Department of Children & Youth

Licensing Inspection Full Report

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

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 11/19/2024	Begin Time: 2:30 PM	End Time: 4:30 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: 114	Number of Rules with Non-Compliances: 5	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 4

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: **08 Staff Files**

Rule: 3301-32:03 Required background checks

Code: This rule requires each individual used in ratio to provide evidence of criminal record checks and five-year updates that 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, one staff member's background checks were not updated every five years.

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 3301-32:04 Annual fire inspection

Code: This rule requires both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Domain: **08 Staff Files**

Rule: 3301-32:03 Licensing orientation training

Code: This rule requires each individual used in ratio to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date.

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 medical statement signed by a physician, physician assistant, advanced practice registered nurse, or a certified nurse practitioner.

Findings: During the inspection and review of staff files, individuals used to count in ratio did not have evidence of a medical statement signed by a licensed physician, physician assistant, advanced practice registered nurse or a certified nurse practitioner.

Domain: **08 Staff Files**

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

Code: This rule requires the program to ensure at least one preschool staff member who has completed and is current with a child abuse recognition and prevention course based on an approved curriculum. The child abuse recognition and prevention curriculum used in the course may be consistent with requirements as established by section?3319.073?of the Revised Code or appear on the approved curriculum list posted on the departments website. Consistent with requirements as established by section?3319.073?of the Revised Code, such staff shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five years thereafter.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current course on the recognition and prevention of child abuse from an approved provider.

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: 3301-32:04 License and written compliance report posted	*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 Swimming requirements	*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*
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 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*
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 Staff record policies	*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 policies	*Compliant*
Rule: 3301-32:10 Child Data Privacy	*Compliant*