

Annual Report on
PRESCHOOL AND SCHOOL-AGE CHILD CARE LICENSING
JULY 1, 2017 - JUNE 30, 2018



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, 2017 - June 30, 2018

Total number of sites licensed by the Ohio Department of Education: **1,950** (preschool and/or school-age child care)

Total number of Department of Education-licensed preschool programs: **1,526**

Total number of Department of Education-licensed school-age child care programs: **424**

Note: Some sites may have both preschool and school-age child care programs; therefore, total sites licensed will not equal the sum of preschool and school-age child care licenses.

ENROLLMENT

Total preschool children (birth-5 years)	72,166
Total school-age children (5-14 years)	27,373
Total preschool and school-age children served	99,539

FUNDING SOURCES FOR PRESCHOOL

	NUMBER OF SITES
Head Start	119
Early Childhood Education Entitlement Grant	449
Locally Funded	113
Tuition	892
Board of Developmental Disabilities	12
Publicly Funded Child Care	28
Preschool Special Education	855

FUNDING SOURCES FOR SCHOOL-AGE CHILD CARE, AS SELF-REPORTED BY PROGRAM

	NUMBER OF SITES
Tuition	111
Locally Funded	19
Publicly Funded Child Care	35
21st Century Grant	193

SITE INSPECTIONS CONDUCTED BETWEEN JULY 1, 2017 - JUNE 30, 2018

Number of announced site inspections conducted	128
Number of unannounced site inspections conducted	1,620

CORRECTIVE ACTION

In situations when 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 needed to address the violations. To begin the action plan process pursuant to Ohio Revised Code 3301.58, programs received notification 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 found to have a noncompliance of any kind was required to submit its action plan for correction to the Department. Licensing specialists verified the corrective action plan was implemented during the next unscheduled compliance visit.

PRESCHOOL COMPLIANCE INFORMATION FOR JULY 1, 2017 – JUNE 30, 2018

940 preschool or school-age child care site visit reports documented full compliance (announced and unannounced visits).

OHIO ADMINISTRATIVE CODE	MOST FREQUENT PRESCHOOL VIOLATIONS CITED	NUMBER OF VIOLATIONS
3301-37:08 Child Medical Statement	A review of children's records indicated all children did not have medical statements on file.	179
3301-37:04 Employee Medical	During the inspection and review of staff files, one or more staff members did not have a medical statement on file.	136
3301-37:04 Criminal Background Check Requirements	During the inspection and review of staff files, one or more staff members did not have BCII and FBI five-year updates on file.	103
3301-37:05 Annual Fire Inspection	A current fire inspection that had occurred within the last 12 months was not on file for review.	101
3301-37:04 Non-guilty/Non-Conviction Statement	During the inspection and review of staff files, one or more staff members did not have a signed annual non-guilty/non-conviction statement on file for review.	66

SCHOOL-AGE CHILD CARE INFORMATION FOR JULY 1, 2017 - JUNE 30, 2018

940 preschool or school-age child care site visit reports documented full compliance (announced and unannounced visits).

OHIO ADMINISTRATIVE CODE	MOST FREQUENT SCHOOL-AGE CHILD CARE VIOLATIONS CITED	NUMBER OF VIOLATIONS
3301-32:02 Staff Medical Statements	On the day of the inspection, all staff did not have medical statements completed and on file.	51
3301-32:03 Staff First Aid, CPR, Child Abuse and Communicable Disease Training Certification	On the day of the inspection, it was noted the staff had expired documentation of communicable disease training.	48
3301-32:02 Orientation Training	On the day of the inspection and review of staff files, there was no documentation indicating all staff received orientation training.	26
3301-32:04 Annual Fire Inspection	On the day of the inspection, the program did not have a current annual fire inspection available for review.	25
3301-32:02 Criminal Background Check	On the day of the inspection, all staff members did not have required criminal background check reports on file.	19

NUMBERS OF SERIOUS INJURIES, SUBSTATIATED CHILD ABUSE AND/OR NEGLECT AND DEATHS IN PROGRAMS

The Child Care Development Block Grant Act of 2014 requires the Department to provide information regarding the number of serious injuries, number of incidences of substantiated child abuse and/or neglect, and the number of deaths in child care settings beginning with the State Fiscal Year 2016.

July 1, 2017 – June 30, 2018

PROGRAM TYPE	NUMBER OF SERIOUS INJURIES	NUMBER OF INCIDENTS OF SUBSTATIATED CHILD ABUSE AND/OR NEGLECT	NUMBER OF DEATHS
PRESCHOOL	0	0	0
SCHOOL-AGE CHILD CARE	0	0	0

Preschool and School-Age Child Care Licensing Violations



PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37 10: Behavior Management/ Discipline Policy Requirements	The program does not have a written discipline policy.	1
3301-37 10: Staff Responsibility for Behavior Management/Discipline	The program's written discipline policy does not include information regarding preschool staff in charge of children are responsible for their discipline.	4
3301-37:02 Child Left Outside	A child was left alone outside of the building.	1
3301-37:02 Child Left Unattended	A child was left unattended on a field trip, in a vehicle or otherwise, or transportation policies were not followed.	3
3301-37:02 Compliance and Corrective Action	During the inspection, it was observed the center's compliance report was not posted in a location visible to parents. Most recent written compliance reports shall be posted in a conspicuous place near the posted program license.	10
3301-37:02 Compliance and Investigation	Involvement of staff in inappropriate discipline or physical abuse, neglect or endangerment is substantiated by a public service finding. Ohio Department of Education specialist observed a staff member engage in inappropriate discipline during a classroom ratio check.	1
3301-37:03 Daily Schedule	There was no written daily schedule available for review.	1
3301-37:03 Nap/Rest-Time Requirements	During the inspection, there was no evidence that a quiet space is provided for children who want to rest or nap.	3
3301-37:03 Nap/Rest-Time: Cot Requirements and Flexible Schedule	During the inspection, there was no evidence that a mat or cot is provided for each child who attends the center for five hours or more a day.	2
3301-37:03 Parent Handbook	During the inspection, there was no parent handbook available for review.	23
3301-37:03 Progress Reporting and Parent Conferences	During the inspection, there was no evidence that parent/teacher conferences are held twice a year.	1
3301-37:03 Written Curriculum	During the inspection, a written curriculum was not available for review. The written curriculum needs to be comprehensive in nature and aligned to the Early Learning and Development Standards.	2

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:04 Accredited Montessori Method Program	During the inspection, it was observed that the accredited Montessori program combined 3-to-5-year-olds with kindergarten children. The program did not follow one or both of the following requirements: maximum number of children per preschool staff member is to be 12 and the maximum group is to be 24 children.	1
3301-37:04 Combined Age Groups and Staff/Child Ratios	During the inspection, it was observed that age groups of children were combined, there was more than one child 30 months of age or older and the group size was not determined by the age of the younger children.	1
3301-37:04 Criminal Background Check Requirements	During the inspection and review of staff files, one or more staff members did not have BCII and FBI five-year updates on file.	103
3301-37:04 Employee Medical	During the inspection and review of staff files, one or more staff members did not have a medical statement on file.	136
3301-37:04 Extended Day Child Care Staff	Preschool staff files were not available for review for staff members supervising preschoolers in before and after care.	1
3301-37:04 Extended Day Child Care Staff Qualifications	During the inspection and review of extended day child care staff files, one or more staff did not have a background investigation report on file.	20
3301-37:04 In-Service Trainer Requirements	During the inspection and review of staff in-service files, records lacked trainer qualification information or the trainer did not meet qualification requirements to be a trainer.	2
3301-37:04 Maximum Group Size by Age of Children	During the inspection, it was observed that the staff/child ratio exceeded the maximum group size by age of the children.	6
3301-37:04 Non-guilty/Non-Conviction Statement	During the inspection and review of staff files, one or more staff members did not have a signed annual non-guilty/non-conviction statement on file for review.	66
3301-37:04 Part-time Staff Training Hour Requirement	During the inspection and review of staff files, part-time staff did not have documentation of completing 10 annual clock hours based upon the percentage of full-time equivalency of their preschool assignments.	6
3301-37:04 Public School Substitute Qualifications	During the inspection and review of substitute records, one or more substitutes did not have a criminal background investigation report on file after 15 school days.	17
3301-37:04 Seven or More Children in Attendance	During the inspection, it was observed that a second adult was not available within the building when seven or more children were present.	2
3301-37:04 Special Education Staff/Child Ratios	During the inspection, it was observed the special education staff/child ratio was not maintained.	2
3301-37:04 Special Education Teacher Qualifications	During the inspection and review of head teacher files, one or more of the special education teachers did not meet one of the staff qualifications to be a teacher of a special education program operated by a public school or board of developmental disabilities.	4

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:04 Staff Age and Minimum Education Requirements	During the inspection and review of staff files, one or more staff members did not have a diploma and/or an educational aide permit on file and available for review.	14
3301-37:04 Staff Annual 10 Hours of Training Requirement	During the inspection and review of staff files, staff who are licensed by the Department did not have documentation of completing 10 annual clock hours for the 2016-2017 school year.	25
3301-37:04 Staff Annual Training Year	During the inspection and review of staff files, records showed the annual training year of July 1 to June 30 is not used for calculating annual training hours.	3
3301-37:04 Staff In-Service Training	During the inspection and review of staff files, one or more staff without an associate degree or higher did not have record of completing 15 hours of training per year (July 1-June 30) until 45 hours have been obtained.	15
3301-37:04 Staff In-Service Training Areas	During the inspection and review of staff files, all staff counted in-service training hours that were not in the following area: management of communicable diseases.	28
3301-37:04 Staff Physically Present to Maintain Ratio	During the inspection it was observed that sufficient preschool staff members were not physically present with children to meet staff member/child ratio requirements.	42
3301-37:04 Staff Training Hour Requirement: Associate Degree or Higher	During the inspection and review of staff files, staff with associate degrees or higher did not have documentation of completing 10 hours of in-service training.	6
3301-37:04 Supervision of Children	During the inspection, it was observed that a child was left alone and unsupervised in the building.	27
3301-37:04 Teacher Qualifications: Operated by Public School	During the inspection and review of head teacher files, one or more teachers did not meet one of the staff qualifications for a program operated by a public school.	3
3301-37:05 Annual Fire Inspection	A current fire inspection that had occurred within the last 12 months could not be located at the time of the inspection.	101
3301-37:05 Facility Requirements	During outdoor play time, the play space is used by school-age children when preschool children are using the space.	7
3301-37:05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers	The usable floor space for children was less than 35 square feet per child.	4
3301-37:05 Maintaining Staff/Child Ratio	During the inspection, it was observed that child/staff ratios were not maintained in the play space.	8
3301-37:05 Play Space: Free of Hazards	During the inspection, hazards were present on the play space.	5
3301-37:05 Play Space: Protection from Falls and Drainage	The surface of the outdoor play is not well drained.	14
3301-37:05 Supervising Children to and from Play Areas	During the inspection, it was observed that groups of children were not supervised during the use of and while traveling to and from the play area.	1

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:06 Cots	Cots were not labeled with the assigned child's name.	8
3301-37:06 Crib Assignments	During the inspection, it was observed there was not a crib that meets the requirement of this rule available for each child. All cribs need to be labeled with the child's name.	1
3301-37:06 Crib Spacing Requirements	During the inspection, it was observed that cribs were not spaced apart from each other by a minimum of two feet.	2
3301-37:06 Electrical Fans	During the inspection, it was observed that electrical fans could easily tip over or did not have protective coverings.	3
3301-37:06 Electrical Outlets	During the inspection, there was one or more electrical outlets uncovered while not in use.	16
3301-37:06 Furniture, Materials, and Equipment	During the inspection, it was observed that materials and equipment were not clean.	1
3301-37:06 Infant Sleeping Restrictions: Cribs and Other Equipment	During the inspection, it was observed that a toddler could sleep in equipment other than a crib.	2
3301-37:06 Protective Mats	During the inspection, it was observed there were limited protective mats under climbers. Limited mulch was observed under climbers and swings.	8
3301-37:06 Safe and Sanitary Furniture, Materials, Equipment	Safety and sanitation guidelines developed by the Department are not used for maintaining and cleaning furniture, materials and equipment.	1
3301-37:06 Sanitizing Cots	Cots and bedding are not cleaned with a germicidal detergent and sanitized before assigning to another child. Cots should be cleaned weekly. Also, bedding and cots should not be stacked on one another to allow for touching. There should be space between each child's bedding/cot.	1
3301-37:06 Storage of Cleaning Supplies	During the inspection, it was observed that cleaning and sanitizing supplies were within reach of children.	6
3301-37:07 Behavior Management and Discipline Policy	The behavior management and discipline policy does not include all the minimum requirements stated in rule 3301-37-10 (Behavior management/discipline) of the Ohio Administrative Code.	8
3301-37:07 Child Abuse Recognition and Prevention	At least one staff member is to complete a child abuse recognition and reporting training course based on an approved curriculum. Program did not have any staff member who was current with this training.	39
3301-37:07 Emergency Phone Numbers	During the inspection, it was observed that emergency numbers were not posted by each telephone.	2
3301-37:07 Emergency Procedure Postings	During the inspection, it was observed that all emergency procedures were not posted.	1
3301-37:07 First Aid Training	At least one preschool staff member with current first aid training must be available at all times.	18

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
301-37:07 Group Rosters	Program policies and procedures are to include information regarding preparing an annual roster for each group of children and, on request, furnish the roster to parents.	18
3301-37:07 Injury Logs	A log of injuries is not maintained by the program. Program staff will develop and maintain an injury log.	2
3301-37:07 Management of Communicable Disease Policy	At least one person who has current communicable disease training is not available during part of the extended day care program.	21
3301-37:07 Management of Communicable Disease Policy B	The management of the communicable disease policy does not include all the minimum requirements stated in rule 3301-37-11 (Management of communicable disease) of the Ohio Administrative Code.	7
3301-37:07 Medical and Dental Emergency Postings	During the inspection, it was observed that medical and dental emergency policies and procedures were not posted in each classroom.	23
3301-37:07 Medication Administration Requirements	Medication is not being stored in a designated locked storage cabinet that is not accessible to children.	20
3301-37:07 Policy Minimum Requirements	During the inspection and review of program policies, the policies did not include the minimum required policies.	5
3301-37:07 Program Policy Approval	During the inspection, there was no written documentation indicating program policies and procedures are approved by the governing body.	4
3301-37:07 Program Rosters	Parental signed permission forms regarding class rosters were not available for review.	27
3301-37:07 Record of Drills	During the inspection, there were no records of emergency and rapid dismissal drills available for review.	1
3301-37:07 Staff Awareness of Child Records	Policies reviewed during the inspection did not include assurances that staff are aware of each enrolled child's cumulative and health records.	1
3301-37:07 Staff Reference Checks	The policies reviewed during the inspection did not include checking references of potential employees.	1
3301-37:07 Transportation Policies	During the inspection, there was no field trip policy available for review.	4
3301-37:07 Unlimited Parent Access	Program policies do not include allowing parents unlimited access to the school during its hours of operation.	3
3301-37:07 Written Policies	During the inspection, written program policies were reviewed. Policies were not available for review that meet the statutory requirements and rules adopted by the State Board of Education.	5
3301-37:07 Injury Reporting	During the inspection, there were no written procedures available for review that address notifying a parent when a child is injured.	3

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:08 Child Medical Statement	A review of children's records indicated that all children did not have medical statements on file.	179
3301-37:08 Child Medical Statement Signed by Medical Personnel	A review of children's records indicated that not all medical statements on file were not provided by a physician, physician's assistant, clinical nurse specialist or certified nurse.	12
3301-37:08 Cumulative Record	A review of children's cumulative records revealed that parent authorization for transportation related to the program was not included for each child.	17
3301-37:08 Health Record: Authorization to Administer Medication	A review of children's health records revealed there was no physician or dentist authorization and written instructions to administer a medication to a child enrolled in the program.	5
3301-37:08 Health Record: Chronic Health Problems	A review of children's health records revealed the health record for each child did not include a list of chronic physical problems and hospitalization.	5
3301-37:08 Health Record: Emergency Medical and Dental Care	Permission from the parent for emergency medical and dental care, as required by section 3313.712 of the Ohio Revised Code, was not available during the inspection.	11
3301-37:08 Health Record: Emergency Transportation Permission	Permission for emergency transportation was not documented for each child.	21
3301-37:08 Health Record: Immunization Record	A review of children's health records revealed immunization records were not on file for each child by the first day of attendance.	26
3301-37:08 Health Record: List of Allergies	A review of children's health records revealed that a list of allergies and treatments was not obtained for each child.	1
3301-37:08 Health Record: List of Diseases	A review of children's health records revealed that a list of diseases a child has had was not obtained for each child.	3
3301-37:08 Health Record: Medical Statement	A review of children's health records revealed that a medical statement signed by a licensed physician, physician's assistant, clinical nurse specialist or certified nurse was not obtained for each child.	15
3301-37:08 Health Record: Physician and Dentist Information	The health record of each child did not include the names, addresses and telephone numbers of the child's physician and dentist in case of emergency.	10
3301-37:08 Required Cumulative and Immunization Records Due Dates	A review of children's cumulative and health records indicated that all information was not obtained by first day of attendance.	4
3301-37:09 Breast Milk Labeling and Storage	During the inspection, it was observed that breast milk was not labeled according to required standards.	1
3301-37:09 Menus	At the time of the inspection, menus for the week were not posted with the specific snack served on each day of the week.	10

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:09 Nutritional Information for Parents Providing Snacks	During the inspection, it was observed that parents provide snacks. There was no documentation available for review that indicates the program provides parents with information on nutritious snacks.	1
3301-37:09 Snack Choices from Two Food Groups	During the inspection, it was observed that snacks did not include a choice from two food groups.	2
3301-37:10 Behavior Management/ Discipline Policy Ensures Well-Being of Individuals	The program’s written discipline policy does not include safety, physical and emotional well-being assurances for all individuals on the premises.	1
3301-37:10 Behavior Management/ Discipline Policy Requirements	The program’s written discipline policy does not include specific methods of discipline such as redirection, separation from problem situations, talking with the child about the situation and positive reinforcement for appropriate behavior.	1
3301-37:10 Discipline Restrictions	The program’s discipline policy does not include the following restriction: Discipline shall not be imposed on a child for failure to eat, failure to sleep or toileting accidents.	39
3301-37:10 Parents Receive Behavior Management and Discipline Policy	The program’s discipline policy does not state that parents are provided a copy of the center’s written discipline policy. The policies verified in the board-approved policies are not provided to parents regarding the center’s actual methods of discipline.	2
3301-37:10 Staff Receive Behavior Management and Discipline Policy	The program’s discipline policy does not state that staff are provided a copy of the center’s written discipline policy upon employment.	1
3301-37:11 Communicable Disease Policy	During the inspection, there was no written communicable disease management policy available for review that includes the means of training all preschool staff in signs and symptoms of illness in handwashing and disinfecting procedures.	3
3301-37:11 Isolating and Discharging an Ill Child	The provision to have an ill child cared for in a room or portion of a room not being used in the preschool program was not included in the communicable disease management policy.	6
3301-37:11 Mildly Ill Child Procedures	The communicable disease policy did not include provisions regarding the care of a mildly ill child. “Mildly ill child” means a child who is experiencing minor common cold symptoms and does not feel well enough to participate in activities but is not exhibiting any communicable disease symptoms.	3
3301-37:11 Notification to Parents: Exposed to Communicable Disease	The communicable disease policy did not include procedures for notifying all parents when children are exposed to a diagnosed communicable disease.	1

PRESCHOOL RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-37:11 Reasons to Isolate and Discharge Child at Some Other Time During the Day	The communicable disease management policy does not address the isolation of a child who is vomiting, joint decisions between the director and the parent or guardian as to when to discharge a child, and observing the child for communicable disease symptoms.	19
3301-37:11 Staff Communicable Disease Training	A person trained to recognize the common signs of communicable disease or other illness was not available to observe each child daily as he or she enters a group for the aftercare program.	14
3301-37:11 Symptoms of Illness	Conjunctivitis was not listed as a symptom of illness in the communicable disease prevention policy.	34



SCHOOL-AGE CHILD CARE RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-32:02 Approved Trainer Qualifications	During the inspection and review of staff in-service records, training documentation did not include trainer qualifications. Trainers are to possess associate degrees or higher in child development, education, home economics, nursing, nutrition, psychology, dental hygiene, social work or other related fields. Evidence of an associate degree or higher is a copy of a diploma, transcript or other written evidence of completion of at least 90 quarter credit hours or 60 semester credit hours from an accredited college, university or technical college; or (2) A current child development associate credential.	2
3301-32:02 Criminal Background Check	On the day of the inspection, all staff members did not have required criminal background check reports on file.	19
3301-32:02 Non-guilty/Non-conviction Statement	On the day of the inspection, all staff, volunteers and responsible individuals did not have the required signed non-guilty/non-conviction statements on file. Statements are to be signed annually.	17
3301-32:02 Orientation Training	On the day of the inspection and review of staff files, there was no documentation indicating all staff received orientation training.	26
3301-32:02 Program Assistant Qualifications	On the day of the inspection and review of staff files, the program assistant did not have a minimum of a high school diploma or equivalent on file for review.	10
3301-32:02 Program Coordinator Requirements	On the day of the inspection and review of staff files, the program coordinator did not have evidence of meeting the minimum requirements.	1
3301-32:02 Staff In-Service Documentation Requirements	During the inspection and review of staff files, documentation of in-service training was incomplete. Documentation of completed in-service training is to include the date, place, topic, program coordinator's and presenter's signatures or, in the case of self-study, the title, author/producer and annotated bibliography of the self-study course.	3
3301-32:02 Staff In-Service Requirements	During the inspection and review of staff files, staff who do not possess associate degrees or higher did not complete the required 15 hours of in-service training per year until they have reached 45 hours.	13
3301-32:02 Staff In-Service Requirements: Associate Degree or Higher	During the inspection and review of staff files, all staff with associate degrees or higher did not complete the required annual five hours of in-service training.	10
3301-32:02 Staff Medical Statements	On the day of the inspection, all staff did not have a medical examination completed and on file.	51

SCHOOL-AGE CHILD CARE RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-32:02 Team Leader Qualifications	On the day of the inspection and review of staff files, the program team leader did not have a minimum of a high school diploma or equivalent on file for review.	3
3301-32:02 Updating First Aid, CPR, Child Abuse Recognition and Communicable Disease Training	Documentation of current training in the areas of child abuse recognition and prevention and management of communicable disease training was not available for review.	12
3301-32:03 Accessibility of Staff	On the day of the inspection, there was one staff member on site with the children.	1
3301-32:03 Maximum Group Size	On the day of the inspection, the school-age children were mixed with the preschool children in the morning.	2
3301-32:03 Staff First Aid, CPR, Child Abuse and Communicable Disease Training Certification	On the day of the inspection, it was noted the staff had expired documentation of communicable disease training.	48
3301-32:03 Staff Meeting Requirements Counted in Ratio	During the inspection and review of staff records, it was observed that one or more individuals were counted in the staff/child ratios yet did not meet the requirements of rule 3301-32-02.	1
3301-32:03 Staff/Child Ratios	On the day of the inspection, it was observed that staff/child ratios were not maintained for each program site.	4
3301-32:03 Staff/Child Ratios Based Upon Age of Children	On the day of the inspection, the following staff/child ratios were not maintained: one staff member for children ages 5 to 10 and one staff member for children ages 11 to 14.	6
3301-32:04 Annual Fire Inspection	On the day of the inspection, the program did not have a current annual fire inspection available for review.	25
3301-32:05 Curriculum	During the inspection and review of the curriculum, the curriculum did not include health and safety skills.	8
3301-32:05 Ombudsman Information	During the inspection, it was observed the name and telephone number of the Department's ombudsman was not posted in a place visible to parents.	4
3301-32:05 Parent Communication and Involvement Policies	During the inspection, there were no written policies and procedures for communicating with and involving parents available for review.	1
3301-32:05 Written Philosophy, Goals, Objectives, and Daily Plans	During the inspection, it was observed the program did not have written goals and objectives.	2
3301-32:06 Emergency Drill Practice	On the day of the inspection, there was no evidence or documentation of quarterly drill practices. One drill practice has been conducted to date during the current school year.	2
3301-32:07 Meal and Snack Requirements	During the inspection, a menu was not posted.	3
3301-32:08 Isolating Ill Child	During the inspection and review of the program's policies and procedures, there were no policies and procedures for isolating and excluding an ill child.	1

SCHOOL-AGE CHILD CARE RULE CITATION <small>(All rule numbers are references to Ohio Administrative Code.)</small>	EXPLANATION	NUMBER OF VIOLATIONS
3301-32:08 Management of Communicable Disease Policy	During the inspection and review of the program's policies and procedures, there were no policies and procedures for isolating and excluding an ill child.	3
3301-32:08 Management of Communicable Disease Policy B	During the inspection, the Ohio Department of Health's "Communicable Disease Chart" was not posted in a conspicuous place for staff reference.	1
3301-32:08 Parent Notified of Child's Illness	During the inspection and review of policies and procedures, there were no policies and procedures for notifying parents of a child who has been observed with signs or symptoms of illness.	2
3301-32:08 Reasons to Isolate and Discharge Child at Some Other Time During the Day	During the inspection and review of policies and procedures, it was noted the following was missing from the policies and procedures: isolating a child with an elevated temperature and decisions whether to discharge the child immediately or at some other time during the day are determined by the director and the parent or guardian.	4
3301-32:08 Symptoms of Illness	During the inspection and review of policies and procedures, policies did not include isolating and discharging a child with unusually dark urine and/or grey or white stool to the parent.	4
3301-32:09 Abuse and Neglect Protection	During the inspection and review of the program's discipline policy, the policy did not address that the program will neither abuse nor neglect children. Furthermore, the discipline policy did not address that the program will protect children from abuse and neglect while in attendance at the school child care program.	1
3301-32:09 Discipline Restrictions	The program's discipline policy does not include the following restriction: No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.	9
3301-32:09 Excluding Children for Disciplinary Reasons	During the inspection and review of the program's discipline policy, the policy did not address exclusion from the program for disciplinary reasons.	1
3301-32:09 Parent Provided Written Discipline Policy	During the inspection, there was no policy available for review regarding parents being provided a copy of the program's written discipline policy.	2
3301-32:09 Staff In-Service Regarding Discipline Policy	During the inspection and review of program records, there was no documentation of staff in-service regarding the written discipline policy before working with children.	1
3301-32:09 Staff Provided Written Discipline Policy	The program's discipline policy does not state that staff are provided a copy of the center's written discipline policy upon employment.	1
3301-32:09 Written Discipline Policy	The written discipline policy in the handbook did not meet the requirements for the policy.	1

SCHOOL-AGE CHILD CARE RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-32:10 Absences, No Shows and Missing Persons	During the inspection and review of the program’s policies and procedures, there was no information regarding recording and reporting absences, no shows and missing persons.	1
3301-32:10 Admission and Registration Policy Requirements	During the inspection and review of documents, the ages of children the program serves was not included in the program’s policies and procedures.	4
3301-32:10: Authorization to Take a Child from Program	During the inspection and review of children’s records, the telephone numbers of three authorized persons who can take children from the program in the event of an emergency was omitted from records.	7
3301-32:10 Child Information: Emergency Transportation	During the inspection and review of children’s records, individual records did not include parental consent for first aid, medication and transportation to an emergency care facility.	8
3301-32:10 Child Information: Health History	During the inspection, child information on special medical or health needs, allergies and dietary restrictions was not available for review.	5
3301-32:10 Child Information: Injury Reports	During the inspection and review of children’s records, individual records did not include injury reports and/or the program did not notify parents when their child was injured and did not maintain a log of such reports.	1
3301-32:10 Child Information: Physician/ Dentist	During the inspection and review of children’s records, individual records did not include the name and telephone number of the child’s physician, dentist or other health care providers.	8
3301-32:10 Child Registration Information	During the inspection and review of children’s records, one or more of the following pieces of information was missing: child’s name; date of birth; date of admission; parent’s name; home address; business address; telephone number where the parent can be reached and/or procedures for reaching the parents; name of the school the child attends; and/or special concerns such as dietary restrictions and allergies. Complete registration information was not available for all students.	2
3301-32:10 Distribution of Policies and Procedures	During the inspection, there was no information available for review that showed that parents and staff are provided with a copy of the program’s policies and procedures.	2
3301-32:10 Excluding Ill Children and Reporting Communicable Diseases	During the inspection and review of the program’s policies and procedures, there were no policies and procedures for handling and/or excluding ill children from the program.	2
3301-32:10 License, Compliance Report, and Corrective Action Plan	During the inspection, the most recent compliance report was not posted. It is to be posted in a conspicuous place.	9

SCHOOL-AGE CHILD CARE RULE CITATION (All rule numbers are references to Ohio Administrative Code.)	EXPLANATION	NUMBER OF VIOLATIONS
3301-32:10 Parent Participation Regarding Program Design and Evaluation	During the inspection and review of the program's policies and procedures, there was no information regarding parent participation in designing and evaluating the program.	1
3301-32:10 Philosophy and Goals	During the inspection and review of documents, the program's philosophy and goals were not included.	2
3301-32:10 Program Coordinator Policy Responsibilities	During the inspection, there was no documentation available for review regarding the responsibility of the program coordinator in developing and maintaining written program policies and procedures.	1
3301-32:10 Release of Children to Authorized Individuals	During the inspection and review of the program's policies and procedures, there was no information regarding the release of children to authorized individuals.	1
3301-32:10 Staff/Parent Communication Regarding Program	During the inspection and review of the program's policies and procedures, there was no information regarding communication with and involvement of parents.	1
3301-32:10 Supervision Plan	During the inspection and review of the programs policies and procedures, information regarding a supervision plan was not included.	1
3301-32:10 Transportation Policies	During the inspection and review of the program's policies and procedures, there was no information regarding transportation to and from the program for children.	2
3301-32:10 Transportation Policies for Field Trips	During the inspection and review of the program's field trip policies and procedures, there was no information regarding obtaining parent permission and/or provisions for children who may not attend field trips.	1
3301-32:10 Volunteer Policies	During the inspection and review of the program's policies and procedures, there was no information on use of volunteers in the program.	1
3301-32-04 Indoor Primary Space	On the day of the inspection and review of the indoor square footage, there was not a minimum of 35 square feet per child.	2
3301-32-04 Outdoor Play Space	On the day of the inspection, the outdoor play space provided limited protection for falls due to limited mulch on both playgrounds.	1