

**SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)
2024-2025**

Quality Standards Needs Assessment

School Pines Lakes ES Principal Susan Sasse
Date of Assessment 11/7/24 Visit PM Provider YMCA
Supervisor Nekethia Leggette
Observer 1 Joan Rosa
Observer 2 _____

Number of Students Enrolled	BC	_____
	AC	<u>33</u>
	Include	<u>7</u>
Number of Students Present		
		<u>36</u>
Approximate Number of Daily Staff, Excludes Campus Monitor		
		<u>6</u>

QSNA Score: 91%

1. The school's designated single point of entry, or approved alternative single point of entry, is used. **Yes**

- a. If applicable, alternative single point documentation, including photographs, details, and rationale must be emailed to the Area Security Manager for approval. Approval email must be forwarded to basccquality@browardschools.com prior to use.
- b. Programs operating with an unapproved alternative single point will be directed to cease and desist until approval from the Area Security Manager is received.

2. Supervisor Schedule **Yes**

- a. Aftercare: A trained supervisor must be on campus and accessible 30 minutes prior to program start time and remain on site until the last student is dismissed.
- b. Before Care: A trained supervisor must be in place 15 minutes prior to program start time and remain with program until students are released.
- c. Verified with staff schedule *

3. Enough counselors are scheduled if all students enrolled are in attendance. **Yes**

- a. Verified by written staff schedule *
- b. A written list of substitutes that includes contact information and availability must be provided.*

4. Minimum staff required when students are present, verified with written staff schedule. ***Yes**

- a. Trained and qualified supervisor
- b. Campus monitor
- c. Enough staff in place to meet ratios

5. Campus Monitor**Yes**

- a. On site 15 minutes prior to program start time and remains until the last student leaves, verified by staff schedule *
- b. Has a plan in place to routinely patrol the campus while keeping it secure
- c. Clearly identifiable with a vest or shirt denoting Campus Monitor or Campus Security
- d. SBO Only: Must complete all mandatory Safety, Security, and Emergency Preparedness Department required training

6. Facility and outdoor area must be gated and secured.**Yes**

- a. A safety checklist is used daily and includes staff initials and date. *
- b. At minimum, completed before students utilize the area.
- c. Checklist must include gates surrounding mechanical units, exterior gates, indoor and outdoor areas, and doors.

7. Outdoor Equipment**Yes**

- a. Basketball goal posts are properly padded.
- b. Equipment and supplies must be age appropriate.

8. Play areas are safe.**Yes**

- a. Play areas are maintained for safety.
- b. Daily checklist including date and staff initials used as documentation. *
- c. If applicable, work order numbers must be available for review. *

9. Staff directly supervise students outside.

Yes

- a. All students are visible and within close proximity of their counselor.
- b. Programs that share play space with a city or other entity:
 - i. Staff, safety, and emergency procedures are in place.

10. WeatherBug app must be installed on all program/site supervisors' monitored cell phones.

Yes

- a. Location must be accurate.
- b. Alerts for "My Location" are turned on for weather that may affect program activities.

11. All staff wear unexpired ID badges in a visible location.

Yes

- a. SBO staff must wear a current District or school issued badge.
- b. Private Provider staff must wear a current vendor badge.
- c. Cleared staff without a badge, must have current clearance documentation in their personnel file and must be checked into the Raptor Visitor Management System.

12. Student ID Badges

Yes

- a. Students must wear a current identification badge in a visible location.

13. All staff must carry an operational two-way radio.

Yes

- a. Range must reach all program areas, including the outdoor space.

14. Attendance**Yes**

- a. Taken immediately upon student arrival to the program
- b. Reconciled with school's daily attendance and early dismissal lists, immediately following attendance, and completed within 30 minutes *
 - i. There is a plan in place to address discrepancies found during reconciliation
- c. Program has process in place to receive students from other locations, clubs, and activities, if applicable.
- d. Before Care: Physical attendance is verified with parent/guardian sign-in before students are released
 - i. Program has a plan in place to dismiss students to designated areas including clubs and activities, if applicable.

15. PDMS Group Location Rosters**No**

- a. Used to accurately track students' arrivals, departures, and current locations
- b. Includes students' names and group counselors' names
- c. Indicates if student has medical or special needs

The roster for a group with six students did not include the name of the counselor that is assigned to them.

16. Staff to Student Ratios**Yes**

- a. May not exceed:
 - 1:10 PreK students
 - 1:20 kindergarten through 5th grade
 - 1:25 6th through 12th grade
 - Students with special needs may require modified ratios.
 - Field trips: Program must follow SBBC Policy 6310 regarding ratios.
- b. Group size may not exceed room capacity.

17. Supervision of Students**Yes**

- a. Students are under direct adult supervision or travel in twos or threes.
 - i. Campus monitor may not directly supervise students.
- b. Staff directly supervise the students assigned to them.
- c. Supervisor plans for different levels of supervision when necessary.

18. Program must use a current Medical Concerns List generated in PDMS to document students' needs such as allergies, medical needs, and special needs.

Yes

- a. Each counselor and front desk staff must have PDMS Medical Concerns List.
- b. PDMS Medical Concerns List must be handled in a manner that protects student privacy.
- c. This information must match students' registration forms.

19. Student Medications/Rescue Medications for Use During Program Hours

Yes

- a. Must be locked, secured, and readily accessible to the program.
- b. Medication Authorization Forms must be available for review and must match the medication on campus.
- c. The location of medications administered during program hours are noted on the PDMS Medical Concerns List.
 - i. Includes self-administered medication.

20. Hand Washing

Yes

- a. Students and staff wash hands with soap and water prior to preparing food, after outdoor play activities, and after restroom use.

21. Access to Drinking Water

Yes

- a. Drinking water is conveniently available to students in indoor and outdoor areas.
- b. If drinking fountains are not available in the outdoor areas, students or program must have a portable source of water.

22. Meals/Snacks

Yes

- a. Prior to meals and snacks, students wash hands, use wipes, or use hand sanitizer.
- b. Prior to assisting students with meals and snacks, staff wash hands, use wipes, or use hand sanitizer.
- c. Staff must wear gloves when assisting students with meals/snacks.
- d. Unwrapped food is prohibited from being placed directly on the table. Programs must provide a barrier.
- e. Programs must provide utensils, napkins, and straws.
- f. If applicable, provisions exist to provide a snack for students who do not have one.

23. Staff and students are protected from communicable disease by separating persons who are ill during program time.

Yes

- a. Students who are ill must be separated from well students and supervised.

24. Custodial

Yes

- a. Custodial carts, flatbeds, and garbage bins are kept out of the path of students or are under a custodian's direct control.
- b. Custodial closets must be locked.
- c. All chemicals and hazardous materials are secured in locked closets or cabinets.
- d. There is a plan in place to reach custodial staff.
- e. Universal Precautions cleanups are handled by the school's custodial staff.

25. Restrooms Utilized by the Program

Yes

- a. Must be clean
- b. Must be supplied with toilet paper, soap, and paper towels or a working hand blower
- c. Equipment must be in working order.
- d. Work order numbers must be available for any equipment in need of repair. *

26. Students are protected from hazards in the indoor and outdoor spaces.

Yes

- a. Indoor/outdoor program areas are clean and free of potential hazards.
- b. Heat, air conditioning, ventilation, noise level, and light are conducive to program activities.
- c. Program staff take steps to prevent student/staff accidents and injuries, for example caution tape, cones, signage, work orders, or moving students to a different area.
 - i. Work order numbers must be available for any equipment in need of repair. *

27. Injuries, Illnesses, and Incidents

Yes

- a. Injuries, illnesses, and incidents are promptly documented, and procedures are followed.
 - i. Use the Student and Visitor Injury/Illness Worksheet and submit to the IMT

28. A system is in place to keep unauthorized people from having contact with students in the program.

Yes

- a. Students will only be released to people listed on the registration form as authorized for pick-up.
- b. Parent(s)/guardian(s) use passwords to identify themselves over the phone when temporary dismissal changes are made.
- c. If program staff does not recognize the adult picking up a student(s), photo identification is checked.

29. Registration forms must be completed in PDMS.

No

- a. Signed by parent/guardian
- b. Include Parent/Guardian Password
- c. Include Authorized Adult Release/Contact

One student's registration form had the same phone numbers listed for the registering parent and the emergency contact.

30. Before Care Arrival/Aftercare Dismissal Procedures

Yes

- a. Arrivals and dismissals must be supervised by a front desk staff member assigned by the program.
 - i. Students may only be dismissed by a representative of the program they attend.
- b. Student sign-in and sign-out must be in PDMS. Staff may not sign students in or out of the program.
- c. Staff communicate effectively to ensure arrivals and departures go smoothly.

31. The program provider is responsible for having at least one designated phone for parent and emergency communication.

Yes

- a. Must be in the program area
- b. Must be monitored

32. Emergency phone numbers are posted near the dismissal desk.

Yes

33. Evacuation maps are posted in every room utilized by the program.

Yes

- a. Evacuation routes must be easily identified.

34. Fire Drills

Yes

- a. Minimum of one drill conducted by the last school day of August, October, January, March, and May
- b. Recorded in PDMS
- c. Signed in PDMS by program's supervisor/site director and principal or designee by the deadline

35. Lockdown Drills

Yes

- a. Minimum of one drill conducted by the last school day of September, January, and March
- b. Recorded in PDMS
- c. Signed in PDMS by program's supervisor/site director and principal or designee by the deadline

36. Tornado Drills

Yes

- a. Minimum of one drill conducted by the last school day of August
- b. Recorded in PDMS
- c. Signed in PDMS by program's supervisor/site director and principal or designee by the deadline

37. Evacuation Drills

Yes

- a. Tabletop training for staff only, no student participation
 - i. A sign-in sheet must be available for review*
- b. Minimum of one completed by the last school day of December
- c. Recorded in PDMS
- d. Signed in PDMS by program's supervisor/site director and principal or designee by the deadline

38. Evacuation items must be conveniently located in one place.**No**

- a. Portable cooler, filled with ice and baggies, or single use instant cold packs
- b. Portable Files: printed PDMS student registrations (PDF not accepted), printed copy of PDMS sign-out sheet reflecting current enrollment, printed copy of current PDMS Medical Concerns List, printed copy of PDMS Emergency Plan and an Evacuation Map
- c. Stocked First Aid Kit: adhesive bandages, thermometer (no-touch or with covers), gauze, gloves. May not contain medication, alcohol wipes, burn cream, or ointments.

The portable files included an after school attendance form instead of the required PDMS sign-out sheet.

39. Program has established policy to transport students safely, if applicable.**Yes**

- a. Must comply with legal requirements for vehicle and drivers.
- b. Plan includes carrying a stocked first aid kit and small cooler with ice.
- c. There is a plan for storing and administering students' medications during field trips, if applicable.

40. Emergency Plan**No**

- a. Completed in PDMS prior to the first day of school
- b. Contains current program information
- c. Evacuation map must be uploaded with all areas and rooms utilized by the program highlighted
- d. Documented staff training must be available for review, includes agenda and sign-in sheet. *
 - i. Staff must be trained prior to the first day of school. New staff must be trained prior to working with students.

The provider name and school phone number are not entered in the heading on the Emergency Plan Contact List page. A second person with CPR/First Aid certification is not entered in the emergency plan.

41. Supervisor Qualifications**Yes**

- a. Private Provider Operated
 - i. Evidence of DCF Transcripts (Not applicable to middle school programs)
- b. School Board Operated
 - i. Must complete BASCC New Supervisor Training within the first year of becoming a supervisor, certificate must be included in personnel file
 - ii. Must complete BASCC Component I and Component II, prior to or within, six months of becoming a supervisor, certificate must be included in personnel file
 - iii. Current CPR/First Aid/AED certification, certificate/card must be included in personnel file. Online training is not permitted.

42. All Staff Files Include:**No**

- a. (A) SBBC Anti-Bullying training certificate, completed annually
 - i. Private Providers Only; Must use BASCC sign-in sheet for BCPS Anti-Bullying Training
- b. (B) Copy of unexpired badge
- c. (C) Clearance document/letter
- d. (D) Department of Children and Families or BCPS Identifying and Reporting Child Abuse and Neglect Training certificate, completed annually
- e. All staff including Campus Monitors, front desk personnel, and substitutes must have a personnel file on site.

Teacher, K. Rease, had a copy of a an expired badge in her file. Substitute, S. Walker, had an expired badge and an expired clearance letter. A. McCloud-Stone's file did not include a current clearance letter.

43. CPR/First Aid/AED Training**Yes**

- a. Minimum of two trained staff must be on site during all program hours, does not include campus monitor.
- b. Verified with staff schedule and certificates *
 - i. Online training is not permitted.

44. Medication Administration Training**Yes**

- a. Minimum of two trained staff must be on site during all program hours, does not include campus monitor.
- b. Verified with staff schedule and certificates *

45. Meetings with School Administrator**Yes**

- a. Documented in PDMS
- b. Signed in PDMS by program's supervisor/site director and principal or designee
- c. Conducted monthly from August to June

46. Weekly activity schedule must include ***Yes**

- a. Group name
- b. Grade level
- c. Staff name
- d. Location of activity
- e. Length of time for activity

47. Academic Components**Yes**

- a. A minimum of two academic components per group must occur weekly.
- b. Verified with activity schedule *
- c. Excludes homework
 - i. CSC Sites Only: Academic components can be scheduled within the one hour homework block.

48. Homework**Yes**

- a. Activity schedule includes time allotted for homework. *
- b. Before Care: Students have the opportunity to complete homework, if needed.

49. Counselors carry a current copy of their group's activity schedule.**Yes****50. Schedule includes one of the following per week: creative arts, dramatic/role play****Yes**

- a. Verified with activity schedule *

51. Active Play**Yes**

- a. For every three-hour time block, students must have 30 minutes of active play.
- b. Verified with activity schedule *

52. Program Activities and Timeframes**Yes**

- a. Developmentally/age appropriate
- b. Adapted to meet the varied abilities and interests of students

53. Inclement Weather Activity Schedule**Yes**

- a. Verified with inclement weather schedule *
- b. Includes activities and locations

54. Students have an established routine.**Yes**

- a. Evidenced through use of the program's written schedule
- b. Students transition with ease from one activity to the other.

55. Staff are actively engaged and interacting with students in positive ways.**Yes**

- a. Positive language is used with students.
- b. Students are greeted upon entry to the program and during transitions.
- c. Staff circulate and provide students with assistance.

56. Staff Preparation/Presentation**No**

- a. Clear directions and examples are provided.
- b. The staff member leading the lesson or activity is prepared with all the necessary materials.
- c. Staff members ensure inclusivity for children of all ability levels.

Counselor, D. George, Group 3-5, did not have a ninth hula-hoop to play the Human Tic-Tac-Toe game as intended. The game proceeded using only eight hula-hoops.

57. Materials/Supplies**Yes**

- a. Enough materials to support activities for students currently enrolled
- b. Wide variety of games and materials
- c. Materials/games are complete and in good condition.
- d. Materials/games are developmentally appropriate.
- e. Enough art supplies to support all students in the program

58. Program space supports scheduled activities.**Yes**

- a. Highlighted and labeled on a school map
- b. Program area is designed for a range of activities to occur simultaneously and without disruption.
- c. Space must be appropriate for the ages of the students.
- d. Adequate and convenient storage space is available for program supplies.

59. Staff encourage students to become more responsible by assigning leadership roles.**Yes**

- a. Program has established a system of assigning the roles.

60. Staff use appropriate guidelines/techniques to direct positive behavior.**Yes**

- a. Program has established behavior expectations for indoor and outdoor spaces.
- b. Behavior expectations are posted, and visible to students, in all indoor program areas.
- c. Staff redirect student misbehavior and use non-punitive discipline methods.
- d. Staff consistently use positive praise, either verbal or nonverbal.

61. Students Enrolled with Special Needs**Yes**

- a. No child is excluded from the program if they can be reasonably and safely accommodated.
- b. There is an established system in place to make reasonable accommodations to support students with special needs, when applicable.
 - i. Resources for additional support are available.

62. Students interact with each other in positive ways.**Yes**

- a. Students show respect for each other.
- b. Students usually cooperate and work well together.
- c. Students seek assistance from staff when problems arise.

63. Supervisor/Site Director Development**Yes**

- a. Minimum of 10 hours of professional development required per year
- b. Topics must include:
 - i. Program management
 - ii. Staff supervision
- c. School Board Operated Supervisors must provide a Learning Across Broward (LAB) transcript or certificate that indicates completion of the previous school year's BASCC Supervisors Quality Care.*
- d. Does not include CPR/First Aid/AED, SBBC Anti-Bullying, or Department of Children and Families Identifying and Reporting Child Abuse and Neglect Training

64. Staff Development**Yes**

- a. All staff must have minimum of 2.5 hours per quarter, 10 hours per year.
- b. Evidenced by agendas that include date, duration, and a sign-in sheet *
- c. Does not include CPR/First Aid/AED, SBBC Anti-Bullying, or Identifying and Reporting Child Abuse and Neglect Training.

65. Staff Orientation**Yes**

- a. Orientation includes review of the following:
 - i. Written job descriptions
 - ii. Personnel policies
 - iii. BASCC Quality Standards Needs Assessment and process
- b. Staff receive annual orientation, includes substitutes. New staff receive an orientation prior to working with students.
- c. Evidenced by sign-in sheet and agenda *

66. Staff Professionalism**Yes**

- a. Conversations are professional.
- b. Staff is dressed to support childcare activities.
- c. Staff communicate to ensure successful program operation.

67. Staff receive support to make their work experience positive.**Yes**

- a. Staff receive continuous supervision and feedback.
- b. There is a system in place for staff to discuss concerns.

68. Staff greet and interact with parents/guardians in a positive manner.**Yes**

- a. Staff make families feel welcome and respond to their needs.
- b. The following is available in the program's welcome area: program newsletter and activity schedules. Program information can be provided in multiple languages.
- c. Program provides families with information regarding scholarship, sliding fee scales, and discount structures available. Evidenced on program flyers, posted signs, etc. *

69. Program Policies: Behavior Management, Non-Payment of Fees, Late Pick-Up**Yes**

- a. Private Provider Operated programs
 - i. Available for review
 - ii. Procedures in writing
 - iii. Samples of parent/guardian signatures acknowledging policy available for review *
- b. School Board Operated Programs
 - i. Part of PDMS registration process
 - ii. Samples of parent/guardian signatures acknowledging policy available for review *

70. Program Management**Yes**


- a. The financial management supports the program's goals.
 - i. Enough staff has been hired.
 - ii. Program has enough supplies and materials to support program activities.

71. Annual Parent/Guardian Survey**Yes**

- a. Annual parent/guardian survey is completed prior to the last school day of December of the current school year. *
 - i. If current year's survey has not been conducted, a copy of most recent survey must be available.

72. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible.**Yes**

- a. Program has a waitlist of 20 students or less.

Assessor(s) Signature:  _____
Date: 11/8/2024 _____

School Name Pines Lakes ES

11/19/2024

Page 15