

Preschool and School-Age Child Care Licensing Report



July 1, 2020 - June 30, 2021

INTRODUCTION

As outlined in *Each Child, Our Future*, Ohio's strategic plan for education, children must have access to quality early learning experiences. As such, the Ohio Department of Education provides consultation and technical assistance to Department-licensed preschool and child care programs to ensure their programs and facilities meet minimum standards prescribed in law. The Department's Preschool and School-Age Child Care Licensing Report includes the number of inspections conducted, number and types of violations found, and steps taken to address the violations.¹

SITES LICENSED BETWEEN JULY 1, 2020 – JUNE 30, 2021

Total number of sites licensed by the Ohio Department of Education:	1,886
<ul style="list-style-type: none"> Total number of Department of Education-licensed preschool programs: 	1,467
<ul style="list-style-type: none"> Total number of Department of Education-licensed school-age child care programs: 	365

ENROLLMENT

Total preschool children (Birth-5 years)	61,677
Total school-age children (5-14 years)	17,666
Total preschool and school age children served	79,343

FUNDING SOURCES FOR PRESCHOOL PROGRAM SITES

Tuition	954
Preschool Special Education	735
Early Childhood Education Grant	483
Locally Funded	130
Head Start	136
Publicly Funded Child Care	49
Boards of Developmental Disabilities	12

FUNDING SOURCES FOR SCHOOL-AGE PROGRAM SITES

Tuition	231
21st Century Community Learning Center Grant	237
Publicly Funded Child Care	50
Locally Funded	12

SITE INSPECTIONS CONDUCTED JULY 1, 2020 – JUNE 30, 2021

Due to the global pandemic, many programs chose to offer remote learning, therefore some sites did not receive an onsite inspection.

Number of unannounced (annual and provisional) site inspections conducted	1,307
Number of announced (pre-license and change of location) site inspections conducted	119
Total on-site visits conducted	1,426

¹ Ohio Revised Code 3301.57

CORRECTIVE ACTION

When a program is not in compliance with applicable laws and rules, the Department places the licensee on a corrective action plan that outlines the violation and actions needed to address the violation(s). The program receives notification of any noncompliance that requires corrective action. The program then must respond with a corrective action plan that addresses the following:

- What short-term or immediate action has been taken to correct the area of noncompliance?
- Please explain the planned changes to the 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 the system(s) or procedure(s) to continue to prevent this noncompliance?

Licensing specialists verify corrective action plans have been implemented during each program's next unscheduled licensing compliance visit.

PRESCHOOL COMPLIANCE JULY 1, 2020 – JUNE 30, 2021

784 preschool site-visit reports documented full compliance (announced and unannounced visits)

OHIO ADMINISTRATIVE CODE	MOST FREQUENT PRESCHOOL VIOLATION CITED	NUMBER OF VIOLATIONS
3301-37-04 Staff Medical Statement	During the inspection and review of staff files, one or more staff members did not have a medical statement on file.	100
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 background checks on file for review.	79
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.	60
3301-37-05 Annual fire Inspection	The fire inspection on file was more than 12 months old.	44
3301-37-07 Child Abuse Recognition and Prevention	During the inspection, it was determined there is not a staff member who is trained in child abuse.	43

SCHOOL-AGE CHILD CARE COMPLIANCE JULY 1, 2020 – JUNE 30, 2021

184 school-age child care site-visit reports documented full compliance (announced and unannounced visits)

OHIO ADMINISTRATIVE CODE	MOST FREQUENT SCHOOL-AGE CHILD CARE VIOLATION CITED	NUMBER OF VIOLATIONS
3301-32-09 Discipline Restrictions	On the day of the inspection, the discipline policy reviewed did not include all the required restrictions	43
3301-32-02 Staff Medical Statements	On the day of the inspection, all staff did not have completed medical examinations on file.	37

3301-32-10 Compliance Report	During the inspection, the most recent compliance report was not posted.	21
3301-32-03 Child Abuse Recognition and Prevention Certification	On the day of the inspection, no staff member with current valid child abuse recognition and prevention certification was on site during the time children were in attendance	21
3301-32-03 Staff Communicable Disease Training Certification	During the inspection, a review of staff records and staff schedules indicated a person trained to recognize signs of communicable disease did not observe each child as the child entered the group.	20

INCIDENT AND INJURY REPORT JULY 1, 2020 – JUNE 30, 2021

The Child Care Development Block Grant Act of 2014 requires the Department to provide information on the numbers of serious injuries, incidences of substantiated child abuse and/or neglect, and deaths in childcare settings.

All incidents or injuries, even when seemingly minor accidental or unintentional, must be reported so further investigation can be conducted.

The table below indicates the number of self-reported serious incident, illness fatalities and substantiated abuse or neglect findings for licensed preschool and school age childcare programs.

PROGRAM TYPE	NUMBER OF SUBSTANTIATED CHILD ABUSE AND NEGLECT	NUMBER OF <u>SERIOUS</u> INCIDENT <u>INJURY/ILLNESS</u> REPORTS	NUMBER OF DEATHS
Preschool	2	11	0
School-age Child Care	1	0	0

During State fiscal year 2021, when programs were allowed to operate in person again, programs were required to report positive cases of COVID-19 as serious incidents. Reports of COVID-19 were collected between September 8, 2020, through June 30, 2021. The total number of positive COVID-19 reports for preschool and SACC programs during that time was 621 cases.

Preschool and School-Age Child Care Licensing Violations

This report provides a summary of the violations of preschool and school-age child care licensing rules, as noted by licensing personnel conducting on-site visits during the 2020-2021 fiscal year. Violations must be corrected. Rule citations reference Ohio Administrative Code rule numbers and sections.

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
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.	5
3301-37-02 Change of Location/Capacity	A preschool program operated by a public school, county board of developmental disabilities, educational service center or eligible nonpublic school did not submit a change of capacity amendment for inspection of the new space before beginning with children.	6
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.	37
3301-37-03 Nap/Rest-Time Requirements	The daily written plan for the full-day program did not have a nap/rest period reflected in the daily written program.	1
3301-37-03 Parent Handbook	During the inspection, there was no parent handbook available for review.	3
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.	3
3301-37-04 Accredited Montessori Method Program	During the inspection, it was observed the accredited Montessori program combined 3- to 5-year-old children 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. The maximum group size in three classrooms during the on-site visit exceeded the maximum group size of 24.	1
3301-37-04 Additional Background Check including Sex Offender Registry	On the day of the inspection, staff members working in a program receiving Publicly Funded Child Care funding did not have evidence of the additional background checks.	23
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 background checks and/or evidence of five-year updates on file for review.	79

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-04 Director Qualifications	During the inspection and review of the director's file, the director of the preschool program operated by the public school did not meet the qualifications as described in this rule.	2
3301-37-04 Employee Medical	During the inspection and review of staff files, staff members did not have medical statements on file.	100
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 verification of a medical examination on file.	3
3301-37-04 Head Teacher Acting as a Director Qualifications	During the inspection and review of head teacher files, the teacher designated as the director did not meet the educator licensure requirements as a director. There was no evidence on-site to review.	1
3301-37-04 Head Teacher Qualifications	During the inspection, it was observed that each class/group of children was not assigned a head teacher who met requirements for the position. There was no evidence on-site to review.	2
3301-37-04 Maximum Group Size by age of children	During the inspection, it was observed 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.	20
3301-37-04 Nonpublic Director Qualifications	During the inspection and review of the director's file, the director of the non-tax-supported nonpublic school did not meet the qualifications as described in this rule. Nonpublic director needs to maintain a valid teaching license.	1
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.	1
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 special education program operated by a public school or board of developmental disabilities.	1
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 on file and available for review.	23
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.	60
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 10 annual clock hours after obtaining the required 45 training hours.	10

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-04 Staff Physically Present to Maintain Ratio	During the inspection, it was observed that enough preschool staff members were not physically present with children to meet staff member/child ratio requirements.	4
3301-37-04 Staff Training Hour Requirement: Associates Degree or Higher	During the inspection and review of staff files, staff with an associate degree or higher did not have documentation of completing 10 hours of in-service training.	10
3301-37-04 Supervision of Children	During the inspection, it was observed a child was left alone and unsupervised in the building.	13
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. No evidence was on-site for review.	1
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. No evidence was on-site for review.	1
3301-37-05 Annual fire Inspection	The fire inspection on file was more than 12 months old.	44
3301-37-05 Facility Requirements	Documentation of building approval for the age groups served per section 3301.55 of the Revised Code was not on file.	3
3301-37-05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers	There were more children in the space than the maximum capacity allows. Each classroom has a square footage and maximum capacity and the total number of children per space is different for each.	1
3301-37-05 Large Motor Play Space	During the inspection, hazards were present on the play space.	5
3301-37-06 Cots	Cots were not labeled with the assigned children's names. During the visit, there were some cots not labeled for each child.	3
3301-37-06 Electrical Outlets	During the inspection, there was one or more electrical outlets uncovered while not in use.	21
3301-37-06 Storage of Cleaning Supplies	During the inspection, it was observed that cleaning and sanitizing supplies were within reach of children.	22
3301-37-07 Admission and Withdrawal Policies	Upon review of the program's policies and procedures, there is no information regarding the program's withdrawal procedures.	2
3301-37-07 Annual Roster Permission	Program policies and procedures are to include securing permission from parents to be included in rosters.	12

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-07 Annual Rosters	Program policies and procedures are to include information regarding preparing an annual roster for each group of children, and on request, programs must furnish the roster to parents. The program does not have procedures for preparing such roster and furnishing it to parents upon request. Two classrooms did not have preschool parent rosters created to share with parents if requested.	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 Administrative Code.	6
3301-37-07 Child Abuse Recognition and Prevention	During the inspection, it was determined there is not a staff member who is trained in child abuse.	43
3301-37-07 Developmental Materials and Equipment	Written policies reviewed during the inspection do not address the selection and use of developmentally appropriate materials, equipment and resources.	1
3301-37-07 Emergency Phone Numbers	During the inspection, it was observed emergency numbers were not posted by each telephone.	3
3301-37-07 Emergency Procedure Postings	During the inspection, it was observed that all emergency procedures had a map, but no evacuation route was outlined on the map.	2
3301-37-07 First-aid Training	Program policies and procedures do not state that at least one preschool staff member with current first-aid training is always available. Preschool staff members do not have current first aid training.	28
3301-37-07 Group Rosters	An annually prepared roster was not available for review.	3
3301-37-07 Injury Logs	A log of injury is not maintained by the program.	1
3301-37-07 Management of Communicable Disease Policy	Program policies and procedures do not state that at least one preschool staff member with current prevention, recognition and management of communicable disease training is always available.	4
3301-37-07 Medical and Dental Emergency Postings	During the inspection, it was observed that medical and dental emergency procedures were not posted by each telephone.	15
3301-37-07 Medication Administration Requirements	Program policies and procedures did not include maintaining medication administration logs for one year	4
3301-37-07 Program Rosters	Program policies and procedures are to include securing permission from parents to be included in rosters. The program does not have procedures for securing such permission from parents.	12

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-07 Unlimited Parent Access	Program policies do not include allowing parents unlimited access to the school during its hours of operation.	5
3301-37-08 Child Medical Statement	A review of children's records indicated that some medical statements were more than 13 months old.	38
3301-37-08 Child Medical Statement Signed By Medical Personnel	A review of children's records indicated that all medical statements on file were provided by a physician, physician's assistant, clinical nurse specialist or certified nurse.	2
3301-37-08 Cumulative Record	A review of children cumulative records revealed the names of persons to whom the child can be released was not obtained for each child.	3
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 prescription medication to a child enrolled in the program.	2
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.	1
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 Revised Code was not available during the inspection. Doctor and dentist missing from emergency form.	2
3301-37-08 Health Record: Emergency Transportation Permission	Permission for emergency transportation was not documented for each child.	13
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.	13
3301-37-08 Health Record: Medical Statement	A review of children's health records revealed a medical statement signed by a licensed physician, physician's assistant, clinical nurse specialist or certified nurse was not obtained for each child.	6
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.	6
3301-37-08 Required Cumulative and Immunization Records Due Dates	A review of children's cumulative and health records indicated all information was not obtained by first day of attendance.	5
3301-37-09 Food License	The program does not have evidence of compliance with food operations. The program does not have a food license or an exemption to a food license	3
3301-37-09 Menus	At the time of the inspection, menus for the week were not posted.	9

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-09 Snack Service Time	During the inspection and a review of the daily schedule, it was observed the program did not serve a snack.	1
3301-37-09 Snack Choices from Two Food Groups	During the inspection, it was observed snacks did not include a choice from two food groups.	2
3301-37-10 Behavior Management/Discipline Policy Requirements	During the inspection, the program did not have a written discipline policy.	1
3301-37-10 Staff Responsibility for Behavior Management/Discipline	During the inspection, the program's written discipline policy did not include all the required restrictions.	29
3301-37-10 Parents Receive Behavior Management and Discipline Policy	During the inspection, the programs policy did not include the requirement that parents are provided a copy of the center's written discipline policy.	2
3301-37-11 Communicable Disease Training	On the day of the inspection, no staff member with current prevention, recognition and management of communicable disease training was on-site during the time children were in attendance.	25
3301-37-11 Isolating and Discharging an Ill Child	The communicable disease policy did not include procedures for isolating and discharging an ill child.	4
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/or does not feel well enough to participate in activities but is not exhibiting any communicable disease symptoms.	1
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
3301-37-11 Parent Notification of Child Illness	A provision for immediately notifying the parent or guardian when a child has symptoms of illness is not included in the communicable disease management policy.	1
3301-37-11 Reasons to isolate and discharge child at some during the day	The communicable disease management policy does not address the isolation of a child with unusual spots or rashes, 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.	7
3301-37-11 Staff Trained to Recognize Communicable Disease	A person trained to recognize the common signs of communicable disease or other illness was not available to observe each child daily as he/she enters a group.	9

PRESCHOOL RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-37-11 Symptoms of Illness	The communicable disease recognition and prevention policy did not list all the signs and symptoms of illness required for immediately discharging a child.	5
5101:2-12-2.2 Pandemic requirements	The program did not have pandemic guidelines related to preschool available for review.	7

SCHOOL-AGE CHILD CARE RULE CITATION	EXPLANATION	NUMBER OF VIOLATIONS
3301-32-02 Annual Orientation Training	During the inspection and review of staff files, there was no documentation indicating all staff received orientation training within seven days of working with children annually.	4
3301-32-02 Additional Background Check including Sex Offender Registry	On the day of the inspection, staff members working in a program receiving Publicly Funded Child Care funding did not have evidence of the additional background checks.	4
3301-32-02 Criminal Background Check Requirements	On the day of the inspection, all staff members did not have required criminal background check reports on file.	13
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.	9
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.	2
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 annual five hours of in-service training after they reached 45 hours.	6
3301-32-02 Staff In-Service Training Areas	During the inspection and review of staff files, all staff did not accumulate in-service hours in approved training areas.	8
3301-32-02 Staff Medical Statements	On the day of the inspection, all staff did not have a medical examination completed and on file.	37
3301-32-02 Updating First Aid, CPR, Child Abuse Recognition and Communicable Disease Training	During the inspection and review of staff files, files lacked documentation that first aid, CPR, child abuse recognition and prevention, and management of communicable disease training is obtained by staff according to the length of time required by the approved organization.	17
3301-32-03 Staff First Aid, CPR, Training Certification	On the day of the inspection no staff member with current valid first aid certification was on site during the time children were in attendance.	18
3301-32-03 Staff Child Abuse Recognition and Prevention Training Certification	On the day of the inspection, no staff member with current valid child abuse recognition and prevention certification was on site during the time children were in attendance	21

3301-32-03 Staff Communicable Disease Training Certification	On the day of the inspection no staff member with current valid management of communicable disease certification was on site during the time children were in attendance.	20
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.	10
3301-32-04 Emergency Phone Numbers	On the day of the inspection, emergency service phone numbers were not posted and readily accessible to program staff.	5
3301-32-05 Equipment and Materials Support Program Plans	During the inspection, it was observed the program does not have daily plans for the children.	4
3301-32-05 Ombudsman information	During the inspection, it was observed that the name and telephone number of the department's ombudsman was not posted in a place visible to parents.	2
3301-32-05 Curriculum	During the inspection, the program does not have a curriculum to address the needs, interests and development of the children	3
3301-32-06 Emergency Drill practice	On the day of the inspection, there was no evidence or documentation of quarterly drill practices.	7
3301-32-06 Emergency Plan	At the time of the inspection, the emergency plan did not account for all the following emergencies: medical, dental, environmental, threats of violence, fire, tornado, flood, loss of power, loss of heat and loss of water.	1
3301-32-06 Medication Administration	On the day of the inspection, the medication policy did not meet the rule requirements.	6
3301-32-07 Food Procedures	During the inspection and review of program policies and procedures, there were no written procedures for preparing, handling and serving food and washing food, utensils and equipment.	1
3301-32-07 Meal and Snack Requirements	During the inspection, it was observed the program does not provide snacks to children in attendance.	1
3301-32-07 Meal and Snack Requirements	During the inspection, a weekly menu was not planned, prepared and posted.	3
3301-32-08 Caring for A Mildly Ill Child Procedures	During the inspection and review of the program's policies and procedures, there were no policies and procedures for caring for a mildly ill child.	2
3301-32-08 Communicable Disease Chart	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 Management of Communicable Disease Policy	During the inspection, there were no written policies and procedures for the management of communicable disease available for review.	2

3301-32-08 Staff Trained to Recognize Communicable Diseases	During the inspection, a review of staff records and staff schedules indicated a person training to recognize signs of communicable disease did not observe each child as the child entered the group.	11
3301-32-08 Symptoms of Illness	During the inspection and review of handbook, the handbook did not include all signs and symptoms required by rule.	10
3301-32-09 Abuse and Neglect Protection	During the inspection and review of the program's discipline policy, the policy did not address the program will neither abuse nor neglect children.	1
3301-32-09 Discipline Restrictions	During the inspection, a written discipline policy did not meet the requirements of 3301-32-09 regarding discipline.	43
3301-32-09 Parent Provided Written Discipline Policy	During the inspection, there was no policy or documentation available for review regarding parents being provided a copy of the program's written discipline policy that included the behavior discipline laws.	1
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.	2
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.	9
3301-32-10 Child Information: Transportation from Program Authorization	During the inspection and review of children's records, individual records did not include parental designations of authorized persons to take the child from the program.	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 Compliance Report	During the inspection, the most recent compliance report was not posted.	21
3301-32-10 Corrective Action plan	During the inspection, the most recent corrective action plan was not posted.	4
3301-32-10 Program license	During the inspection, the license to operate the program was not posted in a conspicuous place.	3
3301-32-10 Medication Administration Policy: Staff Training	During the inspection and review of the program's medication policies and procedures, administration of medication by authorized staff was not included. Rule 3301-32-06(C) of the Administrative Code and section 3313.713 of the Revised Code lists the requirements for administering medication.	1

3301-32-10 Staff Records	During the inspection and a review of staff records, records did not include required documentation.	17
3301-32-10 Supervision Plan	During the inspection and a review of the program's policies and procedures, information regarding a supervision plan was not included.	1
3301-32-10 Transportation Policies	During the inspection and a review of the program's policies and procedures there was no information regarding transportation to and from the program for children or regarding field trips in the extended care program.	1
3301-32-10 Personnel Polices Available	During the inspection and review of program documents, there was no information regarding personnel polices being available to staff.	2
3301-32-10 Discipline Policy	During the inspection and a review of the program's policies, there were no procedures for excluding children for disciplinary reasons.	4
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
3301-32-11 Supervision	Complaint substantiated: A child was left outside unsupervised	1