

Preschool and School-Age Child Care Licensing Report



July 1, 2018 - June 30, 2019

Introduction

As required by [Ohio Revised Code 3301.57 \(E\)](#):

“The Department of Education shall prepare an annual report on inspections conducted under this section. The report shall include the number of inspections conducted, the number and types of violations found, and the steps taken to address the violations. The Department shall file the report with the governor, the president and the minority leader of the senate, and the speaker and minority leader of the House of Representatives on or before the first day of January of each year, beginning in 1999.”

Sites licensed between July 1, 2018 - June 30, 2019

Total number of sites licensed by the Ohio Department of Education: 1,896 (preschool and/or school-age child care)

- Total number of Department of Education-licensed preschool programs: 1,506
- Total number of Department of Education-licensed school-age child care programs: 390

Note: Some sites may have both preschool and school-age child care programs, so total sites licensed will not equal preschool + school-age child care licenses.

ENROLLMENT

Total preschool children (birth-5 years)	71,765
Total school-age children (5-14 years)	25,593
Total preschool and school age children served	97,358

DETAILS OF THE FUNDING SOURCES FOR PRESCHOOL PROGRAMS

	NUMBER OF SITES
Tuition	1,064
Preschool Special Education	786
Early Childhood Education Grant	448
Locally Funded	129
Head Start	116
Publicly Funded Child Care	81
Boards of Developmental Disabilities	13

DETAILS OF THE FUNDING SOURCES FOR SCHOOL AGE

School Age Child Care	171
Tuition	72
21st Century Community Learning Center Grant	150
Publicly Funded Child Care	73
Locally Funded	2

SITE INSPECTIONS CONDUCTED BETWEEN July 1, 2018 - June 30, 2019

Number of unannounced site inspections conducted	1,643
Number of announced site inspections conducted	120

CORRECTIVE ACTION

When a program was not in compliance with applicable laws and rules, the Department placed the licensee on a corrective action plan that outlined the violation issues and steps that needed to be taken to address the violations. The action plan process began by notifying programs of any noncompliance issues that required corrective action. The corrective action plan submitted needed to address the following questions:

- What short-term or immediate action has been taken to correct the area of noncompliance?
- Please explain the planned changes to your system(s) or procedure(s) to prevent this noncompliance in the future?
- Who will be responsible for the ongoing implementation of the planned changes to your system(s) or procedure(s) to continue to prevent this noncompliance?

Licensing specialists verify that corrective action plans have been implemented during each program's next unscheduled compliance visit.

PRESCHOOL COMPLIANCE INFORMATION FOR JULY 1, 2018 - JUNE 30, 2019

1329 preschool site visit reports documented full compliance (announced and unannounced visits).

OHIO ADMINISTRATIVE CODE	MOST FREQUENT PRESCHOOL VIOLATION CITED	NUMBER OF VIOLATIONS
3301-37-08 Child Medical Statement	A review of children's records indicated that some medical statements were more than 13 months old.	167
3301-37-04 Criminal Background Check Requirements	During the inspection and review of staff files, one or more staff members did not have BCII and FBI background checks on file for review.	160
3301-37-04 Staff Medical Statement	During the inspection and review of staff files, one or more staff members did not have a medical statement on file.	113
3301-37-07 Medication Administration Requirements	No medication log was available for a medication being given to a child. The log must include a log of the dosage, date, and time each time medication is administered.	102
3301-37-05 Annual fire Inspection	The fire inspection on file was more than 12 months old.	96

SCHOOL-AGE CHILD CARE COMPLIANCE INFORMATION FOR JULY 1, 2018 - JUNE 30, 2019

316 school-age child care site visit reports documented full compliance (announced and unannounced visits).

OHIO ADMINISTRATIVE CODE	MOST FREQUENT SCHOOL-AGE CHILD CARE VIOLATION CITED	NUMBER OF VIOLATIONS
3301-32-03 Staff First Aid, CPR, Child Abuse and Communicable Disease Training Certification	On the day of the inspection, no staff member with current valid child abuse recognition and prevention certification was on-site during the time children were in attendance.	117
3301-32-02 Staff Medical Statements	On the day of the inspection, all staff did not have completed medical examinations on file.	74

3301-32-04 Annual fire inspection	On the day of the inspection, the program did not have a current annual fire inspection available for review.	33
3301-32-05 Written Philosophy, Goals, Objectives, and Daily Plans	During the inspection, it was observed the program did not have written daily plans. The program also did not have written goals and objectives or a written philosophy available for review.	23
3301-32-10 License, Compliance Report, and Corrective Action Plan	During the inspection, the most recent compliance report was not posted. It is to be posted in a conspicuous place.	21

Complaints and Incident Injuries Report

The Child Care Development Block Grant (CCDBG) Act of 2014 requires the Ohio Department of Education to provide information regarding the numbers of serious injuries, incidences of substantiated child abuse and/or neglect and deaths in child care settings beginning with the State Fiscal Year 2016.

July 1, 2018 – June 30, 2019

PROGRAM TYPE	NUMBER OF SUBSTANTIATED CHILD ABUSE AND NEGLECT	NUMBER OF INCIDENT INJURY REPORT	NUMBER OF DEATHS
Preschool	0	9	0
School-age Child Care	0	0	0

Preschool and School-Age Child Care Licensing Violations Fiscal Year 2019

This report provides a summary of the details related to violations of preschool and school-age child care licensing rules, as noted by licensing personnel conducting on-site visits during the 2018 - 2019 fiscal year. Violations must be corrected. The first step in correction is the creation and implementation of a written corrective action plan.

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-02 Child Left Outside	A child was left alone outside of the building.	1
3301-37-02 Child Left Unattended	Child left unattended on a field trip or in a vehicle or, otherwise, transportation policies are not followed.	3
3301-37-02 Compliance and Corrective Action	During the inspection, it was observed the center's compliance report was not posted in a location visible to parents. Most recent written compliance reports shall be posted in a conspicuous place near the posted program license.	10
3301-37-02 Inappropriate Discipline	Involvement of staff in inappropriate discipline or physical abuse, neglect or endangerment is substantiated by a public service finding. Ohio Department of Education specialist observed a staff member engage in inappropriate discipline during a classroom ratio check.	1
3301-37-02 Change of Location/Capacity	A preschool program operated by a public school, county board of Developmental Disabilities, educational service center or eligible nonpublic school did not submit a change of capacity amendment for inspection of the new space before beginning with children.	6
3301-37-02 Child Left Unattended	A child left unattended on a field trip or in a vehicle or, otherwise, transportation policies are not followed.	1
3301-37-02 Compliance and Corrective Action	During the inspection, it was observed the center's compliance report was not posted in a location visible to parents.	30
3301-37-02 Employment without fingerprinting / known conviction	An employee remains employed with a known prohibited conviction.	2
3301-37-03 Daily Schedule	There was no written daily schedule available for review.	1
3301-37-03 Nap/Rest-Time Requirements	During the inspection, there was no evidence that a quiet space is provided for children who want to rest or nap.	3

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-03 Nap/Rest-Time: Cot Requirements and Flexible Schedule	During the inspection, there was no evidence that a mat or cot is provided for each child who attends the center for five hours or more a day.	2
3301-37-03 Nap/Rest-Time Requirements	The daily written plan for the full-day program did not have a nap/rest period reflected in the daily written program.	3
3301-37-03 Nap/Rest-Time: Cot Requirements and Flexible Schedule	During the inspection, there was no evidence that a mat or cot is provided for each child who attends the center for five hours or more a day.	2
3301-37-03 Parent Handbook	During the inspection, there was no parent handbook available for review.	33
3301-37-03 Philosophy and Goals	During the inspection and review of program policies, there was no written philosophy and goals in the parent handbook.	3
3301-37-03 Progress Reporting and Parent Conferences	During the inspection, there was no evidence that parent/teacher conferences are held twice a year.	6
3301-37-03 Written Curriculum	During the inspection, a written curriculum was not available for review.	3
3301-37-04 Accredited Montessori Method Program	During the inspection, it was observed that the accredited Montessori program combined three- to five-year-old children with kindergarten children. The program did not follow one or both of the following requirements: maximum number of children per preschool staff member is to be 12 and the maximum group is to be 24 children. The maximum group size in three classrooms during the on-site visit exceeded the maximum group size of 24.	2
3301-37-04 Additional Background Check for Sex Offender Registry Requirements	On the day of the inspection, staff members working in a program receiving Publicly Funded Child Care funding did not have evidence of the additional background checks. Due to the program having a Head Start agreement, all staff under the program license must have the additional background checks completed. Currently, only the Head Start staff have the additional background checks completed.	51
3301-37-04 Criminal Background Check Requirements	During the inspection and review of staff files, one or more staff members did not have BCII and FBI background checks and/or evidence of five-year updates on file for review.	160

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-04 Director Qualifications	During the inspection and review of the director's file, the director of the preschool program operated by the public school did not meet the qualifications as described in this rule.	1
3301-37-04 Director Responsibilities and Onsite Time	During the inspection, it was determined through a review of schedules that the individual designated as the director is not on site at least 50 percent of the time.	1
3301-37-04 Employee Medical	During the inspection and review of staff files, staff members did not have medical statements on file.	68
3301-37-04 Extended Day Child Care Ratio	During the inspection, the child care ratio exceeded the allowable number of children per staff member.	2
3301-37-04 Extended Day Child Care Staff Qualifications	During the inspection and review of extended-day child care staff files, one or more staff did not have verification of a medical examination on file.	19
3301-37-04 Head Teacher Acting as a Director Qualifications	During the inspection and review of head teacher files, the teacher designated as the director did not meet the educator licensure requirements as a director. There was no evidence on-site to review.	1
3301-37-04 Head Teacher Qualifications	During the inspection, it was observed that each class/group of children was not assigned a head teacher who met requirements for the position. There was no evidence on-site to review.	3
3301-37-04 In-service Trainer Requirements	During the inspection and review of staff in-service files, records lacked trainer qualification information, or the trainer did not meet qualification requirements to be a trainer for the Child Abuse Training for staff members.	5
3301-37-04 Maximum Group Size by age of children	During the inspection, it was observed that the staff/child ratio exceeded the maximum group size by age of the children.	3
3301-37-04 Nap Time Preparations Complete	During the inspection, it was observed that not all children were resting or sleeping on cots/mats. Some children only had a sleeping bag to sleep on/in. It is suggested that mats be at least 1 inch thick.	1
3301-37-04 Non-guilty/non-Conviction Statement	During the inspection and review of staff files, one or more staff members did not have a signed annual non-guilty/non-conviction statement on file for review.	89
3301-37-04 Nonpublic Director Qualifications	During the inspection and review of the director's file, the director of the non-tax-supported nonpublic school did not meet the qualifications as described in this rule. Nonpublic director needs to maintain a valid teaching license.	1

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-04 Nontax-Supported, Nonpublic School Teacher Qualifications	During the inspection and review of nontax-supported head teacher files, one or more teachers did not meet the qualifications to be a teacher in a nontax-supported nonpublic school.	1
3301-37-04 Part-time Staff Training Hour Requirement	During the inspection and review of staff files, part-time staff did not have documentation of completing 10 annual clock hours based upon the percentage of full-time equivalency of their preschool assignment.	19
3301-37-04 Public School Substitute Qualifications	During the inspection and review of substitute records, one or more substitutes did not have a criminal background investigation report on file after 15 school days.	29
3301-37-04 Responsibilities and Onsite Time	During the inspection and review of records, written position descriptions were not on file and available for review.	2
3301-37-04 Seven Or More Children in Attendance	During the inspection, it was observed that a second adult was not available within the building when seven or more children were present.	3
3301-37-04 Special Education Staff/Child Ratios	During the inspection, it was observed that the special education staff/child ratio was not maintained.	22
3301-37-04 Special Education Teacher Qualifications	During the inspection and review of head teacher files, one or more of the special education teachers did not meet one of the staff qualifications to be a teacher of special education program operated by a public school or board of Developmental Disabilities.	13
3301-37-04 Staff Age and Minimum Education Requirements	During the inspection and review of staff files, one or more staff members did not have a diploma on file and available for review.	41
3301-37-04 Staff Annual 10 Hours of Training Requirement	During the inspection and review of staff files, staff who are licensed by the department did not have documentation of completing 10 annual clock hours.	31
3301-37-04 Staff Annual Training Year	During the inspection and review of staff files, records showed that the annual training year of July first to June 30 is not used for calculating annual training hours.	4
3301-37-04 Staff In-service Training	During the inspection and review of staff files, one or more staff without an associate degree or higher did not have 10 annual clock hours after obtaining the required 45 training hours.	26

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-04 Staff In-service Training Areas	During the inspection and review of staff files, one or more staff counted in-service training hours that were not in any of the following areas: child abuse recognition and prevention.	11
3301-37-04 Staff Medical Statement	During the inspection and review of staff files one or more staff members did not have a medical statement on file.	113
3301-37-04 Staff Physically Present to Maintain Ratio	During the inspection, it was observed that enough preschool staff members were not physically present with children to meet staff member/child ratio requirements.	49
3301-37-04 Staff Training Hour Requirement: Associates Degree or Higher	During the inspection and review of staff files, staff with an associate degree or higher did not have documentation of completing ten hours of in-service training.	11
3301-37-04 Supervision of Children	During the inspection, it was observed that a child was left alone and unsupervised in the building.	23
3301-37-04 Teacher qualifications: Publicly Funded Programs	During the inspection of the publicly funded program and review of head teacher files, one or more teachers did not meet the staff criteria established in section 3301.311 of the Revised Code or was highly rated in Ohio's tiered quality rating system under section 5140.30 of the Revised Code. There was no evidence on-site to review.	1
3301-37-04 Teacher Qualifications: Operated by Public School	During the inspection and review of head teacher files, one or more teachers did not meet one of the staff qualifications for a program operated by a public school. No evidence was on-site for review.	2
3301-37-04 Volunteers	During the inspection, it was observed that volunteers are regularly counted in the staff/child ratio without having a BCII investigation on file.	1
3301-37-04 Teacher qualifications: Publicly Funded Programs	During the inspection of the publicly funded program and review of head teacher files, one or more teachers did not meet the staff criteria established in section 3301.311 of the Revised Code or was highly rated in Ohio's tiered quality rating system under section 5140.30 of the Revised Code. There was no evidence on-site to review.	1
3301-37-04 Teacher Qualifications: Operated by Public School	During the inspection and review of head teacher files, one or more teachers did not meet one of the staff qualifications for a program operated by a public school. No evidence was on-site for review.	2
3301-37-04 Volunteers	During the inspection, it was observed that volunteers are regularly counted in the staff/child ratio without having a BCII investigation on file.	1

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-05 Annual fire Inspection	The fire inspection on file was more than 12 months old.	96
3301-37-05 Facility Requirements	During the inspection, the space was not used exclusively by children enrolled in the program.	5
3301-37-05 Facility requirements	During the inspection, wading pools were not made inaccessible to children when adult supervision was not available.	1
3301-37-05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers	There were more children in the space than the maximum capacity allows. Each classroom has a square footage and maximum capacity and the total number of children per space is different for each.	10
3301-37-05 Large Motor Play Space	During the inspection, hazards were present on the play space.	3
3301-37-05 Maintaining Staff/Child Ratio	During the inspection, it was observed that child to staff ratios were not maintained in the play space.	11
3301-37-05 Play Space: Defined	During the inspection, it was observed that the play area is not well defined to protect children from traffic, animals or other hazards.	1
3301-37-05 Play Space: Free of Hazards	During the inspection, hazards were present on the play space.	2
3301-37-05 Play Space: Protection from Falls and Drainage	The surface of the outdoor play is not well drained. Additional mulch is needed for the playground.	3
3301-37-06 Cots	Cots were not labeled with the assigned child's name. During the visit, there were some cots that did not have cots labeled for each child.	10
3301-37-06 Ease of Reaching Play Materials	During the inspection, it was observed that children were unable to select, remove and replace materials without minimum assistance.	1
3301-37-06 Electrical Fans	During the inspection, it was observed that electrical fans used in classrooms could easily be tipped over.	2
3301-37-06 Electrical Outlets	During the inspection, there was one or more electrical outlets uncovered while not in use.	36

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-06 First Aid Supplies	The first-aid kit did not have adequate supplies. There weren't enough first-aid kits for the population.	3
3301-37-06 Furniture, Materials, and Equipment	During the inspection, it was observed that the quantity of materials and equipment in the classroom was not enough for the number of children enrolled.	1
3301-37-06 Infant Sleeping Restrictions: Cribs and Other Equipment	During the inspection, it was observed that infants could sleep in other equipment other than a crib.	1
3301-37-06 Protective Mats	During the inspection it was observed that there were no protective mats under climbers.	2
3301-37-06 Safe and Sanitary Furniture, Materials, Equipment	Safety and sanitation guidelines developed by the department are not used for maintaining and cleaning furniture, materials and equipment.	2
3301-37-06 Sanitizing Cots	Cots and bedding are not cleaned with a germicidal detergent and sanitized before assigning to another child.	3
3301-37-06 Storage of Cleaning Supplies	During the inspection, it was observed that cleaning and sanitizing supplies were within reach of children.	30
3301-37-06 Use of Space Heaters	During the inspection, a space heater was being used in the classroom. There was no documentation from the building or fire official indicating approval to use a space heater.	1
3301-37-07 Admission and Withdrawal Policies	Upon review of the program's policies and procedures, there is no information regarding the program's admission and placement procedures.	39
3301-37-07 Annual Roster Permission	Program policies and procedures are to include securing permission from parents to be included in rosters.	24
3301-37-07 Annual Rosters	Program policies and procedures are to include information regarding preparing an annual roster for each group of children and on request, programs must furnish the roster to parents. The program does not have procedures for preparing such roster and furnishing it to parents upon request. Two classrooms did not have preschool parent rosters created to share with parents if requested.	7
3301-37-07 Behavior Management and Discipline Policy	The behavior management and discipline policy does not include all the minimum requirements stated in rule 3301-37-10 (Behavior management/discipline) of the Administrative Code.	14

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-07 Child Abuse Recognition and Prevention	During the inspection, it was determined that there is not a staff member that is trained in child abuse.	21
3301-37-07 Child Abuse Recognition and Prevention Training	On the day of the inspection, no staff member with a current child abuse recognition and prevention course based on an approved curriculum was on-site during the time children were in attendance.	41
3301-37-07 Developmental Materials and Equipment	Written policies reviewed during the inspection do not address the selection and use of developmentally appropriate materials, equipment and resources.	1
3301-37-07 Developmental Planning	Written policies reviewed during the inspection did not include information regarding developmentally appropriate program planning.	2
3301-37-07 Emergency Phone Numbers	During the inspection, it was observed that emergency numbers were not posted by each telephone.	21
3301-37-07 Emergency Procedure Postings	During the inspection, it was observed that all emergency procedures had a map, but no evacuation route was outlined on the map.	10
3301-37-07 First-aid Training	Program policies and procedures do not state that at least one preschool staff member with current first-aid training is always available. Preschool staff members do not have current first aid training.	42
3301-37-07 Group Rosters	An annually prepared roster was not available for review.	6
3301-37-07 Health and Safety Procedures: ODE Funded Programs	This program receives funding through the department of education. The program is required to have procedures included for health and developmental screening as described in the early learning program standards. There were no procedures available for review. Please add procedures for health screenings to your parent handbook.	5
3301-37-07 Injury Logs	A log of injury is not maintained by the program.	1
3301-37-07 Management of Communicable Disease Policy	Program policies and procedures do not state that at least one preschool staff member with current prevention, recognition and management of communicable disease training is always available.	25
3301-37-07 Medical and Dental Emergency Postings	During the inspection, it was observed that medical and dental emergency procedures were not posted by each telephone.	42

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-07 Medication Administration Requirements	No medication log was available for a medication being given to a child. The log must include a log of the dosage, date, and time each time medication is administered.	102
3301-37-07 Program Rosters	Program policies and procedures are to include securing permission from parents to be included in rosters. The program does not have procedures for securing such permission from parents.	5
3301-37-07 Record of Drills	During the inspection, there were months that did not have a fire drill.	15
3301-37-07 Supervision Requirements	There were no written policies and procedures for supervising grounds, play areas and other facilities when scheduled for use by children.	1
3301-37-07 Swimming: Staff Ratio Policy	Swimming procedures do not include assurances for providing enough preschool staff to meet ratio requirements stated in rule 3301-37-04 of the Administrative Code.	1
3301-37-07 Transportation Policies	During the inspection there were no transportation policies available for review. Please add a policy regarding transportation to your parent handbook.	7
3301-37-07 Unlimited Parent Access	Program policies do not include allowing parents unlimited access to the school during its hours of operation.	17
3301-37-07: Injury Procedures	During the inspection, there were no written procedures available for review that address notifying the parent when a child is injured.	7
3301-37-08 Attendance Records	Daily attendance records, including admission and withdrawal records for children were not available for review.	1
3301-37-08 Child Medical Statement	A review of children records indicated that some medical statements were more than 13 months old.	167
3301-37-08 Child Medical Statement Signed By Medical Personnel	A review of children records indicated that all medical statements on file were provided by a physician, physician's assistant, clinical nurse specialist or certified nurse.	15
3301-37-08 Cumulative Record	A review of children cumulative records revealed that the names of persons to whom the child can be released was not obtained for each child.	50

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-08 Health Record: Authorization to Administer Medication	A review of children's health records revealed that there was no physician or dentist authorization and written instructions to administer prescription medication to a child enrolled in the program.	25
3301-37-08 Health Record: Chronic Health Problems	A review of children's health records revealed that the health record for each child did not include a list of chronic physical problems and hospitalization.	10
3301-37-08 Health record: Emergency Medical and Dental Care	Permission from the parent for emergency medical and dental care as required by section 3313.712 of the Revised Code was not available during the inspection. Doctor and dentist missing from emergency form.	10
3301-37-08 Health Record: Emergency Transportation Permission	Permission for emergency transportation was not documented for each child.	43
3301-37-08 Health Record: Immunization Record	A review of children's health records revealed immunization records were not on file for each child by the first day of attendance.	35
3301-37-08 Health Record: List of Allergies	A review of children's health records revealed that a list of allergies and treatments was not obtained for each child.	2
3301-37-08 Health Record: List of Diseases	A review of children's health records revealed that a list of diseases a child has had was not obtained for each child.	4
3301-37-08 Health Record: List of Medications	A review of children's health records revealed that a list of medications, food supplements, modified diets or fluoride supplements was not obtained for each child.	2
3301-37-08 Health Record: Medical Statement	A review of children's health records revealed that a medical statement signed by a licensed physician, physician's assistant, clinical nurse specialist or certified nurse was not obtained for each child.	8
3301-37-08 Health record: Physician and Dentist Information	The health record of each child did not include the names, addresses and telephone numbers of the child's physician and dentist in case of emergency.	64
3301-37-08 Required Cumulative and Immunization Records Due Dates	A review of children's cumulative and health records indicated that all information was not obtained by first day of attendance. Names of two emergency contacts not listed.	4
3301-37-09 Menus	At the time of the inspection, menus for the week were not posted.	34

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-09 Nutritious Snack Choices Provided	During the inspection, it was observed that parents provide snacks. There was no documentation available for review that indicates the program provides parents with information on nutritious snack choices.	4
3301-37-10 Behavior Management/Discipline Policy Requirements	The program does not have a written discipline policy.	2
3301-37-10 Staff Responsibility for Behavior Management/Discipline	The program's written discipline policy does not include information regarding preschool staff in charge of children are responsible for their discipline.	19
3301-37-11 Communicable Disease Training	On the day of the inspection, no staff member with current prevention, recognition and management of communicable disease training was on-site during the time that children were in attendance.	37
3301-37-11 Isolating and Discharging an Ill Child	The provision of laundering all linens and blankets used by an ill child was not included in the communicable disease management policy.	61
3301-37-11 Mildly Ill Child Procedures	The communicable disease policy did not include provisions regarding the care of a mildly ill child. 'Mildly ill child' means a child who is experiencing minor common cold symptoms, does not feel well enough to participate in activities, but who is not exhibiting any communicable disease symptoms.	29
3301-37-11 Notification to Parents: Exposed to Communicable Disease	The communicable disease policy did not include procedures for notifying all parents when children are exposed to a diagnosed communicable disease.	21
3301-37-11 Parent Notification of Child Illness	A provision for immediately notifying the parent or guardian when a child has symptoms of illness is not included in the communicable disease management policy.	7
3301-37-11 Reasons to isolate and discharge child at some during the day	The communicable disease management policy does not address the isolation of a child with unusual spots or rashes, joint decisions between the director and the parent or guardian as to when to discharge a child and observing the child for communicable disease symptoms.	90
3301-37-11 Staff Communicable Disease Training	A person trained to recognize the common signs of communicable disease or other illness was not available to observe each child daily as he or she enters a group.	10
3301-37-11 Staff Trained to Recognize Communicable Disease	A person trained to recognize the common signs of communicable disease or other illness was not available to observe each child daily as he enters a group.	17

PRESCHOOL RULE CITATION <i>(All rule numbers are references to the Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-11 Symptoms of Illness	The Communicable disease recognition and prevention policy did not list all the signs and symptoms of illness required for immediately discharging a child.	54
3301-37-12 Diapering and Hand washing Facilities	Hand washing facilities were not available as required for changing diapers for non-toilet trained children.	1
3301-37-12 Handling Soiled Diapers That Are the Program's Responsibility	During the inspection, it was observed that the container used for storing soiled diapers did not have a plastic liner and/or a lid.	5
3301-37-12 Use of Disposable Gloves	During the inspection, it was observed that disposable gloves were not available for use during diaper changing.	1

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-02 Annual Orientation Training	During the inspection and review of staff files, there was no documentation indicating that all staff received orientation training within seven days of working with children annually.	26
3301-32-02 Community Partners	There are no written community partnership agreements that confirms assurances are taken to safeguard children.	1
3301-32-02 Criminal Background Check	On the day of the inspection, all staff members did not have required criminal background check reports on file.	7
3301-32-02 Criminal Background Check Requirements	On the day of the inspection, all staff members did not have required criminal background check reports on file.	27
3301-32-02 Non-guilty / Non- conviction Statement	On the day of the inspection, all staff, volunteers and responsible individuals did not have the required signed non-guilty/non-conviction statements on file. Statements are to be signed annually.	32
3301-32-02 Orientation Training	During the inspection and review of staff files, there was no documentation indicating that all staff received orientation training.	16
3301-32-02 Program Assistant Qualifications	During the inspection and review of staff files, the program assistant did not have a minimum of a high school diploma or equivalent on file for review.	8
3301-32-02 Program Team Leader Qualifications	During the inspection and review of staff files, the program team leader did not have a minimum of a high school diploma or equivalent on file for review.	1
3301-32-02 Staff In-Service Documentation Requirements	During the inspection and review of staff files, documentation of in-service training was incomplete. Documentation of completed in-service training is to include the date, place, topic, program coordinator's and presenter's signatures or, in the case of self-study, the title, author/producer and annotated bibliography of the self-study course.	2
3301-32-02 Staff In-Service Requirements	During the inspection and review of staff files, staff who do not possess associate degrees or higher did not complete the required annual five hours of in-service training after they reached 45 hours.	13
3301-32-02 Staff In-Service Requirements: Associate Degree or Higher	During the inspection and review of staff files, all staff with associate degrees or higher did not complete the required annual five hours of in-service training.	17
3301-32-02 Staff In-Service Training Areas	During the inspection and review of staff files, all staff did not accumulate in-service hours in approved training areas.	4

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-02 Staff In-Service Training Sources	During the inspection and review of staff files, all staff did not accumulate in-service hours through approved sources. Approved sources include postsecondary coursework, seminars, workshops, conferences, structured observation of other programs, topic specific staff meetings and orientation training. Electronic media resource trainings and self-study may be used for in-service training.	2
3301-32-02 Staff Medical Statements	On the day of the inspection, all staff did not have a medical examination completed and on file.	74
3301-32-02 Updating First Aid, CPR, Child Abuse Recognition and Communicable Disease Training	During the inspection and review of staff files, files lacked documentation that first aid, CPR, child abuse recognition and prevention and management of communicable disease training is obtained by staff according to the length of time required by the approved organization.	18
3301-32-03 Accessibility of staff	On the day of the inspection, there was one staff member on site with the children; however, there was no other individual in the building who was accessible to the program.	1
3301-32-03 Staff First Aid, CPR, Child Abuse and Communicable Disease Training Certification	On the day of the inspection no staff member with current valid child abuse recognition and prevention certification was on site during the time children were in attendance.	117
3301-32-03 Staff Meeting Requirements Counted in Ratio	During the inspection and review of staff records, it was observed that one or more individuals were counted in the staff/child ratios yet did not meet the requirements of rule 3301-32-02 of the Administrative Code.	3
3301-32-03 Staff/Child Ratios	On the day of the inspection, it was observed that staff/child ratios were not maintained for each program site.	5
3301-32-03 Staff/Child Ratios Based Upon Age of Children	On the day of the inspection, the following staff/child ratios were not maintained: one staff member for children ages 5 to 10 and one staff member for children ages 11 to 14. The preschool children were in the same room and under the supervision of the same teacher as the school age students.	4
3301-32-04 Annual fire inspection	On the day of the inspection, the program did not have a current annual fire inspection available for review.	33
3301-32-04 Equipment	On the day of the inspection, sharp equipment was left in reach of children.	1
3301-32-04 Emergency Phone Numbers	On the day of the inspection, emergency service phone numbers were not posted and readily accessible to program staff.	5
3301-32-04 Phone Requirements	On the day of the inspection, emergency service phone numbers were not posted and readily accessible to program staff.	4

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-04 Storing Children's Belongings	On the day of the inspection, it was observed that space was not provided for children to store their personal belongings.	1
3301-32-04 Indoor Primary Space	During the inspection and review of the indoor square footage, there was not a minimum of 35 square feet per child.	2
3301-32-05 Curriculum	During the inspection and review of the curriculum, the curriculum did not include health and safety skills.	14
3301-32-05 Curriculum Adapted for Children with Disabilities	During the inspection, it was observed the center's curriculum was not adapted to the needs of children with disabilities.	3
3301-32-05 Curriculum Addresses Needs of Children	During the inspection and review of the curriculum, the curriculum was not adapted to address individual needs, personal interests and developmental levels of children.	8
3301-32-05 Equipment and Materials Support Program Plans	During the inspection, it was observed that the quantity of equipment, materials and furnishings was not enough for the number children present and not age appropriate for the children.	1
3301-32-05 Ombudsman Information	During the inspection, it was observed that the name and telephone number of the department's ombudsman was not posted in a place visible to parents.	5
3301-32-05 Parent Communication and Involvement Policies	During the inspection, there were no written policies and procedures for communicating with and involving parents available for review.	5
3301-32-05 Swimming Facilities Inaccessible to Children	During the inspection, it was observed that swim facilities two or more feet in depth were not fenced or otherwise inaccessible to children when adult supervision was not available. Two wading pools with water in them were right outside of the doors used to access the outside play area.	1
3301-32-05 Swimming Permission	During the inspection and review of children's records, one or more swimming permission forms did not include the location of the swimming/water play site.	2
3301-32-05 Written Philosophy, Goals, Objectives, and Daily Plans	During the inspection, it was observed that the program did not have written daily plans. The program also did not have written goals and objectives or a written philosophy available for review.	23
3301-32-06 Emergency Drill practice	On the day of the inspection, there was no evidence or documentation of quarterly drill practices.	16
3301-32-06 Emergency Plan	At the time of the inspection, the emergency plan did not account for all the following emergencies: medical, dental, environmental, threats of violence, fire, tornado, flood, loss of power, loss of heat and loss of water.	5

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-06 First Aid Supplies	At the time of the inspection, first-aid supplies and directions for their use were not readily available in the building used by the aftercare program.	2
3301-32-06 Health and Safety Policies	On the day of the inspection, there was no written health and safety plan available for review.	1
3301-32-06 Medication Administration	During the inspection and review of medication administration records, medication is administered to children by employees who are not health professionals and/or have not completed drug administration training.	3
3301-32-06 Medication Administration Policy Requirements	On the day of the inspection, the medication policy verified in the school handbook did not meet licensing requirements for rule 3301-32-06(C) of the Administrative Code, including parents administering the first dose of medication, storage of medications for the aftercare program and medication administered by trained staff members.	8
3301-32-06 Medication Administration: First Dose	There was no policy regarding parents giving the first dose of any newly prescribed medication.	6
3301-32-06 Nondiscrimination Policy	During the inspection and review of the program's policies and procedures, there was no information about nondiscrimination services to children and their families based on race, religion, cultural heritage, political beliefs, disability or marital status.	1
3301-32-07 Food Procedures	During the inspection and review of program policies and procedures, there were no written procedures for preparing, handling and serving food and washing food, utensils and equipment.	1
3301-32-07 Meal and Snack Menu	During the inspection, a weekly menu was not planned, prepared and posted.	5
3301-32-07 Meal and Snack Requirements	During the inspection, a weekly menu was not planned, prepared and posted.	8
3301-32-08 Caring for A Mildly Ill Child Procedures	During the inspection and review of the program's policies and procedures, there were no policies and procedures for caring for a mildly ill child.	6
3301-32-08 Communicable Disease Chart	During the inspection, the Ohio Department of Health's 'communicable disease chart' was not posted in a conspicuous place for staff reference.	3
3301-32-08 Diagnosed Communicable Disease Notification	During the inspection and review of the program's policies and procedures, there were no policies and procedures for receiving notification from the parent the same day when a child has been excluded from school because the child is suspected of having a communicable disease.	4

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-08 Management of Communicable Disease Policy	During the inspection, there were no written policies and procedures for the management of communicable disease available for review. The requirements for licensing are available in rule 3301-32-08 of the Ohio Administrative Code and on education.ohio.gov.	9
3301-32-08 Management of Communicable Disease Policy B	During the inspection, the Ohio Department of Health's 'communicable disease chart' was not posted in a conspicuous place for staff reference.	2
3301-32-08 Parent Notified of Child's Illness	During the inspection and review of policies and procedures, there were no policies and procedures for notifying parents of a child who has been observed with signs or symptoms of illness.	2
3301-32-08 Reasons to Isolate and Discharge Child at Some Point During the Day	During the inspection and review of the handbook, the handbook does not include elevated temperature, lice, sore throat, usual spots and rashes and vomiting.	7
3301-32-08 Staff Trained to Recognize Communicable Diseases	During the inspection, a review of staff records and staff schedules indicated that a person training to recognize signs of communicable disease did not observe each child as the child entered the group.	9
3301-32-08 Symptoms of Illness	During the inspection and review of handbook, the handbook did not include all signs and symptoms required by rule.	14
3301-32-09 Abuse and Neglect Protection	During the inspection and review of the program's discipline policy, the policy did not address that the program will neither abuse nor neglect children.	3
3301-32-09 Discipline Restrictions	The program's discipline policy does not include the following restriction: No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, a box or a similar cubicle.	18
3301-32-09 Excluding Children for Disciplinary Reasons	During the inspection and review of the program's discipline policy, the policy did not address exclusion from the program for disciplinary reasons	1
3301-32-09 Parent Provided Written Discipline Policy	During the inspection, there was no policy or documentation available for review regarding parents being provided a copy of the program's written discipline policy that included the behavior discipline laws.	2
3301-32-09 Staff Responsibility for Discipline	The program's written discipline policy does not state that school-age child care staff are responsible for the discipline of the children under their supervision.	3
3301-32-09 Written Discipline Policy	During the inspection, a written discipline policy was not available for review.	8

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-10 Accident Records	During the inspection and review of the program's policies and procedures, there was no information regarding recording and reporting accidents.	2
3301-32-10 Admission and Registration Policy Requirements	During the inspection and review of documents, the ages of children the program serves was not included in the program's policies and procedures.	1
3301-32-10 Child Abuse and Neglect Reporting	During the inspection and review of the program's policies and procedures, there was no information regarding reporting child abuse and neglect.	4
3301-32-10 Child Data Privacy	During the inspection and review of the program's policies and procedures, there was no information regarding child data privacy provisions.	3
3301-32-10 Child Information: Emergency Transportation	During the inspection and review of children's records, individual records did not include parental consent for first aid, medication and transportation to an emergency care facility.	2
3301-32-10 Child Information: Health History	During the inspection, children's information on special medical or health needs, allergies and dietary restrictions was not available for review.	4
3301-32-10 Child Information: Injury reports	During the inspection and review of children's records, individual records did not include injury reports and/or the program did not notify parents when their children were injured and did not maintain a log of such reports.	2
3301-32-10 Child Information: Physician/Dentist	During the inspection and review of children's records, individual records did not include the name and telephone number of the child's physician, dentist or other health care providers.	14
3301-32-10 Child Information: Transportation from Program Authorization	During the inspection and review of children's records, individual records did not include parental designations of authorized persons to take the child from the program.	2
3301-32-10 Child Information: Authorization to Take Child From Program	During the inspection and review of child records, the telephone numbers of three authorized persons who can take children from the program in the event of an emergency was omitted from records.	5
3301-32-10 Child Information: Emergency Transportation	During the inspection and review of children's records, individual records did not include parental consent for first aid, medication and transportation to an emergency care facility.	5
3301-32-10 Child Information: Health History	During the inspection, child information on special medical or health needs, allergies and dietary restrictions was not available for review. Special medical and health needs, allergies and dietary restrictions are to be included in individual child records.	2
3301-32-10 Child Information: Medication Administration	During the inspection and review of child records, individual records did not include a signed parental permission slip for administration of medication and a log of medication administration.	2

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-10 Child Information: Three Emergency Contacts	During the inspection and review of children's records, the telephone numbers of three authorized persons who can take children from the program in the event of an emergency was omitted from records.	14
3301-32-10 Continuity of Care	During the inspection and review of the program's policies and procedures, there was no information regarding the continuity of care.	2
3301-32-10 Distribution of Policies and Procedures	During the inspection, there was no information available for review that showed parents and staff are provided with a copy of the program's policies and procedures.	2
3301-32-10 Excluding Ill Children and Reporting Communicable Diseases	During the inspection and review of the program's policies and procedures, there were no policies and procedures for handling and/or excluding ill children from the program.	2
3301-32-10 License, Compliance Report, and Corrective Action Plan	During the inspection, the most recent compliance report was not posted.	21
3301-32-10 Medication Administration Policy: Staff Training	During the inspection and review of the program's medication policies and procedures, administration of medication by authorized staff was not included. Rule 3301-32-06(C) of the Administrative Code and section 3313.713 of the Revised Code lists the requirements for administering medication.	5
3301-32-10 Parent Participation Regarding Program Design and Evaluation	During the inspection and review of the program's policies and procedures, there was no information regarding parent participation in designing and evaluating the program.	3
3301-32-10 Personnel Polices Available	During the inspection and review of program documents, there was no information regarding personnel polices being available to staff.	1
3301-32-10 Snack and Meal Requirements	During the inspection and review of the program's meal and snack policies and procedures, policies and procedures did not meet the meal requirements as required of rule 3301-32-07(A)-(D) of the Administrative Code.	1
3301-32-10 Staff Record Requirements	During the inspection and review of staff records, records did not include documentation of education and/or related experience, medical statement, record of in-service training (15 hours annually until all staff have reached 45 hours unless the staff member has at least an associate degree, then five hours annually thereafter), non-guilty/non-conviction and/or criminal background check.	13
3301-32-10 Staff/Parent Communication Regarding Program	During the inspection and review of the program's policies and procedures, there was no information regarding communication with and involvement of parents.	1

SCHOOL-AGE CHILD CARE RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-10 Supervision Plan	During the inspection and review of the program's policies and procedures, information regarding a supervision plan was not included. Supervision plan requirements are listed in rule 3301-32-03(F) of the Administrative Code.	1
3301-32-10 Volunteer Policies	During the inspection and review of the program's policies and procedures, there was no information on use of volunteers in the program.	1