

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

Serious Risk Rules are listed in [3301-32-11 \(K\) of the Administrative Code](#).

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 school-age childcare.

Section I - Written Documentation

Curriculum Must Include:

- A written school child curriculum shall address but not necessarily be limited to the following: personal discipline; social and emotional learning; recreational skills; and health and safety skills. (Rule 05)
- The written school child curriculum shall be adapted to address individual needs, personal interests, and developmental levels. Personal choice and self-initiated learning experiences shall be encouraged and supported in all curriculum planning. For a list of recommended activities and projects refer to [3301-32-05 C 1-12](#). (Rule 05)

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

- Program's philosophy, goals, objectives, and daily plans. (Rule 05)
- Programs that allow or require parents to provide food for meals or snacks, provide parents with written nutritional information and have a copy of this written nutritional information on file at the program. (Rule 07)
- The program shall have a written discipline policy. The 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. (Rule 09)
- The parent of a child enrolled in a program shall receive the program's written discipline policy. (Rule 09)
- 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. (Rule 09)
- Program policies and procedures shall be given to all parents at the start of the school year or at the time of enrollment; to staff prior to working with the children, and to other persons upon request. (Rule 10)
- The program shall develop and maintain written program policies and procedures that are consistent with the policies and procedures of the school district board of education. Refer to [3301-32-10 1-24](#) for the complete list of policies and procedures. (Rule 10)
- Personnel policies and procedures for employment. The complete list is found in [3301-32-10-C](#) (Rule 10)

Section II - Staff Files (Required Documentation)

- The file for any individuals used to meet ratio or left alone with a child, including substitutes, is to include, at a minimum: (Rule 03)
 - A current profile in the Ohio professional registry (OPR).
 - Evidence they are at least eighteen years old.
 - A high school diploma or equivalency.
 - Orientation training as prescribed by the department, completed within thirty calendar days of the staff member's start date.
 - Program policies and procedures orientation training completed prior to or within seven calendar days of the first scheduled date of attendance on the job, except that the discipline policy and procedures shall be reviewed before working with children.
 - In-service hours as set forth in section 3301.54 of the Revised Code and then annually as follows:
 - If the individual works twenty-nine hours or less a week then 2.5 hours of in-service is to be completed; or
 - If the individual works thirty hours or more a week, then five hours of in-service are to be completed.
 - A medical statement signed by a licensed physician assistant, advanced practice registered nurse, or a certified nurse practitioner that documents that they are free of communicable disease and fit to work with children. The documentation should be dated on or before the first day of employment; not more than twelve months prior to employment and up to thirty days after employment.
 - Evidence of criminal record checks and five-year updates that meets the following:
 - The requirements as prescribed in section 3301.541 of the Revised Code and, if applicable, rehabilitation criteria as described in rules 3301-20-01 and 3301-20-03 of the Administrative Code.
 - The background check requirements as prescribed in rule 5101:2-12-09 of the Administrative Code and the Child Care and Development Block Grant Act of 2014, P.L. 113-186 (11/19/2014), 128 Stat. 1971 (2014), 42 USC 9858 (CCDBG Act of 2014) for programs contracted to provide publicly funded childcare services.
 - Documentation of current age-appropriate first aid, CPR, recognition, and prevention of communicable disease and child abuse recognition reporting and prevention training in accordance with rule 5101:2-12-10 of the Administrative Code; and
 - If authorized to administer medication, documentation of medication administering training in accordance with section 3313.713 of the Revised Code.
- Documentation of completed in-service training as required shall include date, place, topic, program coordinators and presenters' signatures, or in the case of self-study, the title, author/producer, and annotated bibliography of the self-study course in lieu of the presenter's signature. (Rule 03)

Section III - Children's Records (Required Documentation)

- Individual child records shall be maintained and updated at least annually. (Rule 06)
 - Child's name; date of birth; date of admission; parents' name.
 - Home address and/or business address.
 - 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.
 - Name of the school the child attends.
 - Any special concerns such as dietary restrictions and allergies.
 - Telephone numbers of three authorized person(s) to take the child from the program in the event of an emergency.
 - Parental consent for first-aid, medication, and transportation to an emergency care facility.
 - Name and telephone number of the child's physician, dentist, or other health care providers.
 - Signed parental permission slip for the administration of medication and log of medication administration.
 - Information on any injury to the child. The program shall notify parents when their child is injured, and the program shall maintain a log of such reports.
 - Transportation plan that shall include parental designations of any authorized persons to take the child from the program.
 - If a school district, a county board of developmental disabilities, community school, or eligible nonpublic school policy permits, a transportation plan shall include mutual agreement and consent between the program coordinator and the child's parents allowing a school child to leave the school child care program for specific activities. See rule [3301-32-06-C](#) for requirements.
 - Information on special medical or health needs, allergies, and dietary restrictions.
 - Attendance records.

Section IV - Posted

- Phone numbers for emergency services must be posted in a visible location readily accessible. (Rule 04)
- License and most recent compliance report and corrective action plan are posted in a conspicuous place. (Rule 04)
- Menus must be planned on a weekly basis at a minimum and posted in a conspicuous place where they can be reviewed by parents. (Rule 07)
- Access to the Ohio department of health's "communicable disease chart" (jfs.ohio.gov) for reference. (Rule 08)

Section V – Observed

- Maintenance of staff/child ratios including a supervision plan. Refer to [3301-32-A-G](#) (Rule 03)
- Staff/child ratios shall be at least 1:18 for children who are 5 years old <11 years old; or at least 1:20 who are 11 years old <15 years old. (Rule 03)
- The maximum group size shall not exceed twice the maximum number of children allowed per staff member. (Rule 03)
- One administrator shall be present on-site at least fifty percent of the operating hours. (Rule 03)
- A working phone must be within, or immediately accessible to the program's primary space and accessible to staff at all times. Program staff must be available to parents by phone during hours of program operation. (Rule 04)
- Both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program. (Rule 04)
- 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. (Rule 04)
- Space for storage of equipment and children's personal belongings shall be available. (Rule 04)
- A program shall serve a nutritious snack as defined in rule 3301-32-01 of the Administrative Code to each child in attendance and follow guidelines as indicated in 3301-32-07 C (Rule 07)

Safe indoor and outdoor environments free of hazards shall be maintained

- Program sites shall provide a minimum of 35 square feet of indoor primary space per child. Additional space used for short periods of time is not required to meet the 35 square feet per child requirement. (Rule 04)
- Safe outdoor play space not less than 60 square feet for each child using the space at any one time. (Rule 04)
- Surface of the outdoor play space is well-drained; play space free of hazards; play space is well-defined to protect all children. (Rule 04)
- Dangerous items stored out of reach of children. (Rule 04)
- Child-sized tables, chairs, and other furniture. (Rule 04)
- Equipment and furniture without sharp corners, splinters, or loose or peeling paint containing lead. (Rule 04)
- Space free from debris, loose or peeling paint or wallpaper, crumbling plaster, holes in walls, floors, ceilings, or litter; rugs have nonskid backing or firmly attached to the floor. (Rule 04)
- Facility must be cleaned daily, including cleaning and sanitizing disinfection of toilets and tabletops. (Rule 04)
- Children shall have access to toilets, sinks, and safe drinking water at all times. (Rule 04)

Swimming

- Staff members shall at all times accompany and supervise children at swimming sites including, but not limited to, public or private swimming pools. (Rule 03)
- The program shall provide enough staff members to meet the ratio requirement at all times during swimming and water play activities. (Rule 03)
- Swimming sites not on the same premises as the program shall be approved and supervised by local authorities. (Rule 03)
- Activities in bodies of water eighteen inches in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American red cross, YMCA, or an equivalent water safety program. (Rule 03)
- Swimming in lakes, rivers, or ponds is unallowable. (Rule 03)
- Swimming pools, wading pools, and other bodies of water two or more feet in depth shall be fenced or otherwise made inaccessible to the children when adult supervision is not available. (Rule 06)
- Written permission from the parent/guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth. See [3301-32-06-C 1-4](#) for specific requirements. (Rule 06)