



Child Care Standards for Unlicensed Facilities

Each unlicensed facility that requests approval to operate the Child and Adult Care Food Program must complete this form and ensure that EACH unlicensed facility/site is in conformance with these standards. Any deficiencies noted must be corrected within sixty (60) days. Corrective action must be documented.

Sponsoring Organization _____	CTD# _____
Total Number of Sites _____	Program Year _____

RATIOS	
Staff/Child Ratios for Outside School Hours Care	1 Staff: 20 Children, Five years and up

The ratio is the maximum number of children that are permitted to be under the supervision of one caregiver. For children 5 years and above, the standards allow a maximum of twenty (20) children to be under the supervision of one caregiver. During hours of operation, the following computation can be used to determine the minimum staffing requirements:

	Age Range	(A) # of Enrolled Children	(B) Max # of Children for 1 Caregiver	$A \div B = C$	(C) # of Caregivers Required	# of Caregivers (C) Rounded Up
Example:	5 years and up	30	20	$30 \div 20 = 1.5$	1.5	2
Site Enrollment:						

Are applicable staff-to-child ratios meeting the standards at all sites? **YES** **NO**

ADDITIONAL REQUIREMENTS

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1. Are services available to all children without discrimination based on race, color, national origin, gender, or disability? | YES | NO |
| 2a. As required by Federal Regulation 226.6(d)(3); do all facilities have a current fire & safety permit or a satisfactory report of an inspection conducted by a local authority within the last 12 months? | YES | NO |
| 2b. ATTACH COPY. Have you included a copy of a current fire & safety permit or a satisfactory report of an inspection conducted in the last 12 months? | YES | NO |
| 3a. As required by Federal Regulation 226.6(d)(3); do all facilities have a current health & sanitation permit or a satisfactory report of an inspection conducted by a local authority within the last 12 months? | YES | NO |
| 3b. ATTACH COPY. Have you included a copy of a current health & sanitation permit or a satisfactory report of an inspection conducted by a local authority within the last 12 months? | YES | NO |
| 4. Do all facilities hold fire drills in accordance with fire and building safety requirements? | YES | NO |
| 5. Is ventilation, temperature, and lighting adequate at each site for children's safety and comfort? | YES | NO |
| 6. Are the floors/walls at each site clean and maintained in a condition that is safe for children? | YES | NO |
| 7. Considering the ages of the children and the size of the group, are space and the arrangement of the equipment adequate for: | | |
| a. Periods of play? | YES | NO |
| b. Periods of rest? (Arrangements for rest must be made for preschool-age children). | YES | NO |

8.	Are organized activities available at each site for children? Describe:	YES	NO
9.	Are there games and materials available that are appropriate for the children in care? Describe:	YES	NO
10.	If meals are prepared on-site, is the kitchen permitted? Comments:	YES	NO
11.	Are there adequate restroom facilities at each site? Comments:	YES	NO
12.	Do facilities have procedures for referring families of children to appropriate local health and social service agencies? Describe:	YES	NO
13.	Is there an established procedure at each site to ensure prompt notification of the parent or guardian in the event of a child's injury or illness? Describe:	YES	NO
14.	Is there an established procedure to ensure prompt medical treatment in case of an emergency? Describe:	YES	NO
15.	Is each participant observed daily for any indication of difficulties in social adjustment, illness, neglect, or abuse? Describe:	YES	NO
16.	Are first aid supplies available on the premises of each site?	YES	NO
17.	Are health records, including records of medical examination and immunization maintained for each enrolled child?	YES	NO
18.	Is at least one staff member currently qualified in first aid, including CPR techniques?	YES	NO

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 19. | Do staff members undergo periodic health assessments?
If yes, list assessments: | YES | NO |
| | | | |
| 20. | Is orientation and ongoing training provided for all staff?
Describe Types of Training Available: | YES | NO |
| | | | |
| 21. | Are parents provided with the opportunity to observe their children in care?
If yes, describe: | YES | NO |
| | | | |
| 22. | Has your organization established a procedure for periodic evaluation of your Program based on CACFP Child Care Standards?
How frequently is your Program Evaluated? | YES | NO |

I certify that the information included on the CACFP Child Care Standards form is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Sponsoring Organization: _____ Date: _____

Printed or Type Name and Title: _____ Signature: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.