



Best Practices for Out of School Time: Facility Requirements

LEARNING OBJECTIVES

- Identify the types of inspections that you should have.
- Identify facility safety concerns including fencing and evacuation plans.
- Discuss the best practice for first aid kits.





Jennifer McMahon, Director
City of St. Pete Beach

Krista Pincince, Assistant Director
City of Largo Recreation, Parks & Arts

Jennifer Fawcett, Childrens Program Supervisor
City of Largo Recreation, Parks & Arts

INSPECTIONS



Building

- Only required when opening a facility

Electrical

- Only required when opening a facility

Fire

- Must be submitted annually
- Fire extinguishers must be within 75 feet of any area used for childcare
- Fire drills must be completed and logged monthly
 - All adults & children must evacuate the facility
 - Must be kept on site for two years
- One drill must be a nap time, 1 alternative route and 1 drill in front of a licensing specialist

SQUARE FOOTAGE



- Indoor
 - 35 square feet per child
- Outdoor
 - Must have enough room for $\frac{1}{4}$ of the capacity of the program

BATHROOM REQUIREMENTS



- Two toilets & two sinks for the first 30 children and then one for every 30 after (school age)
- Running water, soap, paper towels, trash can and toilet paper must be available
- Restrooms must be cleaned at least once a day

FENCING REQUIREMENTS



- 4 Foot height requirement
- No gaps larger than 3 ½ inches
- Base of the fence must be on the ground

LIGHTING & TEMPERATURE REQUIREMENTS



- 20 Foot Candles of lighting is required in all areas
- Areas used for reading, homework & painting must be 50 ft Candles
- 65 TO 82 degrees inside facility

FIRST AID KIT REQUIREMENTS



- Liquid soap or hand sanitizer
- Adhesive bandages
- Disposable Gloves
- Cotton Balls or Applicators
- Gauze or Rolls
- Adhesive Tape
- Digital Thermometer
- Tweezers
- Pre-moistened wipes
- Scissors
- Bottled Water
- Resource guide on first aid procedures & CPR

EVACUATION REQUIREMENTS



- Must be posted in each room with a diagram of the evacuation route
- Emergency Preparedness Plan must be on site and submitted to licensing.

○ QUESTIONS ?



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