

Southeastern Pennsylvania School Age Child Care Project

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Will the Building Work for Your Program?

The following checklist is intended to assist you in assessing and evaluating potential facilities for a school-age child care program (SACC). It consists of a list of questions that should be considered, and can be easily answered, that will tell you at first look whether or not a particular building or part of a building will fulfill the requirements of your program. It may also give you a basis of comparing the pros and cons of two or more sites. The more "Yes" answers, the better suited the space is for your program. These questions are not intended to replace the "Regulations Child Day-Care Centers" requirements of the Pennsylvania Department of Welfare. Call D.P.W. (1-800-346-2929) to request a copy of the regulations and review them to assure yourself that your site will meet all of the requirements described there.

	Yes	No	
1.			Is the space currently being used for activities similar to a SACC Program? Does it function well for that activity?
2.			Is the space large enough to meet Department of Public Welfare (DPW) standards for the number of children who will be served?
3.			Does the space size feel "right"? Will the renovation and/or rent be within budget?
4.			Are the ceilings high enough to allow for various activities? (Ceiling should be a minimum of 8'-6" high. Low ceilings will restrict certain more physical activities.)
5.			Are there adequate bathroom facilities? (The DPW requires one toilet for every twenty school-age children and one sink for every thirty school-age children.)
6.			Are there adequate kitchen facilities for your needs? Is there a: <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Sink <input type="checkbox"/> Cabinets
7.			Are there at least two exits from the space?

8.			Is there adequate access to the space from the exterior? Can you pass in and out without disrupting activities in other parts of the building? Are stairs and hallways lit?
9.			Has the space been sub-divided into rooms that work for the program?
10.			Is there a room that can be used as a "study" space for children to do homework?
11.			Is the space quiet? Will noise be tolerated by adjacent building occupants?
12.			Is there adequate natural ventilation? Do windows operate? Are there screens for windows and doors as required by DPW? Is there adequate heat and air conditioning?
13.			Are there adequate electrical outlets? Remember you will need several outlets in each room.
14.			Are there adequate light fixtures? Are the rooms bright enough? Will a lighter color paint make an improvement?
15.			Is there a sprinkler system, if it is in the basement?
16.			Are there smoke alarms? Are there manual fire alarm pull boxes? Are there exit signs and emergency lighting?
17.			Are the walls and ceilings in good condition? (Do floor coverings present a tripping hazard?)
18.			Has space been tested for asbestos? Radon? Lead paint?
19.			If it is a basement is it dry?
20.			Are the walls, ceiling and floors free of evidence of leaks?
21.			Is the area free of other immediate noticeable safety hazards?
22.			Is there convenient and adequate outdoor play space, as required by DPW? Is it fenced?
22.			Will the property owner allow play space to be built?
24.			Is there space for vehicles to drop-off and pick-up children?
25.			Does the property owner understand that you will have some special needs?

Source:

Kligerman, D., et al. (1992). Negotiating the System: Understanding and complying with local code requirements for the creation of a school-age child care program. Ambler, PA: Southeastern Pennsylvania School Age Child Care Project. Pgs 5-6.