



# Preschool and School Age Childcare Licensing Report

July 1, 2016 - June 30, 2017

## Introduction

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

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

## Sites licensed between July 1, 2016 - June 30, 2017

- Total number of sites licensed by the Ohio Department of Education: 1,792 (preschool and/or school age childcare)
  - Total number of Department of Education licensed preschool programs: 1,522
  - Total number of Department of Education licensed school age childcare programs: 455

Note: Some sites may have both preschool and school age childcare programs, therefore, total sites licensed will not equal preschool + school age childcare licenses.

### ENROLLMENT

Total preschool children (birth-5 years)	65,578
Total school age children (5-14 years)	25,541
<b>Total preschool and school age children served</b>	<b>91,119</b>

### DETAILS OF THE FUNDING SOURCES FOR PRESCHOOL PROGRAMS

#### NUMBER OF SITES

Head Start	87
Early Childhood Education Entitlement Grant	347
Tuition/Locally Funded	492
Preschool Special Education	626

### DETAILS OF THE FUNDING SOURCES FOR SCHOOL AGE

Tuition/Locally Funded	69
21st Century Grant	127

### SITE INSPECTIONS CONDUCTED BETWEEN 07/1/16- 06/30/2017

Number of announced site inspections conducted	145
Number of unannounced site inspections conducted	1,512

### CORRECTIVE ACTION

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

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

A program that was found to have a noncompliance of any kind was required to submit its action plan for correction to the Department. Licensing specialists verified that the corrective action plan was implemented during the next unscheduled compliance visit.

### PRESCHOOL COMPLIANCE INFORMATION FOR JULY 1, 2016 - JUNE 30, 2017

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

OHIO ADMINISTRATIVE CODE	MOST FREQUENT PRESCHOOL VIOLATION CITED	NUMBER OF VIOLATIONS
Staff 3301-37-04(D)	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 assistant, a clinical nurse specialist or a certified nurse may provide the medical statement.	122
Staff 3301-37-04(T)(5)	Preschool special education classroom had a ratio in excess of 1 teacher: 6 children with IEP.	108
Child Information 3301-37-08(B)(2)(a)	Medical statements were not on file for all children.	66
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.	53
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.	51

**SCHOOL AGE CHILD CARE COMPLIANCE INFORMATION FOR JULY 1, 2016 - JUNE 30, 2017****240 school age childcare site visit reports documented full compliance** (announced and unannounced visits).

OHIO ADMINISTRATIVE CODE	MOST FREQUENT SCHOOL AGE CHILD CARE VIOLATION CITED	NUMBER OF VIOLATIONS
Discipline 3301-32-09(I)	The program's discipline policy did not include all of the restrictions listed in rule.	41
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.	38
Staff 3301-32-02(D)	Staff members of school child programs shall be examined by a licensed physician, physician assistant, clinical nurse specialist or certified nurse not more than 12 months prior to employment and up to 30 days after employment.	35
Behavior Management Discipline 3301-37-10(C)	The behavior management policy given to parents did not include all of the restrictions listed in rule.	32
Facilities 3301-32-04(C)	Both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program.	29

# Preschool and School Age Childcare Licensing Violations

## Fiscal Year 2017

This report provides a summary of the details related to violations of preschool and school age childcare licensing rules as noted by licensing personnel conducting onsite visits during the 2016-2017 fiscal year. Violations must be corrected. The first step in correction is the creation and implementation of a written corrective action plan.

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<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.	14
Compliance and Investigation 3301-37-02(I)	The most recent corrective action plan was not posted in a conspicuous place near the posted program license.	4
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 on a school bus.	1
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.	3
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.	1
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.	1
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.	11



<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
Staff 3301-37-04(C)	Staff members, nonteaching employees and volunteers shall annually sign a non-guilty/ non-conviction statement on a prescribed form.	3
Staff 3301-37-04(D)	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 assistant, a clinical nurse specialist or a certified nurse may provide the medical statement.	122
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.	24
Staff 3301-37-04 (F)	Program did not have hire dates and staff position requirement information available for review.	5
Staff 3301-37-04(H)(1)	The director of the preschool program did not meet the certificate or licensure requirements	2
Staff 3301-37-04(I)(2)	Each class/group in a preschool program shall have assigned a head teacher in accordance with the rule.	3
Staff 3301-37-04(I)(2)	The preschool special education head teacher did not meet the qualifications in rule.	3
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.	16
Staff 3301-37-04(K)	Proof of education was not on file for all infant and toddler care staff.	1

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
Staff 3301-37-04(L)	Substitute teachers shall meet the following minimum requirements: <ul style="list-style-type: none"> <li>• Being at least 18 years of age;</li> <li>• Have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency;</li> <li>• Meet the requirements related to a medical examination, in-service and criminal background investigation as cited in section 3301.541 of the Revised Code after 15 school days.</li> </ul>	23
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 in-service training of 15 hours until a total of 45 hours has been completed. Preschool staff members who have met the 45-hour in-service requirement shall thereafter complete 10 annual clock hours of in-service.	20
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.	13
Staff 3301-37-04 (O) and (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.	20



<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
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.	19
Staff 3301-37-04(T)	The preschool staff member/child ratio, as described in rule, must be maintained at all times.	4
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.	35
Staff 3301-37-04(T)(2)	Each class/group shall have at least one head teacher as defined in rule.	2
Staff 3301-37-04(T)(3)	No child shall ever be left alone or unsupervised.	12
Staff 3301-37-04(T)(5)	Preschool special education classroom had a ratio in excess of 1 teacher: 6 children with IEP	108
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.	9
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.	53
Facility 3301-37-05(D)	The indoor space shall include not less than thirty-five square feet of usable, wall-to-wall, floor space for each child.	3
Facility 3301-37-05(E)	Indoor play space is not available or scheduled for preschool use.	1
Facility 3301-37-05(E)(1)	The surface of the outdoor play space shall be well drained.	10

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
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
Equipment and supplies 3301-37-06(A)	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.	3
Equipment and supplies 3301-37-06(B)(1)	Protective mats shall be placed under climbers	10
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.	2
Equipment and supplies 3301-37-06(B)(5)	Cleaning and sanitizing supplies shall be stored out of reach of children.	8
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.	3
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
Equipment and supplies 3301-37-06(E)	Each cot or mat, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures.	1
Policies and procedures 3301-37-07(D)	Board-adopted preschool policies are incomplete.	2
Policies and procedures 3301-37-07(B)	All preschool policies have not been board adopted.	4
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

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
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.	8
Policies and procedures 3301-37-07(D)(4)(a)(iv)	Emergency numbers shall be posted by each telephone.	8
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.	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.	5
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 program's policies and procedures do not address requiring only health professionals or employees who have completed drug administration training to administer medication.	7
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.	7
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.	10
Policies and procedures 3301-37-07(D)(5)(b)	Parent rosters with the appropriate information were not available for review.	20
Policies and procedures 3301-37-07(D)(5)(c)(i)	Secure from each parent a signed statement to be included in rosters.	5

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
Policies and procedures 3301-37-07(D)(7)	Management of Communicable Disease policy did not include all required information.	1
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.	51
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.	19
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.	45
Policies and procedures 3301-37-07(E)	Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.	1
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.	29
Child Information 3301-37-08(A)(4)	A physician, a physician assistant, a clinical nurse specialist or a certified nurse shall provide the medical statement.	2
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.	1
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.	2

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
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.	3
Child Information 3301-37-08(B)(2)(a)	Medical statements were not on file for all children.	66
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.	29
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.	3
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.	2
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.	2
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.	3
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.	2
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.	4
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	2

<b>PRESCHOOL RULE CITATION</b> <i>(All rule numbers are references to the Ohio Administrative Code)</i>	<b>EXPLANATION</b>	<b>NUMBER OF VIOLATIONS</b>
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.	9
Behavior Management Discipline 3301-37-10(C)	The behavior management policy given to parents did not include all of the restrictions listed in rule.	32
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.	1
Management of Communicable Disease 3301-37-11(C)	The program communicable disease policy did not include all of the signs and symptoms of illness that requires immediate isolation and discharge to a parent.	15
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.	14
Staff 3301-32-02(C)	All staff, volunteers and responsible individuals shall sign a non-guilty/non-conviction statement on an annual basis.	10
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.	35
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.	1



SACC RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
Staff 3301-32-02(G)(1)	A program coordinator shall, at a minimum, meet the requirements of a program team leader.	2
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.	16
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.	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.	13
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 in-service training until forty-five hours are reached. After forty-five hours are reached five hours of in-service must be completed	7
Staff 3301-32-02(M)	Documentation of completed in-service training as required shall include date, place, topic, program coordinator's and presenter's signatures.	3
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 old, but less than fifteen years old.	3

SACC RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
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.	38
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.	29
Facilities 3301-32-04(K)	Space for storage of equipment and children's personal belongings shall be available.	3
Facilities 3301-32-04(M)	Telephone numbers for emergency services as may be locally appropriate must be posted near the telephone.	4
Program and Curriculum 3301-32-05(B)	A school child curriculum shall address, but not necessarily be limited to, personal discipline, social development and emotional well-being, recreational skills, and health and safety skills.	19
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
Health and Safety 3301-32-06(C)	Non-prescription and prescription medication shall be administered in accordance with program policies and procedures and only with written permission of a parent. The program policy did not include all of the details required in rule.	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

SACC RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
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.	1
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.	5
Nutrition 3301-32-07(C)1	A program shall post the snack menu and 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.	2
Management of Communicable Disease 3301-32-08(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.	2
Management of Communicable Disease 3301-32-08(B)(4)	A child suspected of having a communicable disease shall be observed carefully for worsening condition.	17
Management of Communicable Disease 3301-32-08(C)	Each program shall have written policies and procedures for management of communicable disease. The policy did not include all of the requirements listed in rule.	10
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.	1

SACC RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
Discipline 3301-32-09(C)	The school child program shall provide in-service/ 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.	4
Discipline 3301-32-09(I)	The program's discipline policy did not include all of the restrictions listed in rule.	41
Policies and Procedures 3301-32-10(A)	The written program policies and procedures for medication administration did not include all of the requirements listed in section 3313.713 of the Revised Code.	4
Policies and Procedures 3301-32-10(C)	Program policies and procedures shall include the requirement for staff orientation, in-service and reference checks.	6
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.	3
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
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.	2

SACC RULE CITATION <i>(All rules are Ohio Administrative Code)</i>	EXPLANATION	NUMBER OF VIOLATIONS
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.	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.	3
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.	2
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.	13