

This document is not a comprehensive list. It is intended to assist programs in preparing for a preschool site inspection and is to be used in conjunction with the preschool licensing rules. For rules, sample forms, and other resources, please visit the [Ohio Department of Education Preschool Licensing](#) online. It may be helpful to prepare a binder containing required written documentation.

Note: The detailed content requirements for each plan or policy are included in the rule referenced in parentheses after each item listed. See the link above for the licensing rules for preschool.

Serious Risk Rules are listed in [Chapter 3301-37-02, 01-12 of the Administrative Code](#).

Section I – Written Documentation

- Curriculum must be developmentally appropriate and aligned to the domain level of the early learning and development standards. (Rule 03)
- Program's philosophy, curriculum, goals, and daily schedule. (Rule 03)
- Written daily schedule with a nap/rest period reflected for programs serving preschool children for more than five hours per day. (Rule 03)
- Plan how developmental progress will be reviewed/reported to parent(s) and for parent/teacher conferences to be held twice a year. (Rule 03)
- Parent handbook regarding program's policies and procedures, including health and developmental screenings, parental participation, how to obtain copies of inspection report and how to file a complaint. (Rule 03)
- Admission and attendance which includes admission, placement, transition, and withdrawal. (Rule 07)
- Procedures for providing written notification to parents on the day of the injury/incident and maintaining a log of all injury/incident reports. (Rule 07)
- Prior to administering a prescription or nonprescription medication, written instructions of a licensed physician/dentist. Written record or log including dosage, date, and time. (Rule 07)
- Written permission from parent to swim or participate in water play activities. (Rule 07)
- For each group of children, a roster which includes the name and telephone number of the child and the child's parent. (Rule 07)

Policies and Procedures (must include but are not limited to):

- Policies for staff. (Rule 07)
- Cumulative records. (Rule 07)
- Health and safety procedures. (Rule 07)
- Admission and attendance. (Rule 07)

- Policy for transportation and field trips. (Rule 07)
- Plan for providing services for a child with a disability in a public school or services for child in an eligible nonpublic school. (Rule 07)
- Medication Policy (Rule 07)
- Written discipline/behavior management policy. (Rule 10)
- Written policy concerning the management of communicable disease. (Rule 11)

Section II – Posted

- Most recent written compliance report posted near the posted program license. (Rule 02)
- Posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills. (Rule 07)
- Posting medical and dental emergency procedures in each preschool room and by each telephone. (Rule 07)
- Emergency numbers posted by **EACH** telephone. (Rule 07)
- Current menus for the entire week for both meals and snacks. (Rule 09)
- Ohio Department of Health’s Communicable Disease Chart posted. (Rule 11)

Section III – Observed

- Record of emergency drills. (Rule 04)
- Preschool staff member/child ratio and maximum group size maintained at all times; no child left alone or unsupervised. (Rule 04)
- Preschool special education programs shall meet the child/staff ratio requirements of section [3323.022](#) of the Revised Code and rule [3301-51-11](#) of the Administrative Code. (Rule 04)
- Written documentation of annual fire inspection and approval of the facility. (Rule 05)
- Program located in safe/convenient facility with space exclusively used for children enrolled in program. (Rule 05)
- A phone is available. (Rule 05)
- Play space shall offer protection from falls and shall be well drained and free of hazards. In addition, the play area shall be well defined. (Rule 05)
- All napping children shall be resting or sleeping on cots or mats. Cots or mats shall be labeled for exclusive use of each child. (Rule 06)

- Adequate and sufficient first-aid supplies. (Rule 06)
- Furniture, materials and equipment of appropriate size and type, safe and sanitary, and in quantities proportionate to the enrollment; play materials arranged so children may select, remove, and replace play materials with a minimum of assistance. (Rule 06)
- Protective mats shall be placed under climbers; electrical outlets are covered unless documentation is on file that the outlets are tamper resistant. (Rule 06)
- Cleaning and sanitizing supplies shall be stored in a space that is inaccessible to children. (Rule 06)
- Parent roster and a signed statement indicating whether parent desires to be included on parent roster. Roster shall be available upon request to each parent. (Rule 07)
- Daily attendance records including admission and withdrawal. (Rule 07)
- Snacks and meals provided for children attending 4+ hours; snacks shall be served during the longest period between meals; screen time is not permitted during meals & snacks. (Rule 09)

Section IV – Files for staff and persons left alone or used in ratio (Required documentation)

- Each staff member must have evidence of the following:
 - Official documentation of highest level of education.
 - If applicable, documentation of educator licensure/certification.
 - Orientation training completed within 30 days of the individual's start date.
 - Non-guilty/non-conviction statement on prescribed form, signed annually.
 - Criminal record check that meets the requirements as prescribed in section [3301-37-04-G-5](#) of the Ohio Administrative Code of the Revised Code.
 - A medical statement signed by a licensed medical professional as stated in the rule.
 - Annual in-service training for preschool staff members as stated in the rule.
- Each staff member has completed and is current with an approved course for age-appropriate first aid and CPR. (Rule 04)
- A person who has completed and is current with approved course to recognize the common signs of communicable disease or other illness. (Rule 04)
- A person who has completed and is current with a child abuse recognition and prevention course based on an approved curriculum. (Rule 04)

Section V – Children's Records (Required Documentation)

- Cumulative record per [rule-3301-37-08 B1](#) (Rule 08)
- Medical statement no later than thirty days after date of admission and every thirteen months from the date of examination thereafter. (Rule 08)
- Health record per [Rule-3301-37-08 B2](#) (Rule 08)

- Physician's or dentist's authorization and written instructions to administer prescription medication. (Rule 08)

Section VI – Infant/Toddler Programming

- Infants and toddlers shall be provided space apart from their sleeping quarters, so each child is allowed to sit, crawl, toddle or walk, and play. (Rule 5)
- Infants and non-ambulatory children 18 months or older shall receive care in rooms approved for that use. (Rule 05)
- Cribs are to be separated from infant play space by a safe and sturdy physical barrier. (Rule 05)
- Cribs shall meet US consumer product safety commission safety standards. Each infant shall be provided with a separate crib. Each crib shall be labeled with each infant's name. (Rule 06)
- Cribs shall be spaced apart by a minimum of two feet on all sides. (Rule 06)
- Potty chairs shall be emptied, cleaned, disinfected, and rinsed after each use. They shall not be in areas used for food preparation or serving. (Rule 06)
- Infant food and/or formula provided by the parent shall be labeled with the child's name, date of preparation. (Rule 09)
- Breast milk shall be labeled with the child's name, date expressed, date of receipt, and immediately refrigerated. (Rule 09)
- For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. (Rule 12)