



# Ohio

## Ohio Department of Education

PRESCHOOL AND SCHOOL AGE  
CHILDCARE LICENSING VIOLATIONS

FY16

**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 onsite visits during the 2015-16 school year. Violations must be corrected. The first step in correction is the creation and implementation of a written corrective-action plan.**

**All Rules are Ohio Administrative Code**

<b>Rule Citation</b>	<b>Explanation</b>	<b>Number of Violations</b>
Compliance and Investigation 3301-37-02(I)	The most recent written compliance reports shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the Department. The most recent compliance report was not posted.	39
Compliance and Investigation 3301-37-02(I)	The most recent corrective action plan shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the Department. The most recent corrective action plan was not posted.	23
Compliance and Investigation 3301-37-02(O)	The following are identified as "serious risk" violations of a license due to the great risk of harm to children: (1) A child was left unattended outside of the facility/building.	2
Program 3301-37- 03(B)	A written curriculum shall be adopted which describes developmentally appropriate activities, learning environment and approaches which meet the individual needs of the children and is aligned to the early learning content standards adopted by the State Board of Education.	4
Program 3301-37-03(C)	The program's daily schedule for each age group shall include a balance of both quiet and active play throughout the day, which shall meet intellectual, physical, social and emotional needs of each child through indoor and outdoor activities. The written daily schedule shall be reflected in actual observation of the program.	3
Program 3301-37-03(D)	A full-day program serving preschool children shall have a nap/rest period reflected in the daily written program. Nap/rest periods shall not exceed one and one-half hours in the daily schedule for any child in a full-day program. A quiet space for children who want to rest or nap shall be provided.	3

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Rule Citation	Explanation	Number of Violations
Program 3301-37-03(E)	A child who attends the center for five hours or more on a given day shall be provided with a mat or cot to rest. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers.	2
Program 3301-37-03(F)	Children's development progress shall be reviewed and reported to parent(s) at established intervals. All reporting shall be conducted according to established procedures of the program's governing board. A conference involving the teacher and parent shall be held at least twice each school year.	5
Program 3301-37-03(G)	The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies. The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.	7
Staff 3301-37-04(C)	Staff members, nonteaching employees and volunteers shall annually sign a non-guilty/ non-conviction statement on a prescribed form.	36
Staff 3301-37-04(D)	A licensed physician shall examine each director and preschool staff member not more than 30 days before employment. An employee medical statement shall be on file and be available for review by the Department. Employee medical statements should be updated on a regular basis according to program policy. A physician, a physician's assistant, a clinical nurse specialist or a certified nurse may provide the medical statement.	123
Staff 3301-37-04(E)	Each preschool staff member shall be at least 18 years of age and have a high school diploma or a certification of high school equivalency issued by the State Board of Education or a comparable agency on file for review.	27
Staff 3301-37-04(E)(1)	A staff member did not have documentation of a high school diploma on file.	7
Staff 3301-37-04(H)(1)	The director of the preschool program did not meet rule requirements for the position	4

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Rule Citation	Explanation	Number of Violations
Staff 3301-37-04(I)(2)	Each class/group in a preschool program shall have assigned a head teacher in accordance with the rule.	1
Staff 3301-37-04(J)	Extended day child care provided to preschool children before or after the preschool program shall have staff members assigned that at a minimum, are at least 18 years of age and have at least a high school diploma or certification of high school equivalency issued by the state board of education or comparable agency. The extended child care staff member must also meet requirements related to a medical examination, in- service and background investigation as cited in this rule. Child care staff/child ratios in accordance with rule 3301-37-04 of the Administrative Code must be maintained at all times.	5
Staff 3301-37-04(L)	Substitute teachers shall meet the following minimum requirements for programs operated by public schools, education service centers, or county boards of developmental disabilities: (a) Being at least 18 years of age; (b) Have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency; Meet the requirements related to a medical examination, inservice and criminal background investigation as cited in section 3301.541 of the Revised Code after 15 school days.	1
Staff 3301-37-04(L)(2)(a)	A long-term substitute did not meet the requirements related to a medical examination, in-service and criminal background investigation.	1
Staff 3301-37-04(M)	Unless the preschool staff member or director holds an associate or higher degree in child development or early childhood education from an accredited college, university or technical college, a prekindergarten associate certificate or license issued by the State Board of Education, or a prekindergarten teaching certificate or endorsement, the preschool staff member and director shall annually complete inservice training of 15 hours until a total of 45 hours has been completed. Preschool staff members who have met the 45-hour inservice requirement shall thereafter complete 10 annual clock hours of inservice.	35

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Rule Citation	Explanation	Number of Violations
Staff 3301-37-04(M)(1)	Documentation of required annual in-service training in one or more of the following areas: child development or early childhood education; child abuse recognition and prevention; First Aid; and/or prevention, recognition, and management of communicable diseases, was not on file.	6
Staff 3301-37-04(N)	Part time staff did not have required annual in-service training hours.	7
Staff 3301-37-04(O)	Preschool staff employed part time shall complete the inservice requirement based upon the percentage of time or full-time equivalency of their preschool assignment.	18
Staff 3301-37-04 P	Preschool staff members licensed by the Department shall complete 10 annual clock hours that may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code.	12
Staff 3301-37-04(Q)	The training specified in (N) of this rule shall be provided by an approved trainer who shall have at least two years of experience specific to the subject area and possess an associate or higher degree in one of the following: child development or early childhood education, education, home economics, nursing, nutrition, psychology, dental hygiene or social work. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript or other written evidence accepted by the director as evidence of completion of at least 90 quarter credit hours or 60 semester credit hours from an accredited college, university or technical college. The coursework shall include at least 36 quarter credit hours or 24 semester credit hours in courses in any of the subject areas listed in paragraph (K) of this rule, or a prekindergarten certificate or endorsement or early childhood license issued by the state board of education, or a license as a physician or registered nurse.	1

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Rule Paragraph	Explanation	Number of Violations
Staff 3301-37-04(R)	A director and preschool staff members shall provide evidence of a BCII investigation and FBI criminal background check as required by section 3319.391 of the Revised Code. Documentation and five-year updates are to be sent to the district or the Department's Office of Educator Licensure and shall be kept on file.	46
Staff 3301-37-04(S)	Each staff member and volunteer shall annually complete a non-guilty/non-conviction statement.	1
Staff 3301-37-04(T)	The preschool staff member/child ratio, as described in rule, must be maintained at all times.	2
Staff 3301-37-04(T)(1)	Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.	4
Staff 3301-37-04(T)(2)	Each class/group shall have at least one head teacher as defined in rule.	3
Staff 3301-37-04(T)(3)	No child shall ever be left alone or unsupervised.	5
Staff 3301-37-04(T)(4)	In each program, the maximum number of children per preschool staff member and the maximum group size by age category of children shall be as indicated in rule.	3
Facility 3301-37-05(A)	The program shall be located in a safe space that accommodates the enrollment, supports child growth and development according to program objectives, and meets the requirements of section 3301.55 of the Revised Code.	12
Facility 3301-37-05(B)	The program shall provide written documentation of an annual fire inspection and approval of the facility. Annually means within 12 months of the previous fire inspection.	61

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Rule Citation	Explanation	Number of Violations
Facility 3301-37-05(E)(1)	The surface of the outdoor play space shall be well drained.	4
Facility 3301-37-05(E)(2)	The play space shall be free of hazards such as, but not limited to, broken glass, potholes, garbage, flammable materials and other debris.	2
Facility 3301-37-05(E)(3)	The play area shall be well defined to protect children from traffic, animals or other hazards.	1
Facility 3301-37-05(E)(5)	Two students were unsupervised while going to the restroom.	1
Equipment and supplies 3301-37-06(A)(1)	Material and equipment shall be maintained in a safe and sanitary condition.	5
Equipment and supplies 3301-37-06(A)(2)	Material and equipment shall be provided in quantities proportionate to the enrollment.	2
Equipment and supplies 3301-37-06(B)(2)	Furniture, materials and equipment shall meet safety and sanitation guidelines developed by the Department. Electrical outlets shall be covered when not in use.	7
Equipment and supplies 3301-37-06 (B)(3)	Space heaters shall not be used in any preschool program unless approved in writing by the building and/or fire official having jurisdiction in the area.	1
Equipment and supplies 3301-37-06(B)(5)	Cleaning and sanitizing supplies shall be stored out of reach of children.	5
Equipment and supplies 3301-37-06(C)	Play materials used in the program shall be arranged so that children may select, remove and replace play materials with a minimum of assistance.	4
Equipment and supplies 3301-37-06(D)	Adequate and sufficient first-aid supplies shall be readily available at all times the program is in operation.	1

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Rule Citation	Explanation	Number of Violations
Policies and procedures 3301-37-07(A)	Board-adopted policy does not include swimming policies.	1
Policies and procedures 3301-37-07(B)	Board-adopted preschool policies are incomplete.	8
Policies and procedures 3301-37-07(D)	All preschool policies have not been board adopted.	2
Policies and procedures 3301-37-07(D)(1)(a)	Staff policies shall at a minimum meet the requirements of rule 3301-37-04 of the Administrative Code. Policies shall address staff awareness of each enrolled child's cumulative and health records required in rule 3301-37-05 of the Administrative Code and shall include procedures for checking references of potential employees.	1
Policies and Procedures 3301-37-07(D)(1)(b)	Policies shall be appropriate for children enrolled in the program shall at a minimum include, but not be limited to preschool policies described in this rule: (b) Include procedures for checking references of potential employees.	1
Policies and procedures 3301-37-07(D)(2)	Cumulative records that at a minimum meet the requirements of rule 3301-37-08 of the Administrative Code shall be maintained.	1
Policies and procedures 3301-37-07(D)(4)(a)(i)	Requiring immunization records and compliance with emergency medical authorization requirements in accordance with rules adopted by the State Board of Education under section 3301.53 of the Revised Code; Programs funded through the Department shall include requirements for health and developmental screening as described in the early learning program standards	3
Policies and procedures 3301-37-07(D)(4)(a)(ii)	Providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals	6

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Rule Citation	Explanation	Number of Violations
Policies and procedures 3301-37-07(D)(4)(a)(iii)	Posting medical and dental emergency procedures in each preschool room and by each telephone, and making such available to school personnel, children and parents;	16
Policies and procedures 3301-37-07(D)(4)(a)(iv)	Emergency numbers shall be posted by each telephone.	7
Policies and procedures 3301-37-07(D)(4)(a)(vi)	Procedures for providing written notification to parents when a child is injured and maintaining a log of injury reports was not on file.	1
Policies and procedures 3301-37-07(D)(4)(b)	Providing first-aid facilities and materials.	2
Policies and procedures 3301-37-07(D)(4)(c)(i)(a)	Prior to administration of a medication, food supplement, modified diet or fluoride supplement, the program shall secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement.	2
Policies and procedures 3301-37-07(D)(4)(c)(ii)	Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year.	2
Policies and procedures 3301-37-07(D)(4)(c)(iii)	The medication administration policy was not available for review.	14
Policies and procedures 3301-37-07(D)(4)(c)(iv)	Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.	2
Policies and procedures 3301-37-07(D)(5)(b)	A roster with the name and telephone number of the child and of the child's parent shall be prepared for each group of children in the program at least once annually. The roster should be furnished to each parent upon request.	8

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Rule Citation	Explanation	Number of Violations
Policies and procedures 3301-37-07 (D)(5)(c)	Parent rosters with the appropriate information were not available for review.	7
Policies and procedures 3301-37-07 (D)(5)(c)(i)	Secure from each parent a signed statement to be included in rosters.	10
Policies and procedures 3301-37-07(D)(6)	The program shall have a behavior management/discipline policy that at a minimum meets the requirements of rule 3301-37-10 of the Administrative Code.	4
Policies and procedures 3301-37-07 (D)(7)	Management of Communicable Disease policy did not include all required information.	3
Policies and procedures 3301-37-07(D)(7)(b)	In each building in which a program is operated, at least one preschool staff member who has completed a child abuse recognition and prevention course based on an approved curriculum.	44
Policies and procedures 3301-37-07(D)(7)(a)(i)	At least one preschool staff member who has completed a course in First Aid was not readily available at all times	24
Policies and procedures 3301-37-07(D)(7)(a)(ii)	In each building in which a program is operated, at least one preschool staff member who has completed a course in prevention, recognition and management of communicable diseases shall be readily available at all times	49
Child Information 3301-37-08(A)	Prior to the date of admission or not later than 30 days after date of admission of a child, the parent shall provide a medical statement, and every 13 months from the date of examination thereafter.	72

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Rule Citation	Explanation	Number of Violations
Child Information 3301-37-08 (A)(4)	A physician, a physician's assistant, a clinical nurse specialist or a certified nurse shall provide the medical statement.	4
Child Information 3301-37-08(B)(1)	Cumulative records were missing for a recently enrolled child.	1
Child Information 3301-37-08(B)(1)(c)	The cumulative record of each child shall include but not be limited to names, addresses and telephone numbers of two persons to contact in an emergency if the parent cannot be located.	5
Child Information 3301-37-08(B)(1)(d)	The cumulative record of each child shall include but not be limited to name of the person(s) to whom the child can be released.	7
Child Information 3301-37-08 (B)(1)(e)	There was no evidence of parent authorization for transportation related to the program available for review in the students' cumulative record.	6
Child Information 3301-37-08(B)(2)(a)	Medical statements were not on file for all children.	4
Child Information 3301-37-08(B)(2)(c)	The health record of each child shall include but not be limited to an immunization record as required by section 3313.67 of the Revised Code, which record shall include immunizations required by section 3313.671 of the Revised Code.	17
Child Information 3301-37-08 (B)(2)(d)	The health record of each child shall include but not be limited to a list of any allergies and treatment for said allergies.	1
Child Information 3301-37-08(B)(2)(e)	The health record of each child shall include but not be limited to a list of any medications, food supplements, modified diets or fluoride supplements currently being administered to the child.	1

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Rule Citation	Explanation	Number of Violations
Child Information 3301-37-08 (B)(2)(f)	The health record of each child shall include but not be limited to a list of any chronic physical problems and any history of hospitalization.	6
Child Information 3301-37-08(B)(2)(g)	The health record of each child shall include but not be limited to a list of any diseases the child has had.	6
Child Information 3301-37-08(B)(2)(h)	The health record of each child shall include but not be limited to names, addresses and telephone numbers of a physician and a dentist in case of emergency.	6
Child Information 3301-37-08 (B)(2)(i)	The health record of each child shall include but not be limited to permission of parent for emergency medical and dental care as required by section 3313.712 of the Revised Code.	7
Child Information 3301-37-08 (B)(2)(j)	The health record of each child shall include but not be limited to permission of parent for emergency transportation.	9
Child Information 3301-37-08 (B)(1)(e)	There was no evidence of parent authorization for transportation related to the program available for review in the students' cumulative record.	6
Child Information 3301-37-08(B)(2)(a)	Medical statements were not on file for all children.	4
Child Information 3301-37-08(B)(2)(c)	The health record of each child shall include but not be limited to an immunization record as required by section 3313.67 of the Revised Code, which record shall include immunizations required by section 3313.671 of the Revised Code.	17
Child Information 3301-37-08(B)(2)(d)	The health record of each child shall include but not be limited to a list of any allergies and treatment for said allergies.	1

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Rule Citation	Explanation	Number of Violations
Child Information 3301-37-08(B)(2)(e)	The health record of each child shall include but not be limited to a list of any medications, food supplements, modified diets or fluoride supplements currently being administered to the child.	1
Child Information 3301-37-08(B)(2)(f)	The health record of each child shall include but not be limited to a list of any chronic physical problems and any history of hospitalization.	6
Child Information 3301-37-08(B)(2)(g)	The health record of each child shall include but not be limited to a list of any diseases the child has had.	6
Child Information 3301-37-08(B)(2)(h)	The health record of each child shall include but not be limited to names, addresses and telephone numbers of a physician and a dentist in case of emergency.	6
Child Information 3301-37-08(B)(2)(i)	The health record of each child shall include but not be limited to permission of parent for emergency medical and dental care as required by section 3313.712 of the Revised Code.	7
Child Information 3301-37-08(B)(2)(j)	The health record of each child shall include but not be limited to permission of parent for emergency transportation.	9

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Rule Paragraph	Explanation	Number of Violations
School food service 3301-37-09(B)(3)	A choice from two of the groups listed below must be served for snack: (a) meat/meat-equivalent group; (b) bread/bread-alternatives group; (c) milk group; or (d) fruit/vegetable group	5
School food service 3301-37-09(C)(1)	Meals/Snacks were not age appropriate.	1
School food service 3301-37-09(D)	Current menus were not posted in a conspicuous place and did not reflect all meals and snacks to be served by the program.	11
Behavior Management Discipline 3301-37-10(A)	Not all 10 restrictions required for the behavior management policy were on file.	20
Behavior Management Discipline 3301-37-10(E)	The parent of a child enrolled in a center shall receive the center's written discipline policy.	2
Behavior Management Discipline 3301-37-10(F)	All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.	4
Management of Communicable Disease 3301-37-11(B)(4)	Programs shall follow the Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses.	3
Management of Communicable Disease 3301-37-11(B)(5)(c)	The program communicable disease policy shall include the following: A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child.	1

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Rule Citation	Explanation	Number of Violations
Diapering 3301-37-12(A)(3)	Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.	1
Diapering 3301-37-12(C)	Diaper pails not covered in all classrooms.	1

Rule Citation	Explanation	Number of Violations
Staff 3301-32-02(B)	School child program staff members shall not have pleaded guilty or have been convicted of any offense mentioned in section 3301.541 of the Revised Code and shall have a criminal background check completed by the appropriate state or federal agency.	23
Staff 3301-32-02(C)	All staff, volunteers and responsible individuals shall sign a non-guilty/non-conviction statement on an annual basis.	26
Staff 3301-32-02(D)	Staff members of school child programs shall be examined by a licensed physician, physician's assistant, clinical nurse specialist or certified nurse not more than 12 months prior to employment and up to 30 days after employment.	16
Staff 3301-32-02(E)	Community partners will provide the school childcare administrator with documentation that confirms every reasonable assurance is taken to safeguard enrolled children in alignment with this rule and will provide documentation to support assurance upon request.	10
Staff 3301-32-02 (G)(1)	A program coordinator shall, at a minimum, meet the requirements of a program team leader.	5

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Rule Citation	Explanation	Number of Violations
Staff 3301-32-02 (G)(2)(a)	A program team leader shall be at least 21 years of age.	4
Staff 3301-32-02 (G)(2)(b)	A program team leader shall have a high school diploma or equivalent on file for review.	10
Staff 3301-32-02 (G)(2)(c)	A program team leader shall have a minimum of 2,000 hours of documented, related experience, or 90 quarter or 60 semester hours of successfully completed coursework at an accredited college or university.	5
Staff 3301-32-02 (G)(3)(a)	A program assistant shall be at least 18 years of age;	6
Staff 3301-32-02 (G)(3)(b)	A program assistant shall hold a high school diploma or equivalent.	15
Staff 3301-32-02 (G)(3)(c)	All staff members shall meet the following minimum requirements at the time they are employed. A program assistant shall have 500 hours of related experience.	6
Staff S3301-32-02 (G)(4)(a)	Volunteers used in ratio did not meet requirements in rule.	6

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Rule Citation	Explanation	Number of Violations
Staff 3301-32-02(H)	If fully qualified staff members are not available to fill all of the positions, persons who meet the qualifications for the position except for related experience hours may be employed and the hours scheduled in the school child program may be used in calculating the related experience requirement. Within two years from date of employment, the staff member hired under the conditions detailed in this paragraph shall complete the experience requirement.	1
Staff 3301-32-02(I)	All staff members, as well as volunteers and responsible individuals used as staff members, shall receive orientation training that addresses program policies and procedures within seven calendar days of the first scheduled date of attendance on job.	20
Staff 3301-32-02(J)	Each staff member designated as a team leader, program assistant, or responsible individual who is paid and scheduled to work directly with children shall have on file evidence of annually completing a minimum of 15 clock hours of inservice training.	13
Staff 3301-32-02(M)	Documentation of completed inservice training as required shall include date, place, topic, program coordinator's and presenter's signatures.	2
Staff ratios and volunteers 3301-32-03(A)	Staff/child ratios shall be at least one staff member caring for 18 school children who are five years old, but less than 11 years old; or at least one staff member caring for every 20 school children who are 11 years old or older.	4
Staff ratios and volunteers 3301-32-03 (F)(1)	Written policies, procedures and supervision plans may include the following option provided staff/child ratios are maintained: Children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes.	2

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Rule Citation	Explanation	Number of Violations
Staff ratios and volunteers 3301-32-03 (F)(2)	Written policies, procedures, and supervision plans may include the following option provided staff/child ratios are maintained: Children of kindergarten or higher grade in groups of two or more may be without direct adult supervision.	2
Staff ratios and volunteers 3301-32-03(H)	A staff member with current valid first aid and CPR, child abuse recognition and prevention, and management of communicable disease certification shall be on site at all times when children are in attendance.	35
Facilities 3301-32-04 (B)(1)	A program not conducted in school buildings may not be licensed until it has been ascertained that such use conforms to local codes and ordinances, and until the premises have passed inspection by a fire marshal.	2
Facilities 3301-32-04(C)	Both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program.	26
Facilities 3301-32-04(E)	Program sites shall provide a minimum of 35 square feet of indoor primary space per child.	1
Facilities 3301-32-04(L)	Space for storage of equipment and children's personal belongings shall be available	1
Facilities 3301-32-04(N)	Telephone numbers for emergency services as may be locally appropriate must be posted near the telephone	4

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Rule Citation	Explanation	Number of Violations
Program and curriculum 3301-32-05(A)	A school child program shall have a written philosophy, goals, objectives and daily plans that provide balance to the academic emphasis of the regular school day.	3
Program and curriculum 3301-31-05 (B)(1)	A school child curriculum shall address, but not necessarily be limited to, personal discipline.	2
Program and curriculum 3301-2-05(B)(2)	A school child curriculum shall address, but not necessarily be limited to, social development and emotional well-being.	2
Program and curriculum 3301-32-05(B)(3)	A school child curriculum shall address, but not necessarily be limited to, recreational skills.	2
Program and curriculum 3301-32-05 (B)(4)	A school child curriculum shall address, but not necessarily be limited to, health and safety skills.	3
Program and curriculum 3301-32-05(D)	The school child program shall have written policy and procedures for communication with and involvement of parents whose children attend the program. The name and telephone number of the Department's ombudsman shall be posted.	1
Program and curriculum 3301-32-05(E)	A school child program shall provide a written plan for communication between the program and the kindergarten through grade 12 system, and identify public and nonprofit entities with whom they may cooperate for programming.	2

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Rule Citations	Explanation	Number of Violations
Program and curriculum 3301-32-05(F)	A school child program shall provide activities, equipment and materials that are developmentally and age appropriate and reflect heterogeneous, racial, gender and cultural attributes.	6
Health and safety 3301-32-06(D)	First aid supplies and directions for their use shall be readily available at all times the program is in operation and taken on all field trips.	1
Health and safety 3301-32-06(E)	The program shall have an emergency plan and all staff shall have training and annual reviews of that emergency plan.	4
Health and safety 3301-32-06(F)	Children shall have emergency drill practice at least once per quarter during the school year and at least once during a summer program.	6
Nutrition 3301-32-07(A)	A program shall serve a nutritious snack as defined in rule to each child in attendance.	2
Nutrition 3301-32-07(C)(1)	Programs that provide meals or snacks shall follow the requirements of the school district, county board of developmental disabilities or eligible nonpublic school, and comply with the nutritional requirements of the United States Department of Agriculture.	12

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Rule Citation	Explanation	Number of Violations
Management of communicable disease 3301-32-08 (B)(4)(d)	The communicable disease policy shall include procedure whereby a child suspected of having a communicable disease shall be observed carefully for worsening condition.	2
Management of communicable disease 3301-32-08 (C)(5)	Each program shall have written policies and procedures that require placing the Ohio Department of Health's poster "Child Day Care Center Communicable Disease chart" or school's communicable disease chart in a conspicuous place for staff reference.	4
Discipline 3301-32-09(A)	The program shall have a written discipline policy describing the program's philosophy of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.	4
Discipline 3301-32-09(C)	The school child program shall provide inservice training to staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.	6
Discipline 3301-32-09(D)	The parent of a child enrolled in a program shall receive the program's written discipline policy.	4
Discipline 3301-32-09(I)(1)	The program's discipline policy shall be restricted as follows: There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to, punching or pinching.	3
Discipline 3301-32-09(I)(2)	The program's discipline policy shall be restricted as follows: Discipline shall not be delegated to a child.	3

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Rule Citation	Explanation	Number of Violations
Discipline 3301-32-09(l)(3)	The program's discipline policy shall be restricted as follows: No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain controls.	3
Discipline 3301-32-09(l)(5)	The program's discipline policy shall be restricted as follows: No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.	3
Discipline 3301-32-09(l)(6)	The program's discipline policy shall be restricted as follows: Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.	3
Discipline 3301-32-09(l)(7)	The program's discipline policy shall be restricted as follows: Techniques of discipline shall not humiliate, shame or frighten a child.	3
Discipline 3301-32-09(l)(8)	The program's discipline policy shall be restricted as follows: Discipline shall not include the withholding of food, rest or toilet use.	3
Discipline 3301-32-09(l)(9)	The program's discipline policy shall be restricted as follows: Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member and in a safe, lighted and well-ventilated space.	3
Policies and Procedures 3301-32-10 (A)(1)	Program has written philosophy and goals as required in paragraph (A) of rule 3301-32-05 of the Administrative Code.	2

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Rule Citation	Explanation	Number of Violations
Policies and Procedures 3301-32-10 (A)(12)	Program has a written policy for handling and/or exclusion of ill children and reporting communicable diseases as required in paragraph (C) of rule 3301-32-08 of the Administrative Code.	1
Policies and Procedures 3301-32-10 (A)(13)	Administration of medications as required in paragraph (C) of rule 3301-32-06 of the Administrative Code by staff members authorized to administer medications as required under section 3313.713 of the Revised Code.	2
Policies and Procedures 3301-32-10 (A)(14)	The program has a written policy for emergency action in case of fire, homeland security, severe weather, and medical, dental, and other emergencies.	1
Policies and Procedures 3301-32-10 (A)(7)	A written policy and procedures that address maintenance of staff/child ratios as required in rule 3301-32-03 of the Administrative code including a supervision plan as required in paragraph (F) of rule 3301-32-03 shall be in place.	1
Policies and Procedures 3301-32-10 (A)(9)	A written policy and procedures that address staff/parent communication and parent involvement, including information for parents about the program and its services, discussing their children's needs and progress, and procedures for addressing parent complaints shall be in place.	1
Policies and Procedures 3301-32-10(B)	Program policies and procedures shall be given to all parents at the start of the school year or at the time of enrollment, to staff prior to working with the children, and to other persons upon request.	2
Policies and Procedures 3301-32-10(C)(4)	Program policies and procedures shall include staff orientation and inservice.	7

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Rule Citation	Explanation	Number of Violations
Policies and Procedures 3301-32-10(E)(1)	Individual staff records shall be maintained and include documentation of education and/or related experience.	1
Policies and Procedures 3301-32-10 (E)(4)	Individual staff records shall be maintained and include performance evaluations.	6
Policies and Procedures 3301-32-10 (E)(5)	Individual staff records shall be maintained and include evidence of three written references or documentation of three reference checks.	1
Policies and Procedures 3301-32-10 (F)(1)	Individual child records shall be maintained and updated at least annually and include registration information including, but not necessarily limited to, the following: child's name, date of birth, date of admission, parent's name, home address, business address and telephone number where the parent can be reached during the time the child attends the program (if applicable) and/or procedures for reaching the parents, and the name of the school the child attends.	2
Policies and Procedures 3301-32-10(F)(2)	Individual child records shall be maintained and updated at least annually and include telephone numbers of three authorized persons to take the child from the program in the event of an emergency.	2
Policies and Procedures 3301-32-10(F)(3)	Individual child records shall be maintained and updated at least annually and include parental consent for first aid, medication and transportation to an emergency care facility.	2

Ohio Department of Education Preschool Licensing Violations Fiscal Year 2016

Rule Citation	Explanation	Number of Violations
Policies and Procedures 3301-32-10 (F)(5)	Individual child records shall be maintained and updated at least annually and include a signed parental permission slip for administration of medication and a log of medication administration.	1
Policies and Procedures 3301-32-10 (F)(6)	The program shall notify parents when their child is injured and the program shall maintain a log of such reports.	2
Policies and Procedures 3301-32-10(F)(9)	Individual child records shall be maintained and updated at least annually and include information on special medical or health needs, allergies and dietary restrictions.	4
Policies and Procedures 3301-32-10(I)	Each school child program shall have its license granted under section 3301.58 of the Revised Code and most recent compliance report and corrective action plan posted in a conspicuous place.	14