Ohio Department of Education
Ohio Department of Job and Family Services

# Licensing Inspection Full Report

| Program Details | | |
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| Program Type:<br>School Age Child Care | Program Name:<br>Manchester High School | Program Number:<br>1230028876 |
| Address:<br>130 Wayne Frye Dr<br><br>Manchester<br>OH 45144 | | County:<br>ADAMS |
| Organization Name:<br>Manchester Local | Org IRN:<br>000442 | Site IRN:<br>000450 |

| Inspection Information | | |
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| Inspection Type<br>Pre-license | Inspection Scope:<br>Full | Inspection Notice:<br>Announced |
| Visit Date:<br>10/04/2023 | Begin Time:<br>11:30 AM | End Time:<br>2:30 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 | | |
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| Number of Rules Verified: 115 | Number of Rules with Non-Compliances: 1 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1 | Low Risk Non-Compliances: 0 |

## 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 application requirements

Code: This rule requires a valid food license or valid food exemption from the local health department having jurisdiction or from the Ohio department of health.

Findings: An electronic application for a license was not submitted by the governing body to the department in accordance with section 3301.58 of the Revised Code at least thirty days prior to the proposed open date.

**Low Risk Non-Compliances**

**No Low Risk Non-Compliances were observed during this inspection**

| Rules in Compliance/Not Verified | |
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| **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* |

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| **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: 3301-32:04 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* |

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| **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 Administrator onsite time** | *Compliant* |
| **Rule: 3301-32:03 Annual orientation training requirement** | *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 Licensing orientation training** | *Compliant* |
| **Rule: 3301-32:03 In-service hour requirement** | *Compliant* |
| **Rule: 3301-32:09 Written discipline policy requirements** | *Compliant* |
| **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 Staff medical statement** | *Compliant* |

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| **Rule: 3301-32:03 Required background checks** | *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: 3301-32:03 Staff with required health and safety training** | *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: 3301-32:09 Discipline restrictions** | *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* |

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| **Rule: 3301-32-06 Individual child medical needs** | *Compliant* |
| **Rule: 3301-32-06 Attendance records** | *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: 3301-32:08 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* |

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| **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* |