

## Preschool Prep for Site Visit – May 2013

Note: This is not a comprehensive list. For rules, sample forms, and other resources, please visit the [ODE licensing page](#) or visit [education.ohio.gov](http://education.ohio.gov) (search for "Licensing for Preschool and School-Age Child Care Programs.")

### Written

- Director and staff recruitment/employment discrimination (PS 37 04-A)
- Written philosophy and goals (PS 37 03-A)
- Written curriculum alignment (PS 37 03-B)
- Full-day nap requirement (PS 37 03-D)
- Parent communication, participation (PS 37 03-F; PS 37 03-G)
- Director and/or head teacher onsite requirements (PS 37-04 –G)
- Adult onsite requirements (PS 37 04-V)
- Combined age groups (3301-37-04 T & W1)
- Montessori age groups (PS 37 04-W2)

### Policies and Procedures

- Policies approved (PS 37 07-B) and appropriate program (PS 37 07-D)
- Staff awareness of child and health records (3301-37-05; PS 37 07-D1a)
- Procedures for checking references (PS 37 07-D1a)
- Cumulative records (3301-37-08; PS 37 07-D2)
- Developmentally appropriate program planning (PS 37 07-D3a; PS 37 07-D3b)
- Health and safety procedures (3301-37-11; 3301-37-12; PS 37 07-D4)
- Admission and attendance (PS 37 07-D5)
- Transportation and field trips (PS 37-07 –D8)
- Management of communicable diseases policy (PS 37 07-D7)
- Parent notification of child symptoms (PS 37 11-B1)
- Isolate/monitor/discharge child with symptoms of illness (PS 37 11-B2, B3, B5a-e)
- Written policy for disease management, parent notification (PS 37 11-C1-5)
- Written behavior management/discipline policy (PS 37 07-D6; PS 37 10-A; PS 37 10-B)
- No cruel, harsh, corporal or unusual punishment (PS 37 10-D1-F)
- Procedures for notifying parents in the event of a child being injured; maintain log (PS 37 07-D4avi)
- Administering a medication, food supplement, modified diet, or fluoride supplements (PS 37 07-D4c-cii)
- Off-site swim requirements ( 3301-37-04; 07-D4f)
- Parents: unlimited school access to contact child, evaluate care, the premises, or other purposes (PS 37 07-E)
- The program shall maintain daily attendance records including admission and withdrawal. (PS 37 08-C)
- Parents providing snacks shall be provided information on nutritious snack choices. (PS 37 09-B7)
- Providing and posting procedures for emergency situations; keep records of drills (ORC 3737.73; PS 37 07-D4aii)
- Roster requirements and distribution provide to parents upon request (PS 37 07-D5b-c)

### Posted

- Provide and post procedures for emergencies; keep records of drills/dismissals (ORC 3737.73; PS 37 07-D4aii)
- Post most recent written compliance reports and corrective action plan (PS 37 02-I)
- License shall be posted in a conspicuous place. (PS 37 02-J)
- Provide and post medical/dental emergency procedures in each room and by each telephone (PS 37 07-D4iii)
- Posting emergency numbers by each telephone. (PS 37 07-D4aiv)
- Post food license (ORC 3313.81; 3313.813; PS 37 09-A)
- Current menus for the entire week shall be posted in a conspicuous place (PS 37 09-C)

### Observed

- A child who attends center for 5+ hours on a given day shall be provided with a mat or cot to rest (PS 37 03- E)
- Written documentation of annual fire inspection and approval of the facility (PS 37 05-B)
- Infants and nonambulatory children 18+ months shall receive care in first story rooms (PS 37 05-H)
- Programs shall follow : "Child Day Care Communicable Disease Chart" (PS 37 11-B4)
- Daily schedule for each age group shall include a balance of both quiet and active play (PS 37 03-C)
- Staff/child ratios (PS 37 04-T; 3301-37-04,T1-5; PS 37-04-X1-5)

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- Cot requirements (PS 37 06-E, E1, E2)
- Program located in a safe and convenient facility; space for exclusive use by children in program (PS 37 05-A)
- Written documentation of annual fire inspection and approval of the facility (PS 37 05-B)
- A phone shall be available while the program is in session. (PS 37 05-C)
- Indoor and outdoor space requirements (PS 37 05-D-E5)
- Hand washing (PS 37 07-D4d; 37 05-G1, G2)
- Furniture, materials & equipment requirements (PS 37 06-A, A1, A2)
- Safety/protective measures (PS 37 06-B1-5)
- Play materials arranged so children may select, remove, and replace with a minimum of assistance. (PS 37 06-C)
- Adequate and sufficient first-aid supplies readily available at all times the program is in operation. (PS 37 06-D)
- Supervised grounds play areas, and other facilities when scheduled for use by children. (PS 37 07D4av)
- First-aid facilities and materials available (PS 37 07-D4b)
- The program shall provide meals and snacks (PS 37 09-B1-B6)
- Person trained to recognize signs of illness: observe each child daily as he enters a group (PS 37 07;11-A)
- Water 2+ feet deep requirements (PS 37 05-I; 3301-37-04; 07-D4ei)

### Staff Files

- Volunteers may be counted in staff/child ratio if BCII on file; ensure that it does not become routine (PS 37 04 U)
- Substitutes in charter non-pub (PS 37 04 M1), public, MRDD, & ESC schools meet requirements (PS 37 04 M2)
- Three references for each staff member, including the director, shall be on file (PS 37 04-C)
- Staff, non-teaching employees, and volunteers annually sign non-guilty/ non-conviction statement (PS 37 04-D)
- An employee medical statement shall be on file and be available for review by the department. (PS 37 04-E)
- Each staff member must be 18+, have HS diploma or GED (see PS 37 04-F for exception)
- The director of the preschool program shall meet rule requirements for position (PS 37 04-I)
- Each class/group in program assigned a head teacher who meets rule requirements for position (PS 37 04-J)
- Extended day child care staff members meet requirements. (See staff requirement chart) (PS 37 04-K)
- Infant and toddler care staff members meet requirements. (See staff requirement chart) (PS 37 04-L)
- Preschool staff (without associates or higher) complete 15 annual hours until 45 hours met (PS 37 04 N a)
- Preschool staff members (without associates or higher) shall complete ten annual clock hours. (PS 37 04-N b)
- In-service required subject area (PS 37 04 N1)
- Part-time staff: complete in-service requirement based on percent time or FTE of PS assignment (PS 37 04 O)
- In-service trainer qualifications (PS 37 04 Q)
- Director and preschool staff member: provide evidence of BCII & FBI investigation (ORC 3301.541; PS 37 04-R)
- Each building shall have available at all times at least one staff member trained in: first aid; prevention, recognition, management of communicable diseases; child abuse recognition & prevention. (PS 37 07-D7i, ii, b)

### Children Files

- Program shall notify parents when their child is injured and shall maintain a log of injury reports. (PS 37 08-D)
- Child cumulative and medical records (PS 37 08-A; PS 37 08-A4; PS 37 08-B1; ORC 3313.712; PS 37 08-B2)

### Infant Toddler

- Staff/child ratio must be maintained at all times (PS 37 04-O)
- Space for each infant to sit, crawl, toddle or walk, and play safely and comfortably (PS 37 05-F)
- Crib (PS 37 06-F), potty chairs (PS 37 06-G), and infant food/formula/breast milk requirements (PS 37 09-D1-7)
- Diaper changing requirements (PS 37 12-A2-6; B1-2; C)