# Out of School Time Program Annual Health & Safety Checklist

Provider Name: BGCTM-DWR Phone Number: 775-360-2451 Provider ID: 880142068-046

Facility Location: 2680 E 9th City: Reno Zip: NV Date: 12/01/25

Reviewer Instructions: For each standard below, please mark the "Standard Met" box if the care environment/program meets the standard. Mark "Standard Not Met" if the program does not meet the standard. A child care resource and referral agency representative will provide guidance in how you can meet standards that are not met.

## Section A • Comprehensive Background Checks

Updated 4.22.19

| Standard<br>*Child Care and Development (CCDF) Law Reference* | *Provider Use* ✓ Standard Met | *Provider Use* ✓ Standard Not Met | Standard<br>*Caring for our Children Reference (CFOC)* | *CCDF Staff Use Only* ✓-Standard Validated | *CCDF Staff Use Only* ✓-Standard Not Validated |
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| FBI Fingerprint Check | ✔ | | Documentation from the Nevada Department of Public and Behavioral Health confirming successful completion of the following background checks for each applicable staff member:<br>• FBI Fingerprint<br>• NV Criminal Registry<br>• NV Sex Offender Registry<br>Documentation (CANS Form) returned from the Nevada Division of Child and Family Services confirming successful completion of the NV Child Abuse and Neglect Registry check for each applicable staff member.<br>*CFOC-1.2.0.2* | ✔ | |
| In-State Criminal Registry Check | ✔ | | | ✔ | |
| In-State Sex Offender Registry Check | ✔ | | | ✔ | |
| In-State Child Abuse and Neglect Registry Check<br>*658H* | ✔ | | | ✔ | |

## Section B • Health and Safety

| Standard<br>*Child Care and Development (CCDF) Law Reference* | *Provider Use* ✓ Standard Met | *Provider Use* ✓ Standard Not Met | Standard<br>*Caring for our Children Reference (CFOC)* | *CCDF Staff Use Only* ✓-Standard Validated | *CCDF Staff Use Only* Not Validated |
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| Pre-service Training/Orientation<br>*658E.c.2.G.i*<br>*658E.c.2.G.ii.I.*<br>*658E.c.2.I.i.XI* | ✔ | | Documentation that new hires have completed at least 1 hour of training within 90 days in each of the following areas:<br>• Administration of Medication*<br>• Building and Physical Premises Safety<br>• Emergency Preparedness and Response Planning<br>• Precautions in Transporting Children**<br>• Prevention/Response to Food Allergies<br>• Handling & Storage of Biocontaminants<br>• Recognition and Response Child Abuse & Neglect<br>• First-aid and CPR (including for pediatric patients, card required)<br>• Prevention and control of infectious diseases<br><br>Provider furnishes proof of training completion for each employee in the form of (not all-inclusive): sign-in sheet accompanying a same-date certificate and course content, individual certificates in course areas, etc. All employees must have completed the applicable required trainings within the previous calendar year at the time of inspection.<br><br>**If program furnishes proof of entity policy or procedure which prohibits staff from administering any medication to children in care, this may be substituted for proof of completion of the "Administration of Medication" training component.*<br><br>***If program does not rely on internal staff to transport children, the "Precautions in Transporting Children" is not required. For programs who do rely on internal staff to transport children in care, proof must be furnished only for these applicable staff.*<br>*CFOC-1.4.1.1/1.4.2.3; CFOC-1.4.3.1; CFOC-3.6.3.3; CFOC-4.2.0.10; CFOC-9.2.4.3/9.2.4.5* | ✔ | |
| Active Opportunities for Physical Activity *658E.c.2.I* | ✔ | | Active play for children happens both indoors and outdoors every day.<br>*CFOC-3.1.3.1* | ✔ | |
| Situations that Require Hand Hygiene | ✔ | | Providers, volunteers and children follow the procedures for hand washing as defined by the CDC. *CFOC-3.2.2.1* | ✔ | |
| Prevention of Exposure to Blood and Body Fluids | ✔ | | Provider adopts the use of Standard Precautions, developed by the CDC, to handle potential exposure to blood and other potentially infectious fluids. *CFOC-3.2.3.4* | ✔ | |

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| *658E.c.2.I* | | | | | |
| Routine Cleaning, Sanitizing, and Disinfecting | ✔ | ☐ | Provider disinfects areas on a regular basis to kill the germs that cause disease and infections. Cleaning, sanitizing, and disinfecting products are NOT used in close proximity to children, and adequate ventilation is maintained during use. *CFOC-3.3.0.1* | ✔ | ☐ |
| Use of Tobacco, Alcohol, and Illegal Drugs | ✔ | ☐ | Tobacco and alcohol use are prohibited on the premises (both indoor and outdoor environments) and in vehicles used by the provider when children are present.<br>a) All smoking materials must be kept out of the reach of children<br>Provider cannot be under the influence of prescription drugs when caring for children. The use of illegal drugs is prohibited. *CFOC- 3.4.1.1* | ✔ | ☐ |
| Emergency Procedures *658E.c.2.I* | ✔ | ☐ | Provider is trained and has developed a procedure for responding to situations when an immediate emergency medical response is required. *CFOC-3.4.3.1* | ✔ | ☐ |
| | ✔ | ☐ | Providers must have a plan in place that makes sense for their facility and for the needs of children in their care and identifies accommodations for children with disabilities, and children with chronic medical conditions. Also, their plan must include a plan for in place evacuation, relocation, shelter-in-place, lockdown, and communications with and reunification of families. | ✔ | ☐ |
| Recognizing and Reporting Suspected Child Abuse, Neglect, and Exploitation *658E.c.2.J,L* | ✔ | ☐ | Program has a written policy for reporting child abuse and neglect.<br>*Program reports to the child abuse reporting hotline, the Department of Social Services, child protective services, or the police as required by state and local laws, in any instance where there is reasonable cause to believe that child abuse and neglect has occurred.* *CFOC-3.4.4.1* | ✔ | ☐ |
| Sun Safety Including Sunscreen | ✔ | ☐ | Provider ensures sun safety for themselves and children under their supervision. *CFOC-3.4.5.1* | ✔ | ☐ |
| Strangulation Hazards *658E.c.2* | ✔ | ☐ | Strings and cords on toys and window covers long enough to encircle a child's neck are NOT accessible to children in early care and education programs.<br>a) Secure any cords. Cords can be tied together and placed out of children's reach or hidden by furniture.<br>Mini blind cords can be made safe with a plastic cover or put out of children's reach. *CFOC-3.4.6.1* | ✔ | ☐ |
| Children with Special Health Care Needs *658E.c.2* | ✔ | ☐ | Care plan in place for special health care needs*. *CFOC- 3.5.0.1*<br>**Those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.* | ✔ | ☐ |
| Infectious Disease Outbreak Control *658E.c.2* | ✔ | ☐ | Procedure in place for an outbreak of infectious disease. *CFOC- 3.6.1.4* | ✔ | ☐ |
| | ✔ | ☐ | Procedure in place for ill children. *CFOC- 3.6.1.1* | ✔ | ☐ |
| Medication and Training for Administration and Storage of Medication *658E.c.2* | ✔ | ☐ | Prescription or non-prescription medication (over-the-counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian.<br>a) Written orders from the prescribing medical need, medication, dosage, and length of time to give medication.<br>b) Labeled medications brought to the early care and education facility by the parent/guardian in the original container (with a label that includes the child's name; date filled; prescribing clinician's name; pharmacy name and phone number; dosage/instructions/relevant warning as well as specific, legible instructions for administrant; storage; and disposal).<br>c) Medication has child-resistant caps; Kept in an organized fashion; stored away from food; stored at the proper temperature; completely inaccessible to children.<br>d) Provider who administers medication completed a standardized training course that includes how to administer medication.<br>*CFOC-3.6.3.1/3.6.3.2 CFOC-3.6.3.3* | ✔ | ☐ |

## Section C • Supervision

| Standard<br>*Child Care and Development (CCDF) Law Reference* | *Provider Use*<br>✓ Standard Met | ✓ Standard Not Met | Standard<br>*Caring for our Children Reference (CFOC)* | *CCDF Staff Use Only*<br>✓-Standard Validated | ✓-Standard Not Validated |
|---|---|---|---|---|---|
| Staff-to-Child Ratio *658E.c.2.H* | ✔ | ☐ | Provider consistently maintains a staff-to-child ratio of 1:20 at all times. *CFOC-1.1.1.1 – 1.1.1.5* | ✔ | ☐ |
| Group Size *658E.c.2.H* | ✔ | ☐ | Provider consistently maintains maintain group sizes of children engaged in one activity area to no more than 40 at any given time. *CFOC-1.1.1.1 – 1.1.1.5* | ✔ | ☐ |
| Methods of Supervision of Children *658G.b* | ✔ | ☐ | Provider directly supervises by sight and hearing at all times (indoors and outdoors), *CFOC-2.2.0.1* | ✔ | ☐ |

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| Supervision near Bodies of Water<br>*658E.c.2.I.i.V.*<br>*658H.i.2.A.-B.*<br>*658E.c.2.H.i.* | ✔ | | Constant supervision maintained when any child is in or around water;<br>*CFOC-2.2.0.4* | ✔ | |
| | ✔ | | Constant supervision maintained during any swimming/wading activities;<br>*CFOC-2.2.0.4* | ✔ | |
| | ✔ | | Ratios are maintained *CFOC-2.2.0.4* | ✔ | |
| Prohibited Caregiver/Teacher Behaviors<br>*658G.b* | ✔ | | Provider is aware the following behaviors are prohibited and should NEVER be used:<br>a) Use of corporal (physical) punishment (e.g., hitting, spanking);<br>b) Isolating a child where a child cannot be supervised;<br>c) Binding or tying to restrict movement or taping the mouth<br>d) Using or withholding food as a punishment or reward;<br>e) Toilet learning/training methods that punish, demean, or humiliate a child;<br>f) Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, or corrupting a child;<br>g) Any physical abuse or maltreatment of a child;<br>h) Abusive, profane, sarcastic language or verbal abuse, threats, or derogatory remarks about the child or child's family;<br>i) Any form of public or private humiliation;<br>j) Exclusion of physical activity/outdoor time as punishment. *CFOC-2.2.0.9* | ✔ | |
| Providers Immunization<br>*658E.c.2.I.i.I.* | ✔ | | Providers are current with all immunizations routinely recommended for adults by the CDC. *CFOC-7.2.0.3* | ✔ | |
| Active Opportunities for Physical Activity *658E.c.2.I* | ✔ | | Active play for children happens both indoors and outdoors every day. *CFOC-3.1.3.1* | ✔ | |
| Authorized Persons To Pick Up Child | ✔ | | Children are only released to adults authorized by parents or legal guardians and the identity is verified by photo identification.*CFOC-9.2.4.8* | ✔ | |
| Sign-In/Sign-Out System | ✔ | | Programs have a sign-in/sign-out system. CFOC- 9.2.4.7 | ✔ | |
| Transportation<br>*658E.c.2.I.i.IX.*<br>*658N.a.1.B.*<br>*658E.c.2.I.i.IX.*<br>*658E.c.2.I.i.IX.* | ✔ | | Drivers of moving vehicles must: *CFOC- 6.5.1.2*<br>a) Have a valid driver's license;<br>b) Not use tobacco, alcohol, or drug use before or while driving;<br>c) Be free of any medical conditions that would compromise driving, supervision, or evacuation capability;<br>d) Have vehicle insurance in the facility/program name;<br>e) Have current training certification in Precautions in Transporting Children | ✔ | |
| | ✔ | | The interior of vehicles used to transport children should be maintained at a temperature comfortable to children. *CFOC-6.5.2.4*<br>a) All vehicles are locked when not in use.<br>b) Head counts of children are taken after transporting children. | ✔ | |

## Section D • Facilities, Supplies, Equipment, & Environmental Health

| Standard<br>*Child Care and Development (CCDF) Law Reference* | *Provider Use* | | Standard<br>*Caring for our Children Reference (CFOC)* | *CCDF Staff Use Only* | |
|---|---|---|---|---|---|
| | ✓ Standard Met | ✓ Standard Not Met | | ✓-Standard Validated | ✓-Standard Not Validated |
| Applicable Health & Safety Codes<br>*658E.c.2.J* | ✔ | | Facility is in compliance with the applicable codes concerning safety of human life, environmental health, and building and zoning, as established respectively by the State Fire Marshal, the State Board of Health and the appropriate local government. A report of inspection by the State Fire Marshal or the Division, finding satisfactory conditions, may serve as proof of compliance with the applicable regulations.<br>NRS 432A.200.6 & *CFOC-5.1.1.2; 5.1.1.3; 5.1.1.5* | ✔ | |
| Use and Storage of Toxic Substances<br>*658E.c.2.K* | ✔ | | All toxic substances are used as recommended by the manufacturer and stored in the original labeled containers. *CFOC-5.2.9.1*<br>a) All toxic substances are inaccessible to children. All hazardous products like bleach, bug spray, drain cleaners, ammonia, floor wax, furniture polish and disinfectants must be stored in a cabinet with a child safety lock.<br>b) The telephone number for the poison center is posted in a location where it is readily available in emergency situations. | ✔ | |
| Safety of Equipment, Materials and Furnishings<br>658E.c.2.K | ✔ | | Equipment, materials, furnishings, and play areas must be sturdy, safe, in good repair and meet the recommendations of the Consumer Product Safety Commission (CPSC). Ensure that environment is free of: *CFOC- 5.2.9.5*<br>a) Openings that could entrap a child's head or limbs;<br>b) Broken windows and discard any shards of glass..<br>c) Elevated surfaces that are inadequately guarded;<br>d) Climbable unsafe equipment;<br>e) Mismatched size and design of equipment for the intended users;<br>f) Clutter;<br>g) Tripping hazards;<br>h) Ripped carpet;<br>i) Components that can pinch, sheer, or crush body tissues;<br>j) Sharp points or corners;<br>k) Splinters; | ✔ | |

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| | | | l) Protruding nails, bolts, or other parts that could entangle clothing or snag skin;<br>m) Loose, rusty parts;<br>n) Strangulation hazards (e.g., straps, strings, etc.)<br>o) Plastic bags, matches, candles, and lighters that are accessible to children.<br>p) Peeling paint on walls and furniture and/or paint that contains lead or other hazardous materials. | | |
| Play Areas/ Playgrounds<br>*658E.c.2.I.i.IX.* | ☑ | ☐ | Location of play areas near Bodies of Water/Enclosures for Outdoor Play Areas/Enclosure of Bodies of Water:<br>a) The outdoor play area is enclosed with a fence or natural barriers.<br>b) Fences and barriers should not prevent the observation of children.<br>c) Fence conforms to applicable local building codes in height and construction and has at least two exits, with at least one being remote from the buildings.<br>d) Outside play areas are free from bodies of water. Gates are equipped with self-closing and positive self-latching closure mechanisms.<br>e) The fence and gates discourage climbing.<br>*CFOC- 6.1.0.6/6.1.0.8/6.3.1.1* | ☑ | ☐ |
| Prohibited Surfaces for Climbing Equipment | ☑ | ☐ | Equipment used for climbing is not placed over, or immediately next to hard surfaces such as asphalt, concrete, dirt, grass, or flooring covered by carpet or gym mats not intended for use as covering for climbing equipment. *CFOC- 6.2.3.1* | ☑ | ☐ |
| Indoor Outdoor Areas & Equipment | ☑ | ☐ | The indoor and outdoor play areas and equipment are inspected daily for basic health and safety. *CFOC-6.2.5.1* | ☑ | ☐ |
| Lifesaving Equipment (if applicable) | ☑ | ☐ | Each swimming pool more than 6 feet in width, length, or diameter are provided with a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity. *CFOC-6.3.2.1* | ☑ | ☐ |
| Water in Containers<br>*658E.c.2.I.i.V.* | ☑ | ☐ | Buckets, portable pools and other open containers of water are emptied immediately after use. *CFOC- 6.3.5.2* | ☑ | ☐ |

## Section E • Office Use Only

Date of Visit: 12/1/2025 Time of Visit: 3:10 Site Visitor: Amber Provider is: ☐ Compliant ☐ Non-Compliant

Follow-up Needed? ☐ No ☐ Yes Follow-Up Date: _____

Additional Visit Comments & Observations (attach additional pages if necessary):

## Section F • Required Signatures

It is the responsibility of the provider to adhere to the rules and regulations for participation with the Child Care Subsidy Program. Failure to comply with and maintain the standards could result in dismissal from the program. This checklist will be placed in the provider's file and shared with the parents of children in the provider's care. Any standards that are not met must be corrected within 30 days.

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| | Ben | 12/1/25 | | Amber | 12/1/25 |
| Provider's Signature | Printed Name | Date | CCDF Representative Signature | Printed Name | Date |

## Follow-up If Needed – Office Use Only

Date of Visit: _____ Time of Visit: _____ Site Visitor: _____

Were all standards corrected? ☐ No ☐ Yes

Comments:

## Follow-up If Needed – Office Use Only

Date of Visit: 12/01/25 Time of Visit: _____ Site Visitor: _____

Were all standards corrected? ☐ No ☐ Yes

Comments: