



School-age Center (SC) Resources available from OCC

New School-age Center (SC) Resources	Document number
Rules for Certified School-age Child Care Centers	OCC-0542
SC Pre-Certification Consultation	OCC-0593
SC SQTL Initial Certification Form	OCC-0594
SC Emergency Drill Record	OCC-0595
SC Health & Safety Inspection Checklist	OCC-0615
SC Sanitation Inspection Checklist	OCC-0616
School-age Child Enrollment Form	PR-0596
SC Assistant Program Leader Qualifications	PR-0597
SC Injury & Incident report Form	PR-0598
SC Notice to Post	PR-0599
SC Program Coordinator Qualifications	PR-0600
SC Program Leader Qualifications	PR-0601
School-age Center Emergency Plan	PR-0602
Training Requirements for School-age Center (SC) staff	PR-0603
SC Alternate Play Area Safety Plan	PR-0604
SC First Aid Kit Supply List	PR-0605
SC Orientation Checklist & Certificate	PR-0606
SC Parent Permission Forms (child pick up, transportation, field trip and high risk activities)	PR-0607
SC Physical Restraint Report	PR-0608
School-age Center Self-Assessment Tool	PR-0613
School-age Center Visitor Plan	PR-0614
SC Resources Available from OCC (this document)	PTA-0623
School-age Center Staff Positions Overview	PTA-0609
School-age Center Staff Records	PTA-0610
School-age Center Notifications	PTA-0611
School-age Center Policy List	PTA-0612
School-age Only Centers Located in a Public School Building	PTA-0617

Resources for all license types Available to SC programs	Document number
Facility Staff Update Form	CEN-0024
Planning and Zoning, Occupancy, and Building Codes	OCC-0108
Sanitation Inspection Agency List	OCC-0113
Vehicle Inspection Form	OCC-0119
Declaration of Viewing	OCC-0389
Fire Safety Inspections for Child Care Facilities	OCC-0390
Non-Prescription Medication Permission	PR-0186
Medication Authorization Form and Administration Log	PR-0187
School-age Transportation Agreement	PR-0189
Visitor Log	PR-0193
Child Permission to Attend Contracted Service offsite	PR-0207
SA Online Training Resources	PR-0445
Allergy Care Plan	PR-0482
Shared Plan of Care	PR-0491
Child Care Resource & Referral Services	PTA-0150
Provider Resource List- Who to Call?	PTA-0161
Child Care Acronyms & Abbreviations	PTA-0622
Rule Guidance: Behavior, Guidance and Discipline Policies	PTA-0438
Rule Guidance: Volunteer, Visitor, Potential Employee	PTA-0463
Rule Guidance: Groundcover Depth	PTA-0486
Rule Guidance: Hot Tub, Pool or Pond Barriers	PTA-0496
Guide to In-House Trainings for Child Care Staff	PTA-0481

Document number codes:

- CEN: Central Office form
- OCC: Office of Child Care form
- PR: Program Resources
- PTA: Program Technical Assistance