

Ohio Department of Education Preschool and School Age Child Care Licensing Violations
Fiscal Year 2015

<p>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 2014-15 school year. Violations must be corrected. The first step in correction is the creation and implementation of a written corrective-action plan.</p> <p>PS indicates preschool rule SACC indicates school age child care rule</p>		
Rule Paragraph	Explanation	Number of Violations
Compliance and Investigation PS 37 - 02 Ia	The programs' most recent written compliance reports and corrective plan shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the department.	39
Compliance and Investigation PS 37 - 02 Ib	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.	23
Compliance and Investigation PS 37 - 02 O1	The following "serious risk" violations of a license due to the great risk of harm to children: Child is left unattended outside of facility/building.	2
Program PS 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 PS 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 PS 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 Paragraph	Explanation	Number of Violations
Program PS 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.	1
Program PS 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.	4
Program PS 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.	17
Staff PS 37 - 04 C	Staff members, nonteaching employees, and volunteers shall annually sign a non-guilty/ non-conviction statement on a prescribed form.	40
Staff PS 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.	106
Staff PS 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.	36
Staff PS 37 - 04 I	The director of the preschool program shall meet the requirements of Rule 3301-37-04.	5
Staff PS 37 - 04 I	Each class/group in a preschool program shall have assigned a head teacher in accordance with the rule.	7

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Rule Paragraph	Explanation	Number of Violations
Staff PS 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 eighteen 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.	3
Staff PS 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; (c) 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.	8
Staff PS 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.	68
Staff PS 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.	5
Staff PS 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.	28

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Rule Paragraph	Explanation	Number of Violations
Staff PS 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.	4
Staff PS 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.	52
Staff PS 37 - 04 S	Each staff member and volunteer shall annually complete a nonguilty/nonconviction statement.	3
Staff PS 37 - 04 T	The preschool staff member/child ratio, as described in rule, must be maintained at all times.	8
Staff PS 37 - 04 T1	Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.	7
Staff PS 37 - 04 T2	Each class/group shall have at least one head teacher as defined in rule.	4
Staff PS 37 - 04 T3	No child shall ever be left alone or unsupervised.	6
Staff PS 37 - 04 T4	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

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Rule Paragraph	Explanation	Number of Violations
Staff PS 37 - 04 T5	Preschool special education programs shall meet the child/staff ratio requirements of one teacher for six children and a second adult when seven or more children with disabilities are enrolled; the maximum group size shall not exceed 16 children (eight children with disabilities and eight children who are developing in typical fashion). In accordance with rule 3301-51-11 of the Administrative Code, waivers are required when a group of more than eight preschool children with disabilities is served.	1
Staff PS 37 - 04 U	Volunteers may be counted in the staff/child ratio if a BCII investigation is kept on file; however, the program shall ensure that such practice does not become routine.	2
Staff PS 37 - 04 W2	Any accredited program that uses the Montessori method endorsed by the American Montessori Society (www.amshq.org) or the Association Montessori International (www.montessori-ami.org) as its primary method of instruction may combine preschool children three to five years of age with children enrolled in kindergarten. Notwithstanding anything to the contrary in division (B)(2) of section 3301.56 of the Revised Code, when such age groups are combined, the maximum number of children per preschool staff member shall be 12 and the maximum group size shall be 24 children.	2
Facility PS 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.	31
Facility PS 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.	85

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Rule Paragraph	Explanation	Number of Violations
Facility PS 37 - 05 D	<p>The indoor space shall include not less than 35 square feet of usable, wall-to-wall floor space for each child.</p> <p>(1) Such floor space shall not include hallways, kitchens, storage areas or any other areas not available for the care of children.</p> <p>(2) Bathrooms shall be included only if they are used exclusively by children enrolled in the program when the program is in session.</p> <p>(3) Square footage shall determine the maximum capacity or number of children that may be served in the space. Maximum group size shall not exceed the maximum capacity in any given space but maximum group size may be less than the capacity depending upon the ages of children served in the space.</p> <p>(4) Spaces meeting the required square footage per child may be defined by barriers to serve more than one class/group of children. Barriers shall be at least 36 inches in height, and may be permanent or nonpermanent walls, bookcases, partitions or some similar device used to define the area.</p>	3
Facility PS 37 - 05 E	Safe play space, including both indoor and outdoor play space, totaling not less than 60 square feet for each child using the space at any one time, shall be regularly available and scheduled for use.	2
Facility PS 37 - 05 E1	The surface of the outdoor play space shall be well drained.	5
Facility PS 37 - 05 E2	The play space shall be free of hazards such as, but not limited to, broken glass, potholes, garbage, flammable materials and other debris.	6
Facility PS 37 - 05 E3	The play area shall be well defined to protect children from traffic, animals or other hazards.	1
Facility PS 37 - 05 E5	Groups of children are supervised during the use of and traveling to and from the play area.	1
Equipment and supplies PS 37 - 06 A	Indoor and outdoor play space shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the preschool children enrolled in the program.	2

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Rule Paragraph	Explanation	Number of Violations
Equipment and supplies PS 37 - 06 A1	Material and equipment shall be maintained in a safe and sanitary condition.	6
Equipment and supplies PS 37 - 06 A2	Material and equipment shall be provided in quantities proportionate to the enrollment.	2
Equipment and supplies PS 37 - 06 B1	Furniture, materials and equipment shall meet safety and sanitation guidelines developed by the department. Protective mats shall be placed under climbers.	2
Equipment and supplies PS 37 - 06 B2	Furniture, materials and equipment shall meet safety and sanitation guidelines developed by the department. Electrical outlets shall be covered when not in use.	2
Equipment and supplies PS 37 - 06 B3	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; and	1
Equipment and supplies PS 37 - 06 B5	Cleaning and sanitizing supplies shall be stored out of reach of children.	5
Equipment and supplies PS 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.	2
Equipment and supplies PS 37 - 06 D	Adequate and sufficient first-aid supplies shall be readily available at all times the program is in operation.	1
Equipment and supplies PS 37 - 06 F6	The space between the mattress and the side of the crib or the end panels of the crib shall not exceed one and one-half inches.	1

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Rule Paragraph	Explanation	Number of Violations
Policies and procedures PS 37 - 07 D1a	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	2
Policies and Procedures PS 37 - 07 D1b	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.	4
Policies and procedures PS 37 - 07 D2	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 PS 37 - 07 D3	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 concerning developmentally appropriate program planning.	2
Policies and procedures PS 37 - 07 D3a	Developmentally appropriate program planning which at a minimum meets the requirements of rule 3301-37-03 of the Administrative Code and addresses developmentally appropriate materials and equipment shall be maintained.	1
Policies and procedures PS 37 - 07 D3b	Developmentally appropriate program planning which at a minimum meets the requirements of rule 3301-37-03 of the Administrative Code shall be maintained. Planning shall address selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child.	1
Policies and procedures PS 37 - 07 D4ai	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 of education shall include requirements for health and developmental screening as described in the early learning program standards	1

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Rule Paragraph	Explanation	Number of Violations
Policies and procedures PS 37 - 07 D4aii	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	9
Policies and procedures PS 37 - 07 D4aiii	Posting medical and dental emergency procedures in each preschool room and by each telephone and making such available to school personnel, children, and parents;	14
Policies and procedures PS 37 - 07 D4aiv	Emergency numbers shall be posted by each telephone.	7
Policies and procedures PS 37 - 07 D4avi	Procedures for providing written notification to parents when a child is injured and maintaining a log of injury reports was not on file.	2
Policies and procedures PS 37 - 07 D4b	Providing first-aid facilities and materials.	1
Policies and procedures PS 37 - 07 D4cia	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; and	7
Policies and procedures PS 37 - 07 D4cii	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 PS 37 - 07 D4civ	Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.	1
Policies and procedures PS 37 - 07 D5b	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.	12

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Rule Paragraph	Explanation	Number of Violations
Policies and procedures PS 37 - 07 D5ci	Securing from each parent a signed statement to be included in rosters.	10
Policies and procedures PS 37 - 07 D6	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 PS 37 - 07 Dai	In each building in which a program is operated, at least one preschool staff member who has completed a course in First Aid shall be readily available at all times.	30
Policies and procedures PS 37 - 07 D7b	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.	41
Policies and procedures PS 37 - 07 D7aii	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	36
Child Information PS 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 thirteen months from the date of examination thereafter.	58
Child Information PS 37 - 08 A4	A physician, a physician's assistant, a clinical nurse specialist or a certified nurse shall provide the medical statement.	6
Child Information PS 37 - 08 B1c	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.	8
Child Information PS 37 - 08 B1d	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.	6

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Rule Paragraph	Explanation	Number of Violations
Child Information PS 37 - 08 B1	The cumulative record of each child shall include but not be limited to parent authorization for transportation related to the program.	25
Child Information PS 37 - 08 B2c	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.	11
Child Information PS 37 - 08 B2d	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 PS 37 - 08 B2e	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 PS 37 - 08 B2f	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.	1
Child Information PS 37 - 08 B2g	The health record of each child shall include but not be limited to a list of any diseases the child has had.	1
Child Information PS 37 - 08 B2h	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.	5
Child Information PS 37 - 08 B2i	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.	6
Child Information PS 37 - 08 B2j	The health record of each child shall include but not be limited to permission of parent for emergency transportation.	5

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Rule Paragraph	Explanation	Number of Violations
School food service PS 37 - 09 B3	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	2
School food service PS 37 - 09 C	Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu.	15
Behavior Management Discipline PS 37 - 10 B	The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. The policy must include all restrictions listed in rule.	36
Behavior Management Discipline PS 37 - 10 E	The parent of a child enrolled in a center shall receive the center's written discipline policy.	8
Behavior Management Discipline PS 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 PS 37 - 11 B4	Programs shall follow the Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses.	2
Management of Communicable Disease PS 37 - 11 B5c	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.	5
Management of Communicable Disease PS 37 - 11 B5d	The program communicable disease policy shall include the following; A child isolated due to suspected communicable disease shall be observed carefully for worsening condition.	2

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Rule Paragraph	Explanation	Number of Violations
Diapering PS 37 – 12 A1	The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility. Handwashing facilities that are located elsewhere may be used if a program assures that children are safe and conditions are sanitary while toileting or being diapered	2
Diapering PS 37 – 12 A2	The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.	1
Diapering PS 37 – 12 A3	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
Staff SACC 32 – 02B	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 SACC 32 - 02 C	All staff, volunteers and responsible individuals shall sign a nonguilty/nonconviction statement on an annual basis.	26
Staff SACC 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 SACC 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 SACC 32 - 02 G1	A program coordinator shall, at a minimum, meet the requirements of a program team leader	5

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Rule Paragraph	Explanation	Number of Violations
Staff SACC 32 - 02 G2a	A program team leader shall be at least twenty-one years of age.	4
Staff SACC 32 - 02 G2b	A program team leader shall have a high school diploma or equivalent on file for review.	10
Staff SACC 32 - 02 G2c	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 SACC 32 - 02 G3a	A program assistant shall be at least 18 years of age;	6
Staff SACC 32 - 02 G3b	A program assistant shall hold a high school diploma or equivalent.	15
Staff SACC 32 - 02 G3c	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 SACC 32 - 02 G4a	Volunteers used in ratio did not meet requirements in rule.	6
Staff SACC 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

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Rule Paragraph	Explanation	Number of Violations
Staff SACC 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 SACC 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 SACC 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 SACC 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 eleven years old or older.	4
Staff ratios and volunteers SACC 32 - 03 F1	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
Staff ratios and volunteers SACC 32 - 03 F2	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 SACC 32 - 03 H	A staff member with current valid first aid and CPR, child abuse recognition and prevention, management of communicable disease certification shall be on site at all times when children are in attendance.	35
Facilities SACC 32 - 04 B1	Programs 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

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Rule Paragraph	Explanation	Number of Violations
Facilities SACC 32 - 04 C	Both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program.	26
Facilities SACC 32 - 04 E	Program sites shall provide a minimum of 35 square feet of indoor primary space per child.	1
Facilities SACC 32 - 04 L	Space for storage of equipment and children's personal belongings shall be available	1
Facilities SACC 32 – 04 N	Telephone numbers for emergency services as may be locally appropriate must be posted near the telephone	4
Program and curriculum SACC 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 SACC 32 – 05 B1	A school child curriculum shall address, but not necessarily be limited to, personal discipline	2
Program and curriculum SACC 32 – 05 B2	A school child curriculum shall address, but not necessarily be limited to, social development & emotional well-being	2
Program and curriculum SACC 32 – 05 B3	A school child curriculum shall address, but not necessarily be limited to, recreational skills	2
Program and curriculum SACC 32 – 05 B4	A school child curriculum shall address, but not necessarily be limited to, health and safety skills	3

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Rule Paragraph	Explanation	Number of Violations
Program and curriculum SACC 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 SACC 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
Program and curriculum SACC 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 SACC 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 SACC 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 SACC 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 SACC 32 - 07 A	A program shall serve a nutritious snack as defined in rule to each child in attendance.	2
Nutrition SACC 32 - 07 C1	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
Management of Communicable disease SACC 32 - 08 A	A person trained to recognize the common signs of communicable disease or other illness as required by paragraph (L) of rule 3301-32-02 of the Administrative Code shall observe each child daily as the child enters the group.	15

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Rule Paragraph	Explanation	Number of Violations
Management of communicable disease SACC 32 - 08 B1	The communicable disease policy shall include; the parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.	4
Management of communicable disease SACC 32 - 08 B3	The communicable disease policy shall include decisions regarding exclusion from the program either immediately or later in the day as determined by the program coordinator or team leader.	2
Management of communicable disease SACC 32 - 08 B4-a	The communicable disease policy shall include a child suspected of having a communicable disease shall be isolated in a room or portion of a room not being used in the school child program.	2
Management of communicable disease SACC 32 - 08 B4-b	The communicable disease policy shall include a child suspected of having a communicable disease shall be within sight or hearing of a staff member.	2
Management of communicable disease SACC 32 - 08 B4-c	The communicable disease policy shall include comfort; a child shall be made comfortable in a warm, safe environment. All linen and blankets used by any ill child shall be laundered before being used by another child, and cots, if used, shall be disinfected.	2
Management of communicable disease SACC 32 - 08 B4-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

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Rule Paragraph	Explanation	Number of Violations
Discipline SACC 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
Management of communicable disease SACC 32 - 08 C5	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 SACC 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 SACC 32 - 09 D	The parent of a child enrolled in a program shall receive the program's written discipline policy.	4
Discipline SACC 32 - 09 I1	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, pinching.	3
Discipline SACC 32 - 09 I2	The program's discipline policy shall be restricted as follows: Discipline shall not be delegated to a child.	3
Discipline SACC 32 - 09 I3	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

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Rule Paragraph	Explanation	Number of Violations
Discipline SACC 32 - 09 15	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 SACC 32 - 09 16	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 SACC 32 - 09 17	The program's discipline policy shall be restricted as follows: Techniques of discipline shall not humiliate, shame or frighten a child.	3
Discipline SACC 32 - 09 18	The program's discipline policy shall be restricted as follows: Discipline shall not include the withholding of food, rest or toilet use.	3
Discipline SACC 32 - 09 19	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 SACC 32 - 10 A1	Program has written philosophy and goals as required in paragraph (A) of rule 3301-32-05 of the Administrative Code.	2
Policies and Procedures SACC 32 - 10 A12	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 SACC 32 - 10 A13	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
SACC 32 - 10 A14	The program has a written policy for emergency action in case of fire, homeland security, severe weather, medical, dental, and other emergencies.	1

Ohio Department of Education Preschool and School Age Child Care Licensing Violations
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Rule Paragraph	Explanation	Number of Violations
SACC 32 - 10 A7	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
SACC 32 - 10 A9	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
SACC 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
SACC 32 - 10 C4	Program policies and procedures shall include staff orientation and inservice.	7
SACC 32 - 10 E1	Individual staff records shall be maintained and include documentation of education and/or related experience.	1
SACC 32 - 10 E4	Individual staff records shall be maintained and include performance evaluations.	6
SACC 32 - 10 E5	Individual staff records shall be maintained and include evidence of three written references or documentation of three reference checks.	1
Policies and Procedures SACC 32 - 10 F1	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

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Rule Paragraph	Explanation	Number of Violations
SACC 32 - 10 F2	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
SACC 32 - 10 F3	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
SACC 32 - 10 F5	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
SACC 32 - 10 F6	The program shall notify parents when their child is injured and the program shall maintain a log of such reports.	2
SACC 32 - 10 F9	Individual child records shall be maintained and updated at least annually, and include information on special medical or health needs, allergies dietary restrictions.	4
SACC 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