



This document is not a comprehensive list. It is intended to assist programs in preparing for a preschool site inspection and is to be used in conjunction with the preschool licensing rules. For rules, sample forms, and other resources, please visit the [Ohio Department of Education Preschool Licensing](#) online.

Serious Risk Rules are listed in [Chapter 3301-37-02, 01-10 of the Administrative Code](#).

It may be helpful to **prepare a binder** containing required written documentation.

Note: The detailed content requirements for each plan or policy are included in the rule referenced in parentheses after each item listed. See the link above for the licensing rules for preschool.

Section I - Written Documentation

- Curriculum must be developmentally appropriate and aligned to the early learning content standards. *(Rule 03 - Program)*
- Program's philosophy, goals, and daily schedule. *(Rule 03 - Program)*
- Plan for providing a nap/rest period, quiet space, and cots for full-day programs. *(Rule 03 - Program)*
- Plan on how developmental progress will be reviewed/reported to parent(s) and for parent/teacher conferences to be held twice a year. *(Rule 03 - Program)*
- Parent handbook that encourages parental participation and includes how to obtain copies of inspection report/how to file a complaint. *(Rule 03-Program)*

Policies and Procedures must include (but are not limited to):

- Policies for staff. *(Rule 07 - Policies & Procedures)*
- Cumulative records. *(Rule 07 - Policies & Procedures)*
- Health and safety procedures. *(Rule 07 - Policies & Procedures)*
- Policy for transportation and field trips. *(Rule 07 - Policies & Procedures)*
- Statement of unlimited access for parents. *(Rule 07 - Policies & Procedures)*
- Plan for providing services for a child with a disability in a public school or services for child in an eligible nonpublic school. *(Rule 07 - Policies & Procedures)*
- Medication Policy. *(Rule 07 - Policies & Procedures)*
- Behavior Management Policy. *(Rule 10 - Behavior Management/Discipline)*
- Communicable Disease Policy. *(Rule 11 - Management of Communicable Disease)*

Section II - Posted

- Most recent written compliance report *(Rule 07 - Policies & Procedures)*
- If applicable, corrective action plan posted near the program license. *(Rule 07 - Policies & Procedures)*
- Procedures for emergency situations and keeping records of such drills or dismissals. *(Rule 07 - Policies & Procedures)*
- Medical and dental emergency procedures in each preschool room and by each telephone. *(Rule 07 - Policies & Procedures)*
- Emergency numbers by each telephone. *(Rule 07 - Policies & Procedures)*
- Current menus for the entire week including any substitute foods served recorded on the posted menu. *(Rule 09 - School Food Services)*

Section III - Observed

- Written annual fire inspection report. *(Rule 05 - Facility)*
- Mats/cots for rest for child who attends the center for 5+ hours. *(Rule 03-Program)*
- Record of fire drills, rapid dismissals, tornado drills, and school safety drills. *(Rule 04 - Staff)*
- Preschool staff/child ratio and maximum group size maintained at all times; no child left alone/unsupervised. *(Rule 04 - Staff)*
- Program located in safe/convenient facility with space exclusively used for children enrolled in program. *(Rule 05 - Facility)*

- Indoor space not less than 35 sq. ft. per child and play space (indoor/outdoor) not less than 60 sq. ft. per child. *(Rule 05 - Facility)*
- A phone is available. *(Rule 05 - Facility)*
- Furniture/materials/equipment appropriate size, safe/sanitary condition maintained, sufficient quantities. *(Rule 06 - Equipment & Supplies)*
- Maximum group size does not exceed twice the maximum number of children allowed per staff member. *(Rule 03 - Staff Ratios & Volunteers)*
- Protective mats under climbers; electrical outlets covered; cleaning and sanitizing supplies out of reach of children. *(Rule 06 - Equipment & Supplies)*
- Play materials arranged so children may select, remove, and replace with minimum assistance. *(Rule 06 - Equipment & Supplies)*
- Parent roster available. *(Rule 07 - Policies and Procedures)*
- Meals provided for children attending 4+ hours and in attendance entirely between the hours of 11 a.m. and 1:30 p.m.; appropriate snacks of quantity and quality to supplement food served at home. *(Rule 09 - School Food Services)*
- Children have access to toilets, sinks and safe drinking water at all times. *(Rule 04 - Facilities & Rule 07-Nutrition)*

Section IV - Staff Files (Required Documentation)

- Criminal background checks and five-year updates on file. *(Rule 04 - Staff)*
- Non-guilty/non-conviction statement signed annually by staff, volunteers, and responsible individuals. *(Rule 04 - Staff)*
- Documentation of formal education completed, educator license. *(Rule 04 - Staff)*
- Medical statement signed by medical professional as stated in the rule. *(Rule 04 - Staff)*
- Documentation of annual in-service training and required Health and Safety inservice. *(Rule 04 - Staff)*

Section V - Children's Records (Required Documentation)

- Medical examinations and record of immunizations. *(Rule 08 - Child Information)*
- Cumulative record: Child name, date of birth; name, address, phone numbers of parents; names, addresses, phone numbers of 2 emergency contacts if the parent cannot be located; name of persons(s) to whom the child can be released; Parent authorization for transportation related to the program. *(Rule 08 - Child Information)*
- Written parental/physician/dental permission for administration of medication; log of medication administration. *(Rule 08 - Child Information)*
- A list of any allergies and treatment; any diseases, chronic physical problems and hospitalization; medications, food supplements, modified diets, or fluoride supplements the child takes. *(Rule 08 - Child Information)*
- Names, addresses, and telephone numbers of physician and dentist in case of emergency. *(Rule 08 - Child Information)*
- Parental permission for emergency medical, dental, emergency transportation care as required. *(Rule 08 - Child Information)*
- Attendance records (including admission and withdrawal). *(Rule 08 - Child Information)*
- Parent notification when a child is injured; the program maintains a log of injury reports. *(Rule 08 - Child Information)*
- Permission to participate in swimming activities. *(Rule 07 - Policies & Procedures)*
- Signed statement by parent indicating whether parent desires to be included in rosters. *(Rule 07 - Policies & Procedures)*

Section VI - Infant/Toddler Programming

- Cribs meet safety standards (Certificate of compliance on file, June 2011, cpsc.gov) labeled with infant's name, assigned to children based on height, and spaced apart in accordance with this rule. *(Rule 06 - Equipment & Supplies)*
- Infant food and formula **prepared, stored, and served** and breast milk **stored and served** in accordance with this rule. *(Rule 09 - School Food Services)*
- Diaper care and potty chairs handled in accordance of this rule. *(Rule 12 - Diapering)*
- Potty chairs are emptied, cleaned, and disinfected in accordance with this rule. *(Rule 06 - Equipment & Supplies)*