Ohio Department of Education
Ohio Department of Job and Family Services

Licensing Inspection Full Report

Program Details		
Program Type: School Age Child Care	Program Name: Elgin Elementary School	Program Number: 1230028852
Address: 1250 Keener Rd S Marion OH 43302		County: MARION
Organization Name: Elgin Local	Org IRN: 048413	Site IRN: 030825

Inspection Information		
Inspection Type Pre-license	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 10/19/2023	Begin Time: 2:00 PM	End Time: 3:30 PM

The most recent written compliance reports and the program's corrective action plan shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the department

Note: All documented non-compliances are grouped as Serious, Moderate and Low risk violations. A serious risk non-compliance may impact a program's Step up to Quality rating.

Summary of Findings		
Number of Rules Verified: 115	Number of Rules with Non-Compliances: 5	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 2	Low Risk Non-Compliances: 13

Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious risk non-compliance is cited.

Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

Moderate Risk Non-Compliances

Domain: **00 License & Approvals**

Rule: 3301-32:11 Program license application

Code: This rule requires all school districts, county boards of developmental disabilities, community schools and eligible nonpublic schools accepting state or federal funds specifically for school child care and/or child day care pursuant to Chapter 5104. of the Revised Code shall be licensed.

Findings: A program license was not obtained by the governing board before beginning operation when a program receives state or federal funding.

***Program did not submit application thirty (30) days prior to the proposed open date and prior to children attending.

Corrective Action Plan Due: 11/19/2023

Domain: **08 Staff Files**

Rule: 3301-32:03 Required background checks

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to meet 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.

Findings: During the inspection and review of staff files, individuals used in ratio did not have evidence of criminal background checks that meet the requirements.

Corrective Action Plan Due: 11/19/2023

Low Risk Non-Compliances

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff with required health and safety training

Code: This rule requires the program to ensure each staff member shall have current valid age appropriate first aid, age appropriate CPR, child abuse recognition and prevention, and management of communicable disease certification in accordance with rule?5101:2-12-10?of the Administrative Code. In-service training on age appropriate first aid, age appropriate CPR, child abuse recognition and prevention, and management of communicable disease shall be updated according to the length of time required by the approved organization.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current age appropriate course in first aid from an approved provider.

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff medical statement

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have evidence of a signed medical statement on or before the first day of employment.

Findings: During the inspection and review of staff files, individuals used to count in ratio did not have evidence of a signed medical statement on or before the first day of employment.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Discipline shall not be delegated to a child

Findings: During the inspection and policy review, the behavior management/discipline policy did not include restrictions regarding discipline delegated to another child.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include: Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include not imposing discipline on a child for failure to eat, sleep or for toileting accidents.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: the program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at the school child program.

Findings: During the inspection and policy review, the discipline restriction regarding protecting children from abuse and neglect while in attendance was missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include: No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include restrictions regarding placing a child in a locked room, confined or enclosed area.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include: No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so that the child may regain control.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include restrictions regarding physical restraints.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include: Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include techniques of discipline restrictions.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to including the following restriction: Discipline shall not include the withholding of food, rest, or toilet use.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include withholding food, rest or toilet use.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the program's actual methods of discipline shall apply to all persons on the premises.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include that the center's actual methods of discipline shall apply to all persons on the premises.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include restrictions regarding cruel, harsh, or corporal punishment, or any unusual punishments.

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Discipline restrictions

Code: This rule requires the discipline policy to include: No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include restrictions regarding a child being subjected to profane language or verbal abuse

Rules in Compliance/Not Verified	
Rule: 3301-32:04 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 3301-32:04 Using cleaning supplies	*Compliant*
Rule: 3301-32:04 Furniture and equipment requirements	*Compliant*
Rule: 3301-32:04 Safe furniture and equipment	*Compliant*
Rule: 3301-32:04 Safe areas	*Compliant*
Rule: 3301-32:04 Program cleaning and sanitizing	*Compliant*
Rule: 3301-32:04 Outdoor play space	*Compliant*
Rule: 3301-32:10 Enrollment of children with disabilities	*Compliant*
Rule: 3301-32:10 Supervision plan policies	*Compliant*
Rule: 3301-32:05 Written philosophy and goals	*Compliant*
Rule: 3301-32:09 Reporting abuse policy	*Compliant*
Rule: 3301-32:10 Discipline policy requirements	*Compliant*
Rule: 3301-32:10 Food service policies	*Compliant*
Rule: 3301-32:10 Ill child policies	*Compliant*
Rule: 3301-32:10 Medication administration policy requirements	*Compliant*

Rule: 3301-32:10 Emergency procedures	*Compliant*
Rule: 3301-32:10 Training on emergency procedures	*Compliant*
Rule: 3301-32:10 Emergency drill practice	*Compliant*
Rule: 3301-32:10 Accident policy and procedures	*Compliant*
Rule: 3301-32:10 Child release policies	*Compliant*
Rule: 3301-32:10 Reporting absences	*Compliant*
Rule: 3301-32:03 Staff/child ratio	*Compliant*
Rule: 3301-32:04 Storage of belongings	*Compliant*
Rule: 3301-32:04 Access to facilities	*Compliant*
Rule: 3301-32:04 First aid supplies	*Compliant*
Rule: 3301-32:04 Phone requirements	*Compliant*
Rule: 3301-32:04 Smoking prohibited	*Compliant*
Rule: 3301-32:04 Handwashing facilities	*Compliant*
Rule: 3301-32:08 Communicable Disease Policy: Exposure to a communicable disease	*Compliant*
Rule: 3301-32:08 Communicable disease chart	*Compliant*
Rule: 3301-32:03 Maximum group by age group exceeded	*Compliant*
Rule: 3301-32:03 Second adult requirements	*Compliant*

Rule: 3301-32:03 Administrator onsite time *Compliant*

Rule: 3301-32:03 Annual orientation training requirement *Compliant*

Rule: 3301-32:03 Swimming and water play ratio *Compliant*

Rule: 3301-32:03 Individual used in ratio *Compliant*

Rule: 3301-32:03 Maintaining Ohio Professional Registry Profile *Compliant*

Rule: 3301-32:03 Staff minimum requirements *Compliant*

Rule: 3301-32:03 In-service hour requirement *Compliant*

Rule: 3301-32:09 Written discipline policy requirements *Compliant*

Documenting Statement: During the inspection policy review, behavior management/discipline policies and procedures did not include section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code requirements were missing.

Rule: 3301-32:09 Staff receive discipline policy *Compliant*

Rule: 3301-32:10 Transportation policies *Compliant*

Rule: 3301-32:05 Written curriculum requirements *Compliant*

Rule: 3301-32:05 Equitable activities, materials and equipment *Compliant*

Rule: 3301-32:03 Medication administration training *Compliant*

Rule: 3301-32:03 Annual in-service requirements *Compliant*

Rule: 3301-32-03 Approved trainer requirements *Compliant*

Rule: 3301-32:04 Annual fire inspection *Compliant*

Rule: 3301-32:04 Indoor space *Compliant*

Rule: 3301-32:09 Written discipline policy: Exclusions *Compliant*

Rule: 3301-32:07 Policies for providing meals	*Compliant*
Rule: 3301-32:09 Staff responsibility for discipline	*Compliant*
Rule: 3301-32:07 Personnel trained in sanitary procedures	*Compliant*
Rule: 3301-32:05 Written curriculum: Adapted for children with disabilities	*Compliant*
Rule: 3301-32:05 Materials and equipment	*Compliant*
Rule: 3301-32:06 Individual child registration	*Compliant*
Rule: 3301-32-06 Individual child injury report	*Compliant*
Rule: 3301-32-06 Injury report log	*Compliant*
Rule: 3301-32-06 Individual child transportation plan	*Compliant*
Rule: 3301-32-06 Individual child medical needs	*Compliant*
Rule: 3301-32-06 Attendance records	*Compliant*
Rule: 3301-32-06 Written permission to swim	*Compliant*
Rule: 3301-32:07 Snack served from two of the five basic food groups	*Compliant*
Rule: 3301-32:07 Program meal and snack policies and requirements	*Compliant*
Rule: 3301-32:07 Menu requirements	*Compliant*
Rule: 3301-32:07 Handwashing	*Compliant*
Rule: 3301-32:07 Special dietery needs	*Compliant*
Rule: 3301-32:07 Program personnel informed of children's allergies	*Compliant*

Rule: 3301-32:07 Safe drinking water	*Compliant*
Rule: 3301-32:07 Food served	*Compliant*
Rule: 3301-32:07 Safe food storage	*Compliant*
Rule: 3301-32:07 Screen time during meal or snack time	*Compliant*
Rule: 3301-32:07 USDA Sponsor Violation	*Compliant*
Rule: 3301-32:07 Parent provided snack requirements	*Compliant*
Rule: 3301-32:08 Children observed for communicable disease upon arrival	*Compliant*
Rule: 3301-32:08 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Compliant*
Rule: 3301-32:08 Communicable Disease Policy: Ill child isolation requirements	*Compliant*
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	*Compliant*
Rule: 3301-32:10 Program policies	*Compliant*
Rule: 3301-32:10 Staff/parent communication	*Compliant*
Rule: 3301-32:10 Field trip policies	*Compliant*
Rule: 3301-32:10 Program evaluation	*Compliant*
Rule: 3301-32:10 Volunteer policies	*Compliant*
Rule: 3301-32:10 Nondiscrimination policies	*Compliant*
Rule: 3301-32:10 Parent handbook	*Compliant*

Rule: 3301-32:10 Staff record policies	*Compliant*
Rule: 3301-32:10 Staff policies	*Compliant*
Rule: 3301-32:10 Child Data Privacy	*Compliant*