

**Palm Beach County Youth Services Department
Outreach & Community Programming Division**

50 S. Military Trail, Suite 203

West Palm Beach, FL 33415

Tel: (561) 242-5738 Fax: (561) 242-6877

<http://www.pbcgov.com/youthservices/>

Summer Camp _____ Site Inspection/ Monitoring Checklist

Agency Name:
Agency Contact Name:
Reviewer Name:
Date:
Date Agency Notified of Monitoring Outcome:

Desk Monitoring Checklist

Item	Item Description	Yes	No	Comment
1	Camp scheduled to operate at least 7 weeks during the summer			
2	Camp scheduled to operate 5 days a week (with the exception of holidays)			
3	Agency year-end financial documentation (audit, 990, etc.)			
4	CPR Certificate (two certificates required for sites participating in field trips)			
5	Certificate of Insurance			
6	W-9			
7	Any missing/expired documents/attachments			
EEC ONLY				
8	Camp staff includes a minimum of one certified teacher			
9	At least 50% of camp program content is educational			
10	Sample pre/post-tests submitted to YSD Program Coordinator			

11	Pre-test was administered to all children receiving SCSP Scholarship. Test and results submitted to YSD Program Coordinator.			
12	<i>Reminder.</i> Post-test must be administered to all children receiving SCSP Scholarship. Test and results must be submitted to YSD Program Coordinator <u>72 hours</u> after camp's end date.			
13	<i>Reminder :</i> Camp must submit a EEC Final report to YSD Program Coordinator no later than <u>September 15th</u> (refer to Provider Application)			

Site Inspection Checklist

	Item Description	Yes	No	Comment
1	Adequate bathroom facilities with a means to wash hands			
2	Drinking water available			
3	No obvious safety hazards on site			
4	ADA Compliant			
5	Fire Inspection Certificate (including capacity)			
6	Health Inspection Certificate.			
7	Reasonable accommodation(s) for special needs as appropriate			
8	Mechanism of transportation for field trips/ activities off site, as appropriate			
9	Adequate technology to meet the approved curriculum			
10	Proximity to other camps within a half mile radius			

On-Site Monitoring Review Checklist

	Item Description	Yes	No	Comment
1	Camp ratio of 1:25 with an additional aid during field trips AND a minimum of 2 certified CPR/ First Aid staff on duty			
2	Verification of scheduled activities/ field trips consistent with submitted calendar to YSD			
3	Verify minimum attendance requirement through daily database entry and/or sign in/out log			
4	DCF Affidavit of Compliance			
5	Good Moral Character form for all staff interacting with SCSP children.			
6	Certified teacher administers and oversees the curriculum, approved by Youth Services Department (EEC ONLY)			
7	Children must be supervised at all times			
8	Observation of activities (on and off site)			
9	Random interview with parent/ guardian and/or child.			
10	Random interview with staff.			
11	Recommended: Participation in spelling bee competition.			
12	Adhering to <i>Safety & Sanitation Plan</i> / CDC Guidelines related to COVID-19			

13	<p>Invoice Deadline: _____</p> <p>*Failure to submit invoice by above date, releases PBC and parent from all responsibility from payment of summer camp.</p>			
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NOTE:

Corrective Action: