Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Manchester Elementary School	Program Number: 1250032229
Address: 130 Wayne Frye Dr Manchester OH 45144		County: ADAMS
Organization Name: Manchester Local	Org IRN: 000442	Site IRN: 000451

Inspection Information		
Inspection Type Provisional	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 11/18/2025	Begin Time: 10:00 AM	End Time: 1:45 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: 176	Number of Rules with Non-Compliances: 2	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 1

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: **02 Safe & Sanitary Environment**

Rule: 5180-37:06 Cleaning and sanitizing supplies

Code: This rule requires that cleaning and sanitizing supplies shall be stored in a space that is inaccessible to children. Cleaning agents, aerosol cans and all other chemical substances are to be stored in a designated area in their original containers and/or clearly labeled.

Findings: During the inspection, it was observed that cleaning and sanitizing supplies were stored in a space that is accessible to children.

Corrective Action Plan Due: 12/26/2025

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 5180-37:05 Electrical outlets

Code: This rule requires that electrical outlets are to be covered when not in use unless documentation is on file that the outlets are tamper resistant.

Findings: During the inspection, it was observed that electrical outlets are not covered when not in use and there was no documentation on file to indicate the outlets are tamper resistant.

Rules in Compliance/Not Verified	
Rule: 5180-37:02 Parent handbook	*Compliant*
Rule: 5180-37:03 Developmental progress and parent teacher conferences	*Compliant*
Rule: 5180-37:03 Written curriculum adopted and aligned	*Compliant*
Rule: 5180-37:03 Written philosophy and goals	*Compliant*
Rule: 5180-37:02 Written compliance report posted	*Compliant*
Rule: 5180-37:03 Nap/Rest-Time Requirements	*Compliant*

Rule: 5180-37:04 Staff supervision	*Compliant*
Rule: 5180-37:03 Daily Schedule	*Compliant*
Rule: 5180-37:04 Annual in-service requirements	*Compliant*
Rule: 5180-37:02 Preschool information reported in Education Management Information System	*Not Verified*
Rule: 5180-37:04 Director onsite fifty percent of operating hours	*Compliant*
Rule: 5180-37:04 Staff Non-Discrimination	*Compliant*
Rule: 5180-37:04 Program operation	*Compliant*
Rule: 5180-37:04 Director qualifications	*Compliant*
Rule: 5180-37:04 Administrator rules training	*Compliant*
Rule: 5180-37:04 Director responsibilities	*Compliant*
Rule: 5180-37:04 Lead teacher assigned	*Compliant*
Rule: 5180-37:04 Public preschool general education teacher requirements	*Compliant*
Rule: 5180-37:04 Special education teacher requirements	*Compliant*
Rule: 5180-37:04 Nontax nonpublic preschool teacher requirements	*Compliant*
Rule: 5180-37:04 Individuals used in ratio	*Compliant*
Rule: 5180-37:04 Staff minimum requirements	*Compliant*
Rule: 5180-37:04 Orientation training	*Compliant*
Rule: 5180-37:04 Non-guilty non-conviction statement	*Compliant*
Rule: 5180-37:04 Required background checks	*Compliant*

Rule: 5180-37:04 Staff Medical statement	*Compliant*
Rule: 5180-37:04 Staff with required health and safety trainings	*Compliant*
Rule: 5180-37:04 Substitute requirements	*Compliant*
Rule: 5180-37:04 Background check updates	*Compliant*
Rule: 5180-37:04 Preschool special education law requirements	*Compliant*
Rule: 5180-37:04 Ratio and Group size: Integrated classroom	*Compliant*
Rule: 5180-37:04 Intervention specialist caseload	*Compliant*
Rule: 5180-37:04 Approved trainer requirements	*Compliant*
Rule: 5180-37:04 Ratio and Group size: Special education classroom	*Compliant*
Rule: 5180-37:04 Staff/child ratio maintained at all times	*Compliant*
Rule: 5180-37:04 Second adult requirements	*Compliant*
Rule: 5180-37:04 Mixed age group size	*Compliant*
Rule: 5180-37:04 Preschool/school age mixed group	*Compliant*
Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom	*Compliant*
Rule: 5180-37:04 Licensed staff in-service requirement	*Compliant*
Rule: 5180-37:04 Nap/rest time ratio requirements	*Compliant*
Rule: 5180-37:04 Part-time staff in-service requirement	*Compliant*
Rule: 5180-37:04 Substitute providing IEP services	*Compliant*

Rule: 5180-37:04 Montessori maximum group size	*Compliant*
Rule: 5180-37:06 Adequate first-aid supplies	*Compliant*
Rule: 5180-37:05 Safe play space available	*Compliant*
Rule: 5180-37:05 Annual fire inspection	*Compliant*
Rule: 5180-37:05 Outdoor play space	*Compliant*
Rule: 5180-37:05 Infant and non-ambulatory child approved rooms	*Compliant*
Rule: 5180-37:05 Exclusive use of preschool space	*Compliant*
Rule: 5180-37:05 Phone available	*Compliant*
Rule: 5180-37:05 Room divided by barrier	*Compliant*
Rule: 5180-37:05 Play space free of hazards	*Compliant*
Rule: 5180-37:05 Center cleaning and sanitizing	*Compliant*
Rule: 5180-37:05 Children supervised during travel times	*Compliant*
Rule: 5180-37:05 Ratio maintained at all times	*Compliant*
Rule: 5180-37:05 Public access areas	*Compliant*
Rule: 5180-37:05 Square footage and maximum capacity	*Compliant*
Rule: 5180-37:05 Smoking prohibited	*Compliant*
Rule: 5180-37:06 Materials selected independently	*Compliant*
Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 5180-37:06 Space heaters	*Compliant*

Rule: 5180-37:05 Indoor space minimum requirements	*Compliant*
Rule: 5180-37:06 Cot or Mat requirements	*Compliant*
Rule: 5180-37:06 Electrical fans	*Compliant*
Rule: 5180-37:06 Safe and sanitary equipment and materials	*Compliant*
Rule: 5180-37:06 Protective Mats	*Compliant*
Rule: 5180-37:06 Potty chair requirements	*Compliant*
Rule: 5108-37:06 Furniture and equipment	*Compliant*
Rule: 5180-37:06 Crib or cot assignment	*Compliant*
Rule: 5180-37:07 Governing body written policies	*Compliant*
Rule: 5180-37:07 Program policies and procedures	*Compliant*
Rule: 5180-37:07 Appropriate policies for children	*Compliant*
Rule: 5180-37:07 Staff policies	*Compliant*
Rule: 5180-37:07 Immunization records and emergency medical authorization requirements	*Compliant*
Rule: 5180-37:07 Policies address children's cumulative records	*Compliant*
Rule: 5180-37:07 Developmentally appropriate program planning	*Compliant*
Rule: 5180-37:07 Health and safety procedures	*Compliant*
Rule: 5180-37:07 Organized school health services	*Compliant*
Rule: 5180-37:07 Emergency procedure postings and records	*Compliant*
Rule: 5180-37:07 Admission procedures	*Compliant*

Rule: 5180-37:07 Parent Roster	*Compliant*
Rule: 5180-37:07 Behavior management/discipline policy requirements	*Compliant*
Rule: 5180-37:07 Communicable Disease Policy requirements	*Compliant*
Rule: 5180-37:07 Transportation and field trip policies	*Compliant*
Rule: 5180-37:07 Safe sleep placement	*Compliant*
Rule: 5180-37:07 Unlimited parent access	*Compliant*
Rule: 5180-37:07 Offsite swimming policy requirements	*Compliant*
Rule: 5180-37:07 Parent Roster permission	*Compliant*
Rule: 5180-37:07 Safe sleep policy	*Compliant*
Rule: 5180-37:07 Medical and dental emergency procedure posting	*Compliant*
Rule: 5180-37:07 Written procedures for incident and injury reporting	*Compliant*
Rule: 5180-37:04 Fluoride supplements	*Compliant*
Rule: 5180-37:07 First-aid Facilities and Materials	*Compliant*
Rule: 5180-37:07 Parent permission for topical products	*Compliant*
Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available	*Compliant*
Rule: 5180-37:07 Swimming policy	*Compliant*
Rule: 5180-37:07 Supervising grounds, play areas, and other facilities	*Compliant*
Rule: 5180-37:07 Written medication policy requirements	*Compliant*

Rule: 5180-37-08 List of allergies and treatment	*Compliant*
Rule: 5180-37-08 Immunization records	*Compliant*
Rule: 5180-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	*Compliant*
Rule: 5180-37-08 List of chronic physical problems and history of hospitalization	*Compliant*
Rule: 5180-37-08 List of child diseases	*Compliant*
Rule: 5180-37-08 Names and telephone numbers of physician and dentist	*Compliant*
Rule: 5180-37-08 Emergency medical and dental care transportation	*Compliant*
Rule: 5180-37-08 Daily attendance records	*Compliant*
Rule: 5180-37-08 Injury report	*Compliant*
Rule: 5180-37-08 Family Educational Rights and Privacy Act	*Compliant*
Rule: 5180-37-08 McKinney-Vento Homeless Assistance Act	*Compliant*
Rule: 5180-37-08 Cumulative record requirements	*Compliant*
Rule: 5180-37-08 Child medical signed by licensed physician	*Compliant*
Rule: 5180-37-08 Medication authorization	*Compliant*
Rule: 5180-37:09 Food license	*Compliant*
Rule: 5180-37:09 Choice of two required food groups for snack	*Compliant*
Rule: 5180-37:09 Menus	*Compliant*
Rule: 5180-37:09 Modified diet accommodations	*Compliant*

Rule: 5180-37:09 Nutritious snack choices provided to parents	*Compliant*
Rule: 5180-37:09 Screen time during meal or snack time	*Compliant*
Rule: 5180-37:09 Snack nutritional requirements	*Compliant*
Rule: 5180-37:09 Snack service time	*Compliant*
Rule: 5180-37:09 Snacks and meals to children attending four or more hours	*Compliant*
Rule: 5180-37:10 Discipline restrictions	*Compliant*
Rule: 5180-37:10 Reporting abuse policy	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness	*Compliant*
Rule: 5180-37:10 Written discipline policy requirements	*Compliant*
Rule: 5180-37:11 Communicable disease chart posted	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements	*Compliant*
Rule: 5180-37:10 Staff responsibility for discipline	*Compliant*
Rule: 5180-37:11 Children observed for communicable disease upon	*Compliant*
Rule: 5180-37:09 Use of powdered milk	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation	*Compliant*
Rule: 5180-37:10 Staff receive discipline policy	*Compliant*
Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent	*Compliant*

Rule: 5180-37:09 Policy regarding providing food when parent does not provide it	*Compliant*
Rule: 5180-37:10 Discipline policy ensures well being of individuals	*Compliant*
Rule: 5180-37:12 Diapering requirements	*Compliant*
Rule: 5180-37:11 Communicable disease policy: Training staff	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease	*Compliant*
Rule: 5180-37:12 Diaper storage	*Compliant*
Rule: 5180-37:12 Soiled diapers storage/laundering	*Compliant*
Rule: 5180-37:08 Child medical statement	*Compliant*