modeling appropriate behavior - redirecting children to positive activities - encouraging self-control - recognize/reinforcing appropriate behaviors - reasonable/positive expectations - clear/consistent limits - quick interventions when children physically aggressive - helping children develop positive strategies for resolving conflicts - discussion of behavior management techniques among staff to promote consistency 	
7.05(6)			Staff effectively communicate with each child	
7.05(8)(a)-(f)			Prohibition of the following practices: <ul style="list-style-type: none"> - spanking/corporal punishment - cruel/unusual punishment - depriving children of outdoor time, meals, snacks - force feeding/making children eat against their will - using food as a consequence - disciplining for soiling, wetting, or not using the toilet - confining child to any piece of equipment - excessive timeout (not to exceed one minute for age of child) 	

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			Equipment and Materials
7.06(1)(b) 7.06(1)(b)3 7.06(1)(c)			Indoor/outdoor (large/fine motor) _____ art _____ dramatic play _____ books _____ music _____ science _____ blocks & accessories _____ sand/water play _____ (P)
7.06(1)(c)1			Sufficient amount and variety of equipment and materials (P)
7.06(1)(c)3			Equipment and materials visible, available, accessible (P)
7.06(1)(c)4			Materials promote imagination/creativity (P)
7.07(10)(g)			Children's belongings, storage space (P)
7.07(12)			Trampolines prohibited (except therapeutic)
7.07(13)(a)-(h)			Equipment and supplies: clean, safe, sturdy, free of entrapment/hazards, safely constructed/installed, non-tippable, sharp edges protected; no access to cords longer than 6 inches (P)
7.11(7)(g)			Specific evacuation procedures (P)
			Physical Facility - Indoors
7.07(1)			Staff monitor environment for hazards
7.07(6)			No peeling or flaking paint (indoor and out) (P)
7.07(10)			Indoor space safe/clean, well ventilated/lit, clear pathways, sufficient size (P)
7.07(10)(a)			Care provided only in EEC approved space
7.07(16)(c)1			35 square feet of activity space per child
7.07(10)(h)			Suitable guards on hazardous windows, windows used for ventilation have screens (P)
7.07(10)(i)			Room temperature maintained at minimum of 65 degrees; protected from excessive heat (P)
7.07(10)(l)			Water temperature <120 degrees (P)
7.07(10)(m)			Trash emptied daily (P)

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Regulation#	C	N/C	Physical Facility - Indoors (cont.)	NOTES
7.07(10)(o)			Electric outlets covered, no frayed electrical cords (P)	
7.07(10)(p)			Carbon monoxide detector in accordance with fire safety codes (P)	
7.07(11)(a)			For under 3, guards at top/bottom of stairwells _____ ; No pressure gates at top of stairwells _____ (P)	
7.07(11)(b)			For under school age, open stairways equipped with railings or banisters (P)	
7.07(14)(a)			Heating source protected (P)	
7.07(14)(b)			Portable heaters, portable radiators prohibited (P)	
7.07(14)(c),(d)			Requirements for fuel burning stoves and fireplaces; meets local/state codes, approval documentation submitted (P)	
7.07(16)(c)6			Barrier to kitchen (P)	
7.11(5)(e)			First Aid Kit: tape____ band aids____ gauze pads____ disposable non-latex gloves____ gauze roller bandage____ cold pack____ tweezers____ thermometer____ CPR mouthguard____ scissors____ (P)	
7.11(7)			Working telephone on and off-site (P)	
7.11(16)			Pets licensed/vaccinated	
			Physical Facility – Outdoors	
7.07(7)			Play area of 75 square feet per child	
7.07(7)(a)			Play area accessible to children with disabilities (P)	
7.07(7)(b)			Space appropriate for each age group (P)	
7.07(7)(c)			Combination of sun and shade (P)	
7.07(7)(d)			Playground free from hazards; fenced if applicable (P)	
7.07(7)(f)			Ground cover not harsh/abrasive material (P)	

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Regulation#	C	N/C	Physical Facility – Outdoors (cont.)	NOTES
7.07(7)(h)			Barrier to bulkhead doors, stairs, and window wells (P)	
7.07(8)			Porches/decks approved before use	
7.07(8)(c)			Protective barrier for porches/decks > 3 feet from grade level (P)	
7.07(16)(e)			Fall zones adequate depth of impact absorbing material; no pea gravel/wood chip nuggets for infants/toddlers; Describe fall zone surface material _____ (P)	
			Inspections	
7.03(6)(b)3			If applicable, summer camp permit	
7.07(2)			Building Inspection: Capacity _____ E _____ I-2/I-4 _____ A-3 _____ Expiration Date _____ (P)	
7.07(3)			Fire Inspection: Issue Date _____ (P)	
7.07(4)			If applicable, well water inspection date _____ PWS # _____ (P)	
7.07(5)			If applicable, pool inspection date _____ pool roof inspection date _____ (P)	
7.07(16)(a)			Lead Paint Inspection (P)	
7.07(16)(b)			Environment free of pests (P) ; Date of last approved IPM plan _____	
7.12(15)(b)			If on-site food preparation, Inspection from local Health Department or Food Service Permit: Expiration date _____ (P)	
7.12(15)(c)			If off-site food preparation, Inspection from local Health Department or Food Service Permit ; Expiration Date _____; food transported to program in sanitary containers (P)	

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Regulation#	C	N/C	NOTES
			Medication
7.11(1)(b)			Documented training for staff administering medication; competency demonstrated
7.11(1)(b)1			At least one staff trained in medication administration is present at all times
7.11(1)(b)3			Documented training for staff in recognizing medication side effects/adverse interactions
7.11(2)(c)			In original container with original label
7.11(2)(e)			Safely, properly stored; medications requiring refrigeration kept between 38-42 degrees
7.11(2)(i)			1 st dose not administered at program
7.11(2)(j)			Documentation of medication administration
7.11(2)(l)			Current consent for administered medications
7.11(5)(d)4			Emergency medications readily available
			Postings
7.04(14)(a),(b)			Emergency #'s easily visible; call 911 reminder; address/phone/location of program; poison control #; emergency back-up person (P)
7.04(14)(c)1-2			Allergies, medical information, special diets, emergency medications; privacy protected
7.04(14)(d)			EEC license
7.04(17)(p)1			Location of health care policy (P)(L)
7.04(17)(p)2			Name/address/phone # of Health Care Consultant (P)(L)
7.04(17)(p)3			Location of 1 st Aid kit (P)
7.04(17)(p)4			Evacuation procedures posted at each exit (P)
7.10(8)(b)2			Current staff schedule
7.11(7)(e)			Exit signs posted in rooms with direct access to outdoors
7.11(18)(b)			Diagram of escape routes posted in rooms without direct access to outdoors

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Regulation#	C	N/C	NOTES
			Water Safety
7.07(9)			Maintain safety of children: adult aware of pump shutoff location____; 2 nd adult available for emergencies____; certified lifeguard for off-site locations____
			Toileting/Diapering/Handwashing
7.07(10)(k)1			For new facilities - toilets/sinks no more than 1 floor level away (P)
7.07(10)(k)2			If applicable, non-tipping stools (P)
7.07(10)(k)4			For children < school age, bathroom locks inaccessible to children or easily opened inside or outside of bathroom (P)
7.07(16)(d)1			Number of working toilets _____ (P) Number of working sinks _____ (P)
7.07(16)(d)2			Portable sinks approved by Board of Health (P)
7.07(16)(d)4c			Diapering area next to running water (P)
7.11(10)(c)1-6			Liquid soap, disposable towels (P) Staff and children wash hands: - before/after water play - before eating or handling food - after toileting/diapering - after contact with bodily fluids - after handling caged animals or their equipment
7.11(10)(d)1-2			Staff wash hands: - before/after administering medication - after cleaning tasks, handling trash
7.11(10)(e)			Handwashing after diapering/toileting in separate area from food preparation (P)
7.11(12)(d)			Changing table or diapering area not used for any other purpose

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Regulation#	C	N/C	Toileting/Diapering/Handwashing (cont.)	NOTES
7.11(12)(e),(g)			Changing surface smooth and intact; protected with covering of adequate size (P)	
7.11(12)(j)			One hand on child when being changed on elevated surface	
7.11(12)(l)			Diaper disposal (P)	
			Personal Hygiene	
7.11(11)(c)			Extra indoor and outdoor clothing available (P)	
7.11(11)(d)			Oral hygiene/toothbrushing when in care more than 4 hours or when meal consumed	
7.11(11)(e)			Toothbrushes individually labeled; stored in safe and sanitary manner; open to air without touching (P)	
7.11(12)(a)			Change of clothing available for each child less than 2years, 9months old or children not toilet trained	
			Infection Control	
7.11(10)(h)-(j)			Proper sanitizing techniques: Disinfecting toys____; potty chairs____; washing/ disinfecting tables____; bibs____; diapering surfaces____; thermometers____; water tables____	
7.11(10)(k)			Bottles/pacifiers labeled with child's name	
7.11(10)(n),(o)			Disinfectant solution: bleach made daily or EPA approved; labeled, out of children's reach (P)	
7.11(10)(p)			Safe handling of blood spills/bodily fluids	
			Mealtime, Food, Food Preparation	
7.07(10)(m)			Garbage kept in lined and covered containers, emptied daily (P)	
7.07(10)(n)			Eating area of sufficient space/uncrowded (P)	
7.12(2)(a)			Staff trained on USDA nutrition requirements (P)	

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Regulation#	C	N/C	Mealtime, Food, Food Preparation (cont.)	NOTES
7.12(2)(b)			Staff trained on food choking hazards (P)	
7.12(3)			Food prepared and served in accordance with special diets	
7.12(4)			Follows parent directions on food allergies	
7.12(5)(a)-(c)			Administers over-the-counter vitamin supplements appropriately	
7.12(6) 7.12(10)(b)3			Nutritious substitute if child misses or parent fails to send meal/snack (P)	
7.12(7)(a) 7.12(1)			Food is nutritious, adequate amount, with variety/meets USDA requirements	
7.12(7)(b)			Food prepared/served in safe/sanitary manner	
7.12(7)(c)			Food not served beyond recommended dates	
7.12(7)(d)			Food stored in clean/covered containers	
7.12(7)(e) 7.12(9)			Bottles/utensils/dishes/preparation utensils washed/sanitized; or disposable utensils used	
7.12(7)(f)			Weekly snack/meal menu made available (P)	
7.12(7)(g)			Previous menus on file for one year	
7.12(8)			Refrigerator temperature not < 32 degrees or > 40 degrees; working thermometer in refrigerator (P)	
7.12(9)			Clean/sufficient supply of plates/utensils (P)	
7.12(10)(a)1			Feeding schedule for each infant/toddler	
7.12(10)(a)3			Infants held while fed from bottle	
7.12(11)(a)-(g)			During snacks and mealtimes, staff: <ul style="list-style-type: none"> - interact with and assist children - allow children to eat at reasonable/leisurely rate - encourage children to serve themselves - ensure children receive adequate amount and variety of food 	

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Regulation#	C	N/C	Mealtime, Food, Food Preparation (cont.)	NOTES
7.12(11)(a)-(g) (cont.)			<ul style="list-style-type: none"> - help children with disabilities participate with peers - encourage children to eat well-balanced meal - offer alternative activities for children who have finished eating 	
7.12(13),(14)			Drinking water available/offered frequently (P)	
7.12(15)(a)			Name of person designated for food program _____ (P)	
			Sleep, Rest, Quiet Activities	
7.11(7)(i)			Evacuation cribs meet standards, fits through doors	
7.11(13)(d)2			Quiet activities provided for children not napping	
7.11(13)(d)3c 7.11(10)(k)			Rest materials clean/good repair/individually marked (P)	
7.11(13)(d)3d			Rest materials stored appropriately	
7.11(13)(d)4a			Cots/cribs at least 2 feet apart or children's faces at least 3 feet apart	
7.11(13)(d)4b			Quiet activities provided in appropriate space with adequate lighting	
7.11(13)(e)1			Safe sleep – infants sleep on back (P)	
7.11(13)(e)4			Safe cribs, slat space <2 3/8 inches (P)	
7.11(13)(e)5			No pillows, comforters, stuffed animals, soft/padded materials for children < 12 months old (P)	
			Transportation	
7.13(1)			Transportation plan (P)	
7.13(2)			Written parental consent for each child's plan	
7.13(4)(b)			School bus license or 7D license (P)	
7.13(3)(c)			If applicable, transportation contract Date _____ (P)	

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7.13(4)(c)			Vehicles registered and inspected (P)	
7.13(4)(f)			One person certified in 1 st Aid and CPR (P)	
7.13(4)(h)			Drivers assigned to specific routes	
7.13(4)(i)			Plan for substitute drivers	
7.13(4)(j)			Attendance recorded as children board/exit vehicle; complete inspection conducted after every trip	
7.13(4)(k)			No smoking in vehicle when children present; properly ventilated before children's use if smoked in previously	
7.13(5)			Vehicle insurance (P)	
7.13(6)(b)			Car restraints/infant seats (P)	
7.13(6)(c)			If airbags, no child <12 years in front seat	
7.13(6)(d)			Attendant present when more than 8 children are transported	
7.13(6)(f)			Sharp/dangerous objects secured (P)	
7.13(6)(h)			Children released only to authorized persons	
7.13(6)(j)			First Aid Kit _____ (P) Emergency contact information _____ Seat belt cutter in vehicle _____ (P)	
7.13(6)(k)			Ability to make emergency phone calls (P)	
			Review of Written Materials	
1.05 7.03(7)(a)			BRC Policies (P)(L)	
7.03(1)			Renewal Verification Form	
7.03(1)(c)7			Plan for volunteers (P)	
7.04(5)			Staff records (P)	
7.04(18)(d)1			Staff records checklist (P)(L)	
7.04(5)(c)			Staff training documentation	
7.04(7)			Children's records and checklist	
7.03(1)(c)5			Enrollment forms (P)	
7.04(17)(b)			Evidence of authority to operate (P)	

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7.04(17)(g)1			Non-discrimination statement (P)	
7.04(17)(g)2			Enrollment Procedures (P)	
7.04(17)(h)			Plan for Referral Services (P)	
7.04(17)(i)			Plan to Avoid Suspension and Termination (P)	
7.04(17)(j)			Plan for Student Interns (P)	
7.04(17)(k)			Plan for Staff Meetings (P) Staff meeting documentation (dates/times/ program issues discussed)	
7.04(17)(l)			Personnel Policies (P)	
7.04(17)(m)			Designation of Administration/Multiple Site Plan (P)	
7.04(18)(a)			Budget (P)(L) Financial documentation (P)(L)	
7.04(18)(b)			Plan for Transitions (P)(L) Procedure for transition of child (P)(L)	
7.08(6)(a)-(n) 7.08(10)(a),(b)			Written Information for Parents (P)	
7.09(17)(a)2			Plan for Staff Orientation (P)	
7.09(17)(b)			Plan for Staff Supervision (P)	
7.10(8)(b)1,2			Staff schedule (P)	
7.11(2)(a)			Medication policy (P)	
7.11(5)(f)			Record of injuries, behavior incidents, accidents, property destruction, emergencies	
7.11(7)(f)			Plan for meeting potential emergencies	
7.11(7)(h)			Evacuation drill log, all groups (dates/times/ effectiveness/routes taken/ # of children evacuated)	
7.11(18)(c)1			Plan for diapering and toilet training (P)	
7.11(19)(a) 1-10			Health Care Policy (P)(L)	
7.11(19)(b)			Health Care Consultant Agreement (P)(L)	

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1.05(2)(a) 7.04(18)(c)5			Name of Applicant/Licensee _____ (P) Name(s) of Reviewers _____ (P)	
1.05(2)(a) 7.04(18)(c)5			Prospective employees/volunteers reviewed (P)	
1.05(2)(a) 7.04(18)(c)5			Periodic review of current employees/ volunteers	
1.05(2)(a) 7.04(18)(c)5			Information in secure/locked file (P)	
1.05(2)(a) 7.04(18)(c)5			If applicable, discretionary review (P)	
1.05(2)(a) 7.04(18)(c)5			Confidentiality maintained	
			Progress Reports	
7.06(3)(a)			Frequency: 3 months for infants/diverse learners _____; 6 months for preschool/ toddlers _____; once per year for school age _____	
7.06(3)(b),(c)			Based on observations/documentation of each child; includes staff input	
7.06(4)			Used to adapt program to fit child's individual needs	
7.08(7)			Parent conferences offered	
			Family Involvement	
7.08(2)			Plan to communicate with parents whose primary language is not English	
7.08(4)			Parent visits permitted and encouraged	
7.08(5)(a)-(e)			Enrollment meeting prior to admission	
7.08(6)			Required written information provided to parents	
7.08(8)(a)-(k)			Parents receive required notifications	

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